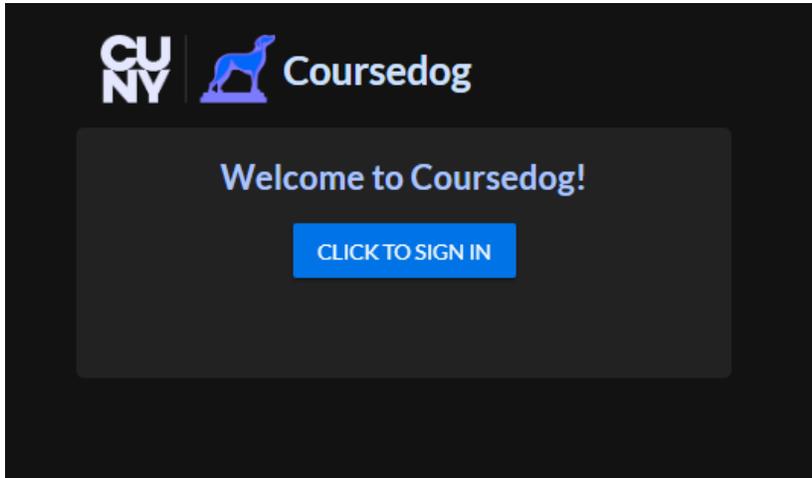


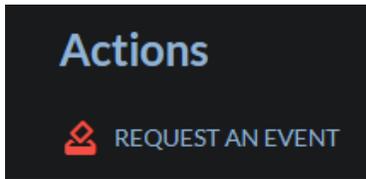
## Coursedog Events Submission Guide

Navigate to <https://cuny.coursedog.com/#/login?continue=%2F> this will take you to the Coursedog Login Screen. Click on “Click to Sign In.”

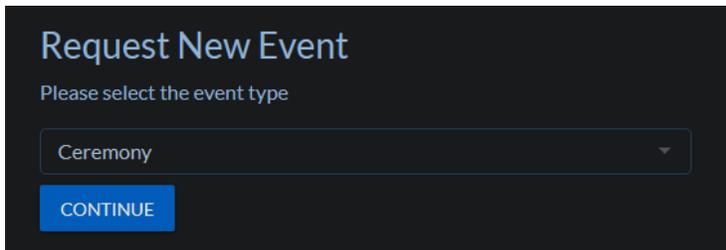


This will redirect you to the CUNY Login Screen. Enter your CUNYfirst Credentials and click on Login. If successful, this will take you to the Coursedog Events Main Page.

To submit a New event reservation request, click on *REQUEST AN EVENT* under Actions.



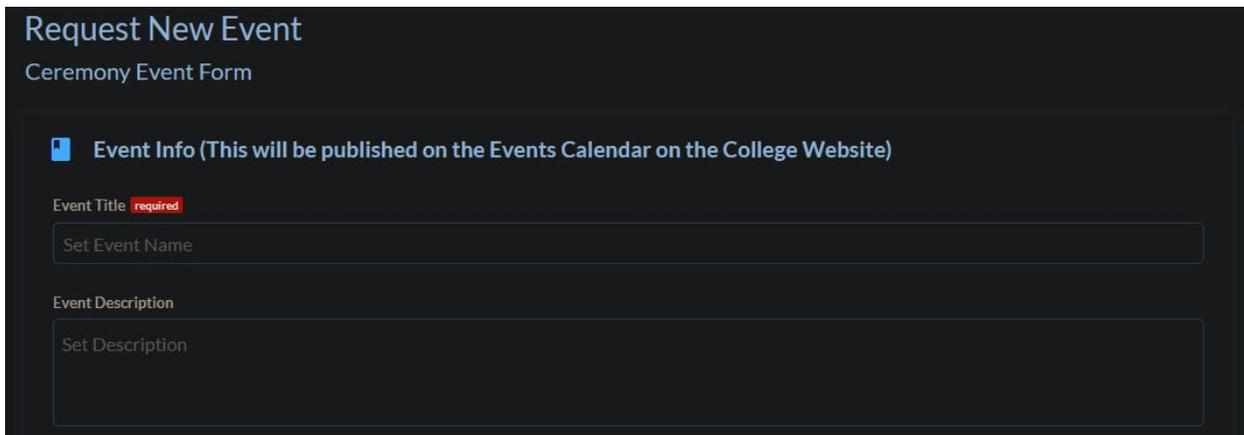
Click on the "Select Event Type" dropdown menu to see a list of available event types. Choose the one that best describes your event, as this will help categorize it on the College's Events Calendar

A dark-themed form titled "Request New Event". Below the title is the instruction "Please select the event type". There is a dropdown menu with "Ceremony" selected. Below the dropdown is a blue button labeled "CONTINUE".

Click on Continue

This will open the Event Request form.

The Coursedog Events form is divided into several sections, with required fields marked in red. You must complete these fields before you can click the "Submit Event Request" button, which will otherwise appear light blue.

A dark-themed form titled "Request New Event" with the subtitle "Ceremony Event Form". A blue information icon is followed by the text "Event Info (This will be published on the Events Calendar on the College Website)". Below this is a section for "Event Title" with a red "required" label and a text input field containing "Set Event Name". Below that is a section for "Event Description" with a text input field containing "Set Description".

### Event Info

Event Title and Event Description, information entered will be visible on the College's Events Calendar.

## Event Details

The Expected Head Count refers to the number of attendees you anticipate for your event. This number will help determine which event spaces are available. For instance, if you expect 100 attendees, the list of available spaces will only include those on campus that can accommodate that number.

Please ensure you fill out the required fields, including whether you expect any press and if there will be any vendors (catering).

Indicate who the event is open to by selecting an option from the "Event Open To" dropdown.

If tickets will be sold for the event, answer "yes" to the question "Will you be selling tickets?" If there is a cost associated with the tickets, even if they are free, enter that amount in the "Cost per Ticket" box. Additionally, provide the URL for ticket sales in the "Link to Ticket Sales" box.

If applicable, select the Department sponsoring the event; this will display a list of organizations within Coursedog.

Use the Additional Comments section to provide any extra information for the Space Owners that won't be included on the College Events Calendar.

Click on + ADD NEW MEETING

Meetings & Locations

Please add at least 1 meeting

Start Date Start Time End Date End Time

Repeat  
None

Location

Setup Times Teardown Times

+ ADD NEW MEETING + COPY EXISTING MEETING

## Event Date and Location

Enter the details for the Date and Time of your event. You can either type this information in manually or select a date using the date picker.

Next, click on "Location" to see a list of available spaces on campus that meet your capacity requirements. This list includes all classrooms, computer labs, tabling areas, and event spaces. If you're searching for a specific space, you can use the "Search for rooms" field. Enter the room number or including Building prefix for example A-10.

If the specific space you're looking for does not appear the space is unavailable. This may be due to a conflict, approved event or pending event. Click on the Calendar icon to see further details, if the space you are requesting is a classroom; toggle show academic events.

Select room

Show Only Available Rooms

Filter By Type

Filter By Features

A-

Viewing 1-11 of 11

Room ID	Type	Capacity	Cost	Building
NYT01 - A-A105	Assembly	103	\$0	Academic Building
NYT01 - A-A106	Classroom	50	\$0	Academic Building
NYT01 - A-A108	Assembly	1081	\$0	Academic Building

SELECT TBA CLOSE

If your event requires extra time for setup and teardown, please enter the appropriate times in the Setup Time and Teardown Time fields. By default, clicking on Setup Time will add one hour before the event starts, and the same applies for Teardown Time.

If you need more time, click on the respective field and edit the start time accordingly. Remember, setup time is before the event begins, while teardown time is after the event has concluded.

The screenshot shows the 'Meetings & Locations' form with the following fields and values:

- Start Date: Sep 25, 2024
- Start Time: 10:00 AM
- End Date: Sep 25, 2024
- End Time: 11:30 AM
- Repeat: None
- Location: NYT01 - A-A105
- Setup Times: (empty)
- Teardown Times: (empty)

Buttons at the bottom: + ADD NEW MEETING and + COPY EXISTING MEETING.

The 'Setup Times (1)' modal dialog displays the following information:

Start Date	Start Time
Sep 26, 2024	08:00 AM
End Date	End Time
Sep 26, 2024	09:00 AM

Buttons at the bottom: + ADD NEW SETUP TIME and SAVE.

After making edits click on Save to confirm the changes.

The screenshot shows the 'Meetings & Locations' form with the following updated fields and values:

- Start Date: Sep 26, 2024
- Start Time: 09:00 AM
- End Date: Sep 26, 2024
- End Time: 11:30 AM
- Repeat: None
- Location: NYT01 - A-A105
- Setup Times: 09/26/2024 8:00 AM - 09/26/2024 9:00 AM
- Teardown Times: 09/26/2024 11:30 AM - 09/26/2024 12:30 PM

Buttons at the bottom: + ADD NEW MEETING and + COPY EXISTING MEETING.

If you need another space for your event request that occurs on the same date and time, including the associated setup and teardown times, you can save time by clicking on "Copy Existing Meeting." This will duplicate all the information you entered previously, including the setup and teardown times. Simply click on "Location" to select a different space.

If the event information and details are the same but the events take place on different or consecutive dates, click on "Add New Meeting." This will create a new blank template for you to fill out.

**Contacts**

Name required Yunhong Gu

Email required yunhong.gu72@login.cuny.edu

Phone required (555) 555-5555

Address  
Set Contact Address

Send Email Notifications  
 YES  NO

+ ADD NEW CONTACT

## Event Contact

The Event Contact is automatically set to the person submitting the request. You must fill in the Name, Email, and Phone fields as they are required. If the Event Contact is different from the Event Requestor, you can delete the existing information by clicking the red trash can icon and entering the correct contact details. If this person should receive emails from the Coursedog Events platform, set "Send Email Notifications" to YES.

Note: The Name you provide will appear on the College Events Calendar.

Please fill out all required fields before submitting

✉ SUBMIT EVENT REQUEST

When all required fields have been filled out click on SUBMIT EVENT REQUEST.

✉ SUBMIT EVENT REQUEST

Once all required fields are completed, the "Submit Event Request" button will change from light blue to dark blue. After you submit your request, you will receive an email confirming that your Event Request has been submitted. Please note that just because a space was available when you booked, it doesn't guarantee that your request will be approved. If your request is approved, you will receive a separate email confirming the approval of your booking.