



Whatever your event, scheduling it can be quick and easy using the aRtie25 Event Scheduler!



~ aRtie25 Event Scheduler Instructions ~

All requests must be submitted at least fourteen (14) business days in advance of the event date.

All sponsored outside vendors, speakers, performers, service providers, etc. require prior approval, as well as either a certificate of insurance or waiver of insurance. These requirements must be met prior to the event. This is a request to schedule facilities only. Space availability must be checked before submitting the online request. Upon completion of all event requirements, including insurance and permit when necessary, events will be confirmed by return receipt of an Event Confirmation from the Facilities Office. Events should not be advertised until the Event Confirmation has been received. Please review and keep the Event Confirmation until after the event has passed.

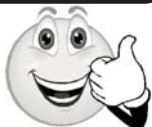
PLEASE NOTE: Students are not allowed in any building without a faculty or staff person present.

Banquets • Meetings • Lectures • Concerts • Theatre Arts • Celebrations • Art Exhibits • Sports

~ Logging on to the Event Scheduler ~

1. From SCC home page, click on **Events** (top, right side of page)
2. Click on **My Requests** (found at top of page)
3. Enter **Username** (Enterprise ID in ALL CAPS)
4. Enter **Password** (MEMO password)

Logging on to the Event Scheduler



Once logged into the Event Scheduler, fill in the appropriate information with as many details as possible regarding your event. (Online, the required fields are shown in red.)

- **Event Name:** (REQUIRED)
Enter event name: this will appear on the Event Calendar. May contain letters, numbers and dashes only. No additional punctuation or symbols may be used. Limited to 40 characters including spaces.
- **Event Title:**
Same as above, add additional title information or leave blank
- **Event Type:**
From drop down list, select an event type that best represents the event
- **Sponsoring Organization:** (REQUIRED)
From drop down list, select SCC organization sponsoring event
- **Expected Head Count:** (REQUIRED)
Enter the number expected to attend the event

Now on to entering the date and time!



Please indicate beginning and ending times of the event's first occurrence. **NOTE: Dates will be the same.**

- **START:** (REQUIRED) First date / time the event ends / • **END:** (REQUIRED) First date / time the event starts

Are there any repeat dates? Enter repeated event dates using one of the four options. (Do not include any dates that the campus is closed for holidays.)

- 1) **None:** Default setting under "Repeat" if event consists of only one day.

- 2) **Ad Hoc:** (select and fill in round dial for this choice)
 1. Use to add additional dates selecting one date at a time.
 2. Use drop down to select Month/Day/Year for additional dates.
- 3) **Daily:** (select and fill in round dial for this choice) - Fill in how many days your event will repeat and the date it will repeat until.
- 4) **Weekly:** (select and fill in round dial for this choice) - Fill in how many weeks it will repeat, what days of the week it will repeat, and date it will repeat until.



What facility space/room do you prefer?

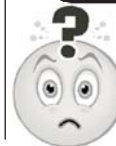


NOTE: Please check for Space availability before submitting the online request by using the "Locations" link at the top of the Event Calendar web page.

Choose between three choices:

1. **Specific Space:** Use drop arrow to choose specific space prefer event to be held in.
2. **Any Space In:** Use drop arrow to choose specific building prefer event to be held in
3. **Other:** Use text box to type in space not found with first two options.

What if I need more than one locations?



Multiple locations may be entered using the "Other" option. Please separate location #s with a comma.

Resources

- Select from the list of the most common resources you may need for your event by indicating number of each item needed.
- Multiple resources may be selected.
- If a needed item is not listed, add it to the "Comments" section



Custom Attributes

DIRECTIONS:
Fill in attribute if applicable;
if not, please leave blank.

- **Contact Name:** Indicate if different from Requestor's name
- **Contact Email:** Indicate if different from Requestor's email
- **Contact Phone:** Indicate if different from Requestor's phone
- **Entrance Fee:** List amount (only if applicable)
- **Registration Contact:** List contact for event registration
- **Registration Phone #:** List phone number for event registration
- **Registration Website:** List URL for registration website
- **Event Website:** List URL for event website
- **Hot Event:** Check box if event is to appear on Event Calendar under "What's Hot" link
- **Open to the Public?:** Check box if YES
- **Additional Setup Time Needed:** List extra time needed before event starts
- **Additional Take Down Time Needed:** List extra time needed after event ends
- **Existing Room Setup Ok As Is:** If ok as is, type YES. If not, leave blank and use the "Comments" section to type new setup.
- **Sponsoring Organization, Additional:** List organization
- **Signage, SC West Marquee:** List message to be posted
- **Signage, Sandwich Board Locations:** List location #s separated by commas

Requirements



CATERING:

- **Culinary Arts (480.423.6578):** Provide number of guests
- **External Food Service:** Provide number of guests
- **Food Services MCCCDC Contract (480.423.6240):** Provide number of guests

SERVICE:

- **Technician, A/V Media (480.423.6652):** Type YES if needed

SPACE

- **Hold Irrigation/Sprinklers:** Check box if event is outdoors
- **Field Painting/Striping:** Check box if needed



Comments

In the comments box, be as detailed as possible when describing the setup for your event. Indicate type of setup, number of people, and any additional instructions for specific setup / placement instructions for requested resources.

SETUP TYPES:



Boardroom



Theatre



Classroom



Banquet



Reception

Description

In the Description box, provide a brief event description, ticket information, additional phone numbers or contact names. This shows up on the online Event Calendar so be sure to check spelling and grammar.



You're ready to submit and review!



- 1) Click the "Next" button at the bottom of the page
- 2) After the "Event Request Summary" page comes up, review all information to check for accuracy.
- 3) Is the Summary correct? Click "Submit Request" button
- 4) Need to make changes? Click "Make Changes" button
- 5) Print Event Request Confirmation
- 6) Click on the "Request Another Event" or close window if done.
- 7) You will receive an email from "aRtie25 Event Scheduler" also confirming your request.

Well Done!
You've
completed
your online
event request!



Please Note!

- All requests must be submitted and received by the Facilities Office at least fourteen (14) business days in advance of the event.
- The event request submitted online is a request to schedule an event only and does not guarantee availability of the facilities or represent confirmation of scheduling.
- Your event reservation will be confirmed upon your receipt of the official Event Confirmation from the Facilities Office.
- Review Event Confirmations upon receipt for accuracy of event details, as well as retained until the event is completed.



Help! I have changes for my event!

PLEASE NOTE: All changes to events must be requested at least 3 business days before event to assure availability of resources, staff, etc.

Request has been submitted online. Click on "My Request" then "Pending" to make changes as follows:

- Click on EDIT button on far left of event listed to make changes. (If event is in "Draft" status, it has not yet been processed. Requests can be re-opened--the online form will open back up--and necessary changes made. A new email confirming any changes will be sent.)

Request has been submitted online. Click on "My Request" then "Approved" to make changes as follows:

- Click on "SCC Employee WV" (under "Scheduler" heading). An email will open with the TO and SUBJECT already filled in. Type changes to event and send email. (If event is in "Tentative" or "Confirmed" status, it has started being processed or completed and an official Confirmation sent out.)

Additional Helpful Information!



SCC EVENT CALENDAR

PLEASE NOTE: Although a space appears available on the Event Calendar via Locations, availability is not guaranteed. Requests are processed in order of date and time received.

IMPORTANT PHONE #s:

College Safety:
480.423.6175

A/V Media Services:
480.423.6652

Aramark Food Services:
480.423.6240

Find an Event using the Event Calendar:

- From SCC home page, click on "Events" link
- Default view: "Day". (Click on right of page to change to "Week" or "Month" view.)
- For EVENT QUICK SEARCH, on right of page, enter keyword contained in event name OR event reference number; click "Go"

Check SPACE AVAILABILITY using Event Calendar:

- From SCC home page, click on "Events" link
- Click on "Locations" link at top of page
- Click on the appropriate date for the event using the calendar on the right
- Locate the desired location in the grid that comes up; by default, the grid shows the SCC Conference Rooms.
- Use filters on right to bring up specific spaces. "E" identifies SCC spaces. (i.e. E SC = SCC Student Center spaces)

Book a space right from the Grid:

- If the space shows available for the date and time needed simply click on the desired time on the grid.
- Online Facility Request page opens
- When form opens, the date, start time, and space will already be filled in. Please verify if correct.
- Locate the desired location in the grid that comes up; by default, the grid shows the SCC Conference Rooms.

FREQUENTLY USED SPACES:

SC164: Turquoise Rm
SC209: Peridot Rm
SC172: Azurite Rm
SC175: Cafeteria
SC171: Copper Rm (available after 5pm)
SC E Patio: Student Cntr East Patio
AD121: Small Conference Rm

SCC POLICY:

Campus Closure Dates

Due to staffing & budget constraints, SCC does not host events when the campus is closed, including holidays and holiday weekends.

Give Us
a Call!



For additional assistance with the aRtie25 Event Scheduler or the Event Calendar, please contact the SCC Facilities Office:

Patti McNeill ~ 480-423-6506
Facilities Coordinator

Debbie Fennell ~ 480-423-6049
Administrative Secretary II