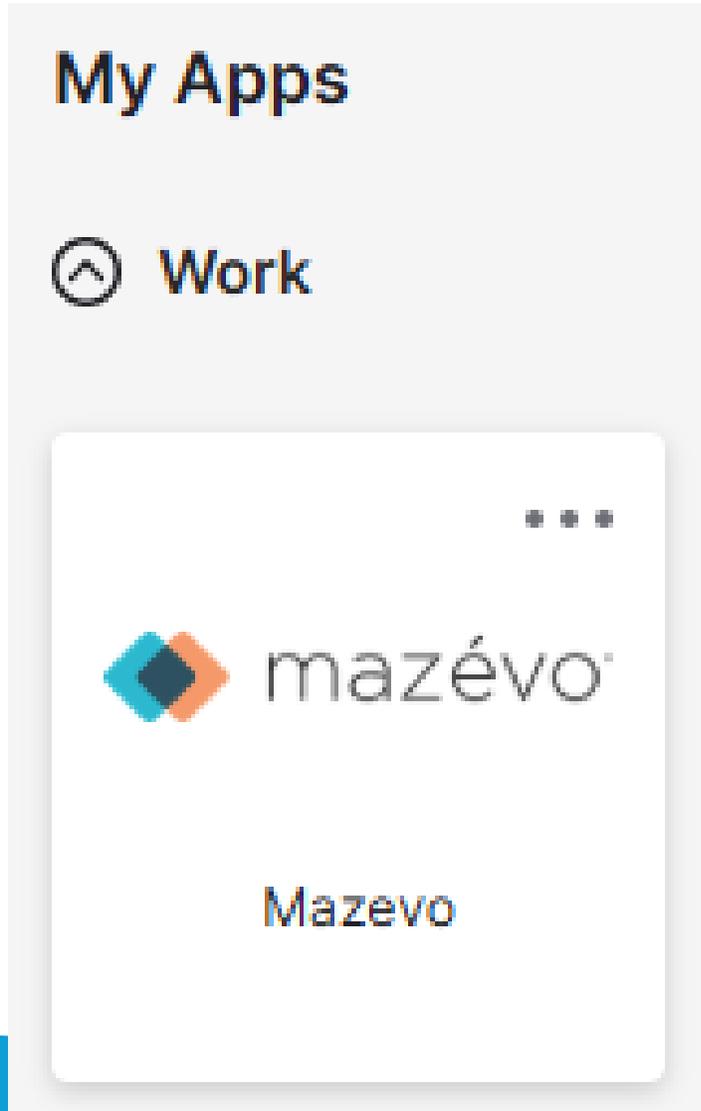


# Space Request Instructions



mazévo<sup>®</sup>



# 1. Sign In

- Accounts are created automatically for College employees and students
- Sign in using your Okta portal
  - Select Mazevo under My Apps



## MAIN MENU

REQUESTS

Add New Request ←

Book Room

Event Book

My Events

All Events

## 2. Create a Request

- Under the Main Menu:
  - Click "Add New Request"

## ADD NEW REQUEST

### EVENT INFORMATION

Event Name (Required)

Organization (Required)

Number Of People

people

Cancel

Next >

## 3. Input Event Details

- Input descriptive event title
- Select Organization
  - This is the department or office you are booking under.\*
  - Organizations are informational for data collection purposes.
    - \*If you do not see your organization, please contact [SpaceRequests@ursinus.edu](mailto:SpaceRequests@ursinus.edu) to request the addition.
- Input number of attendees
  - This will impact which spaces are "available" for you to book.
- Click "Next >"

# 4. Input Event Details Cont.

**WHEN**

Start Time (Required) 11:30 AM to End Time (Required) 12:30 PM  Specify Setup Time

Specify Customer Access Time

Repeat  
Specific Dates

January 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |

Selected Dates  
- Fri 1/24/25  
Clear All Dates

Cancel Next >

- Input start and end time
  - Please note this should reflect your actual event time.
  - Setup and breakdown time can be accounted for by checking the "Specify Setup Time" button (red arrow)\*
    - \*If this option does not appear, please contact protocol at [SpaceRequests@ursinus.edu](mailto:SpaceRequests@ursinus.edu) to update your account.
- Select dates
- Click "Next >"

# 4b. Input Event Details Cont.

- If you are booking a recurring meeting:
  - Select the Repeat drop-down menu
    - You can select specific days of the week for the "Every Week" and "Every Other Week" options
    - All other options are based on date

**WHEN**

Start Time (Required)      End Time (Required)

hh:mm AM/...  to hh:mm AM/... 

Specify Customer Access Time

Repeat

Specific Dates 

Specific Dates

Every weekday

Every week 

Every other week 

Every month

Everyday

Repeat

Every week 

Start Date (Required)      End Date (Required)

1/27/2025  to 3/3/2025 

Monday      Monday

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

WHERE

Building (Required)

Olin × Find Rooms  Favorite Rooms Only

Available Rooms Unavailable Rooms

| Select                              | Room  |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Olin 004 Classroom |
| <input type="checkbox"/>            | <input type="checkbox"/> Olin 008 Classroom |
| <input type="checkbox"/>            | <input type="checkbox"/> Olin 1 Atrium      |
| <input type="checkbox"/>            | <input type="checkbox"/> Olin 101 Classroom |
| <input type="checkbox"/>            | <input type="checkbox"/> Olin 107 Classroom |

Cancel Next

## 5. Input Event Details Cont.

- Select Building from the drop-down list
- Click "Find Rooms"
- A list of available rooms will populate below
  - Check all rooms you would like to book for this timeframe
  - Unavailable rooms are listed in the next tab and includes why the room is not available to book
- Click "Next"

# Quick Tip

If you want to see room availability before you start creating a new request, try using the Event Book. The Event Book allows you to see room availability for any day.

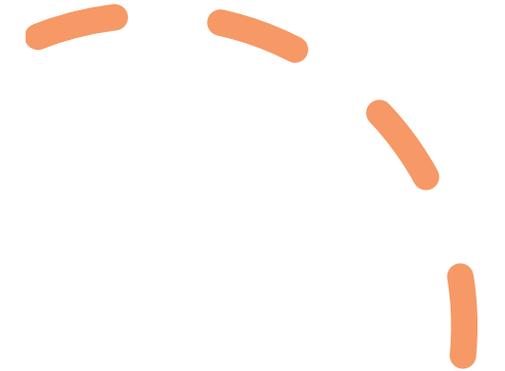
EVENT BOOK

Building: Student Center Search

Today Thursday, October 19, 2023

Oct 19, 2023 Open 8:00 AM - 11:00 PM

|                       | 7:00 AM | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM |
|-----------------------|---------|---------|---------|----------|----------|----------|---------|---------|
| Ballroom Gallery      | +       |         |         |          |          |          |         |         |
| Conference 1          | +       |         |         |          |          |          |         |         |
| Conference 2          | +       |         |         |          |          |          |         |         |
| J Moody Room          | +       |         |         |          |          |          |         |         |
| Lounge                | +       |         |         |          |          |          |         |         |
| Multipurpose Room A   | +       |         |         |          |          |          |         |         |
| Multipurpose Room A1C | +       |         |         |          |          |          |         |         |



- MAIN MENU
- REQUESTS
- Add New Request
- Book Room
- Event Book ←
- My Events
- All Events

You can quickly create a new request by pressing on the '+' for the room you want to reserve.

## ADD NEW REQUEST

EVENT INFORMATION: Protocol Team Meeting, WHEN: 11:30 AM

### SERVICE PROVIDERS

| Select                              | Service Provider                               |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Event Technology                               |
| <input type="checkbox"/>            | Facilities                                     |
| <input type="checkbox"/>            | Campus Safety Notification (Large Scale Event) |

Cancel

Next

## 6a. Select Service Providers (Optional)

- OPTIONAL
  - Select applicable service providers
  - Click "Next"

Back

RESOURCES

Select Resource

Event Technology

- Event Technology Other  
If not listed, please specify in special instructions what else is needed
- Qty:  Four Wireless Microphone Kit (1 Max) [Add Notes](#)  
Up to four wireless microphones
- Large Rolling Display (2 Max)  
A large rolling display for projection
- Large Rolling Speaker (2 Max)
- Loaner Laptop (12 Max)  
For music, PowerPoint, etc.
- Step and Repeat - Black Repeating (2 Max)
- Step and Repeat - Black Single Logo (1 Max)
- Step and Repeat - White Repeating (1 Max)

Cancel Next

## 6b. Select Services (Optional)

- OPTIONAL – this screen will only appear if a service provider is
  - Select requested services
    - Add Notes as needed
  - Click "Next"

# 7. Event Questions

- Based on your event details, event questions may appear.
- Answer questions as applicable
  - Depending on your answers, additional questions may appear.
- Click "Submit"

## QUESTIONS

Are you inviting alumni to participate in your event or program? (Required)

[Alumni Engagement Reporting](#)

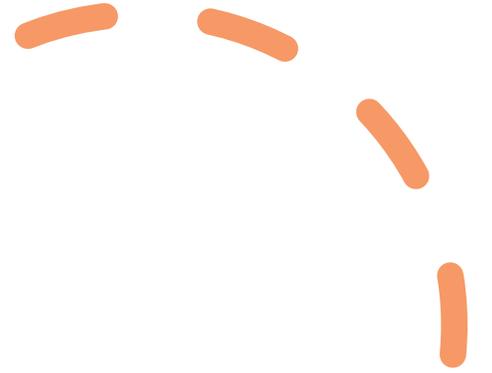
Are you inviting external guests to your event, meeting, or program? Examples of external guests include: alumni, prospective students, community members, and government officials. (Required)

Please provide additional information about your external guests. (Required)

Cancel

Submit

**Congrats!**  
**Your request has  
been submitted.**



# Checking Your Requests

- On the main menu, click "My Events"



MAIN MENU

REQUESTS

Add New Request

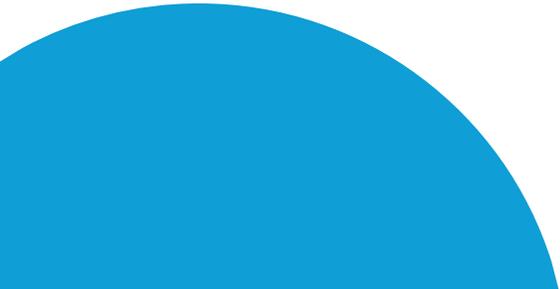
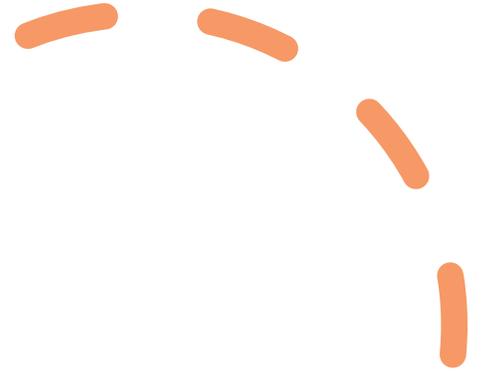
Book Room

Event Book

My Events



All Events



# Checking Your Requests Cont.

- Submitted requests will appear as either Pending or Booked
  - Pending – we are working on processing your request! The space is held, but please do not yet proceed with advertising your location.
  - Booked – your reservation is confirmed! You should have received a confirmation email from [SpaceRequests@ursinus.edu](mailto:SpaceRequests@ursinus.edu).
- You can also check past events using the "Past Events" tab

MY EVENTS Show Canceled Events

Current **Past Events**

Search my events

| Event (5)                   | Date        | Start Time | End Time | Location                            | Status  | Organization                   |
|-----------------------------|-------------|------------|----------|-------------------------------------|---------|--------------------------------|
| B6619 TEST PARK             | Sat 1/11/25 | 5:00 AM    | 6:00 AM  | Bomberger - Bomberger 133 Audito... | Pending | Conferences and Special Events |
| J1382 TEST                  | Wed 1/15/25 | 3:00 AM    | 4:00 AM  | Olin - Olin 004 Classroom           | Pending | Student Organization           |
| P4516 TEST 2                | Thu 1/16/25 | 3:00 AM    | 7:00 AM  | Residential Common Areas - North... | Booked  | Conferences and Special Events |
| M7213 TEst                  | Fri 1/17/25 | 2:00 AM    | 3:00 AM  | Olin - Olin Auditorium              | Pending | Conferences and Special Events |
| W7288 Protocol Team Meeting | Fri 1/24/25 | 11:30 AM   | 12:30 PM | Olin - Olin 004 Classroom           | Pending | President's Office             |