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 Select Object: 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.

List Calendar Av	vailability	■ Related Locations ← Sun Sep/29/2019 - Sat Oct/05/2019 → Weeks: 1					?
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
September 29	30 8:00 pm - 9:00 pm Nancy Smith Yoga Instructor @ York	October 1 10:00 am - 12:00 pm EMSA Unit Meeting York	2 10:30 am - 12:00 pm New Faculty Campus Orientation @ York	3	4		5
<i>.</i>	<u> </u>	2	<i>3</i>		📝 Create an event	<u> </u>	

- 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.

List Calendar Availability	← Fri Oct/04/2019 →	View	Standard (default)	\$	Overlapping	\$
→→ 7 8 9 ☆ ¥ 4 4 4		3	4 5	6	7 8	9
	Event Date and Time - Required () Start Date and Time: Fri Oct/04/2019					
	12:00 pm To 12:30 pm					