Requesting Space from the Calendar or Availability Grid

or

I see my space is available, can I request it from here?

1. Go to a Location Search

2. Search for the location, date, and time you need (or the 1st date in a series)

3. If you are in Calendar View, click on the pencil to go to the Event Form.
   a. Your space, location and date will automatically be populated.

4. If you are in the Availability Grid, click on the desired time and you will be taken to the Event Form.
   a. Your date, location & start time will appear.
   b. The length of time defaults to 30 minutes.