



Northeastern Illinois University

EXCELLENCE. ACCESS. DIVERSITY. COMMUNITY.

Training Room Reservation Guide

**The Training Room is located in CLS-4066
On the 4th floor of the Classroom Building**

This Guide Covers:

Accessing the Summit an Event Page

Setting the time of the Event

Finishing the Event Request

In an emergency case, or to have an event renamed or removed,

Contact Zane Whittaker directly, at

x4315 or Z-Whittaker1@neiu.edu

Accessing the Summit an Event Page

1. Click the Training Room Calendar link.

The Web Events window will open.

2. Click the Summit an Event link.



The Summit an Event window will open.

Submit an Event

Please enter your event information below and then press 'Submit Event'. We will review your submission and post it in the calendar if it is appropriate.

Note: * denotes a required field.

* Select a Calendar:

* Date:

Start Time: :

End Time: :

Repeat:

Times

* Event Title:

Description:

* Your Name:

* Your Email:

Submit Event

Cancel

Setting the time of the Event

**1. Select Month, Day, & Year of the event
from the dropdown list .**

*** Date:**

Oct ▼ 22 ▼ 2007 ▼

**2. Select Hour, Minute, & a.m./p.m.
of the event's Start & End Time
from the dropdown list .**

Start Time:

hour ▼ : minute ▼ a.m. ▼

End Time:

hour ▼ : minute ▼ a.m. ▼

**Option: If the event will be repeated periodically,
Select a Repeat Option
And enter the number of times it will be repeated.**

Repeat:

Never ▼

Times

Finishing the Event Request

1. Type the name of the Event.

*** Event Title:**

Description:

Option: You may want to type a description also.

2. Type your Name.

*** Your Name:**

*** Your Email:**

3. Type your Email address.

4. Click Summit Event.

Submit Event

Upon clicking the Submit Event button:

- If you see a “Thank you for your submission” message, you have completed your request.
- If you see an “Error” message, please follow the onscreen instructions to complete the request..
- If you wish to submit another request, click the Return to Calendar View link.