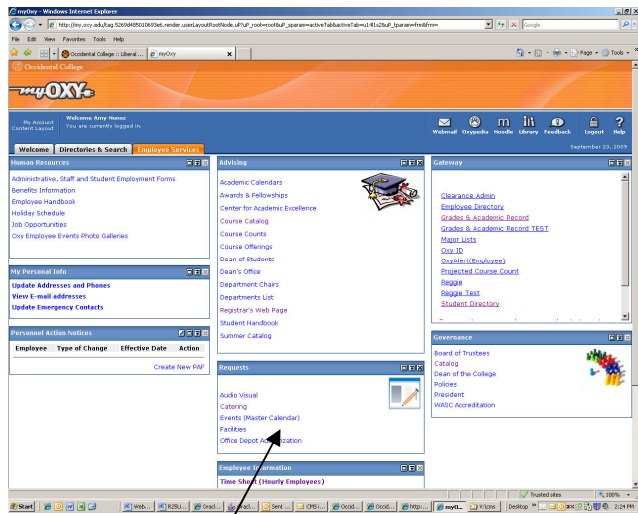


REQUEST A CAMPUS SPACE: RESOURCE 25 USERS GUIDE

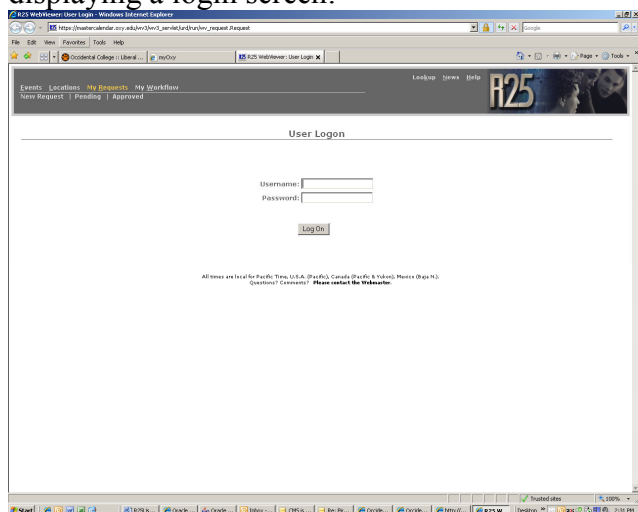
This guide will help you become familiar with **Resource 25**, the web-based software that supports the Master Calendar.

Links to request a space may be found on the Employee Services tab of MyOxy, as well as on the Master Calendar homepage:



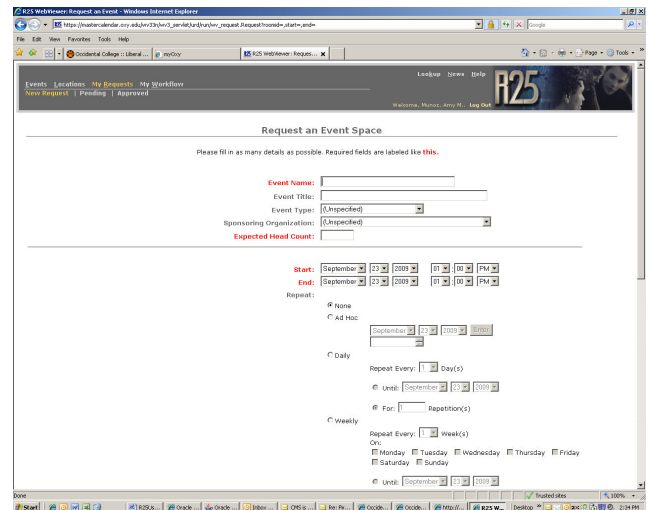
1) Open the “Events (Master Calendar)” link,

The Resource25 front page will come up, displaying a login screen:



Enter your Oxy user name and password. Note: If you are new to Oxy you will need to set up access with the [Master Calendar Office](#). Students only have access if film majors, or if employed by Student Life, ICC or Housing.

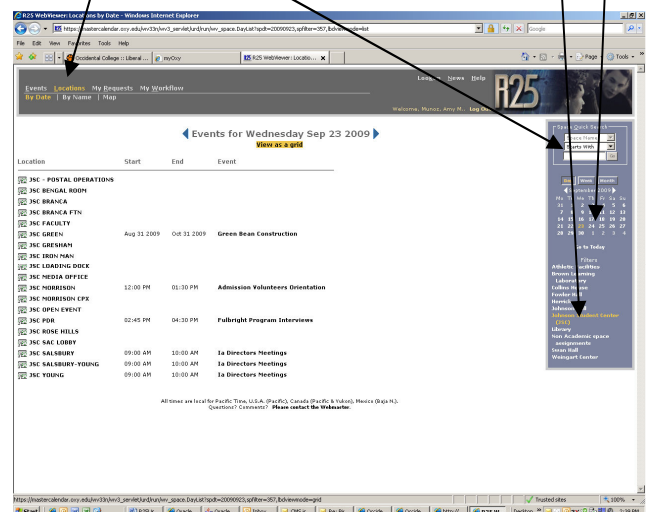
2) Your Personalized Resource 25 welcome page will come up:



If you would like to request a space immediately, skip to **section 4**. You may prefer also **view availability of a space first** (please note that this function may take up to 60 seconds to load).

3) View space availability:

Click the “Locations” link at the top of the page. A list of campus spaces and their availability for the current day will load. We encourage you to select a filter at right (Such as Johnson Student Center) to decrease the search time. Pick a date by clicking on the calendar at the right side of the page. Locations are listed in alphabetical order and grouped by building. You may also search by first letter:



4) Place a request:

Once you have chosen a preferred location for your event, click **“My Requests”**. Fill in the information requested on the screen, including event name, sponsoring organization, attendance, date, time, and the space you would prefer. Click next when finished.

You will receive a summary. Check the details of your event. Make changes, or submit the request if everything is correct.

You will receive a confirmation of your request. **Please note that a confirmed request does not reserve space.** Your request is put into pending status, awaiting approval by Master Calendar.

If you would like to request Audio Visual equipment for your event click the text on the lower left. Otherwise, learn how to review your requests in **section 5**.

To return to Resource 25 click **“Request Another Event”** (even if you just want to do something else in the program).

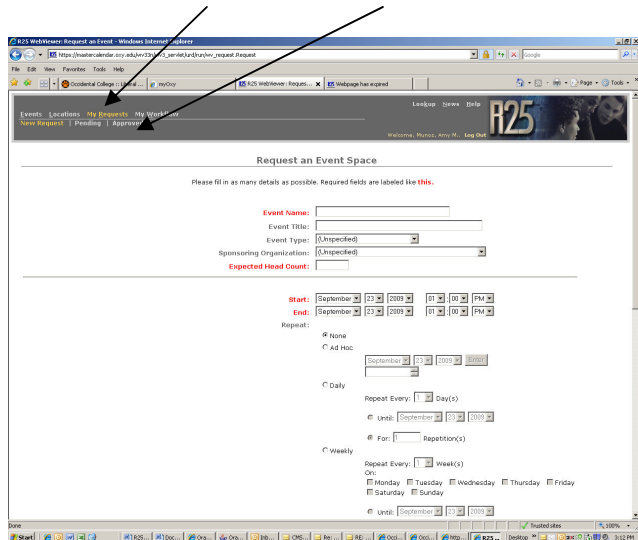
5) View and edit pending requests:

Click **“My Requests”**, then **“Pending”**

You may edit your event while it is in the pending state.

6) Check for space approval:

Click “My Requests” and “Approved”



The screenshot shows a web browser window displaying the 'Request an Event Space' form. The browser's address bar shows the URL: https://mastercalendar.oxy.edu/OTIS_2014/OTIS_2014/Request_Request. The page has a navigation menu with tabs for 'Home Requests', 'Events', 'Locations', 'My Requests', and 'My Approvals'. Two arrows originate from the text above: one points to the 'My Requests' tab and the other points to the 'Approved' tab. The main content area is titled 'Request an Event Space' and contains a form with the following fields and options:

- Event Name: [Text Input]
- Event Title: [Text Input]
- Event Type: [Dropdown Menu]
- Sponsoring Organization: [Dropdown Menu]
- Expected Head Count: [Text Input]
- Start: [Date Picker] [Time Picker]
- End: [Date Picker] [Time Picker]
- Repeat: None, Ad Hoc, Daily, Weekly
- Repeat Every: [Dropdown Menu] Day(s), [Dropdown Menu] Week(s)
- Repeat On: [List of Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday]

You will see your approved space requests. Be sure to check to which space your event is assigned. Due to multiple factors involved in assigning space, you may receive a different space than requested. If you wish to make changes to your event after it has been approved, call the Master Calendar Office at ext. 1464

Questions? Contact:

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