Requesting Space, Food and Other Resources in Resource25

This job aid provides the steps required for requesting space. It continues further to request food and equipment.

Step 1. Log into Resource25 with your User Name and Password.

Step 2. Click the for SpeedBook.

The SpeedBook “Event_XXXXX” window opens.
Step 3. Enter the name of the event in the **Name:** field, then copy and paste the same info to the **Reservation Name:** field.

The window will now look like this.

![Reservation window](image)

**Note:** It is important to copy and paste the name of the event to the **Reservation Name:** field. This is the name that opens in the calendars and other reports.

Step 4. In the **Type** drop down list, choose *(Other Type)*.

![Type selection](image)

**Note:** Be sure you know what Type needs to be chosen. Type can't be changed once it has been entered. The choices are Athletic Event, Food/Equipment Pick-Up/Delivery, Hold for Setup/Repair, Meeting, Non-student sponsored Event, Private Event, Student-sponsored Event, Non-University Affiliated Event.

Step 5. Check a selection and click **OK**.

![Selection confirmation](image)
Step 6. Click to choose a Category.

Step 7. Click to choose a Category.

The Event Categories window opens.
**Note:** A Category is associated with a specific Type. Choose a Category based upon the following Types.

**Athletic Event** - Intramural, Open Rec, Varsity Event, Varsity Practice, Miscellaneous.

**Non University Affiliated Event** - Athletic Event, Party, Conference, Reception, Banquet, Concert, Dance, Movie, Performer, Play, Recital, Rehearsal, Speaker, Information Table/Vendor, Miscellaneous.

**Student Sponsored Event** - Athletic Event, Banquet, Concert, Dance, Movie, Performer, Play, Recital, Rehearsal, Speaker, Information Table/Vendor, Miscellaneous.

**Non Student Sponsored Event** - Athletic Event, Banquet, Concert, Dance, Movie, Performer, Play, Recital, Rehearsal, Speaker, Information Table/Vendor, Commencement, Party, Conference, Open House, Orientation, Reception, Class Meeting, Miscellaneous.

**Meeting, Hold for Setup/Repair** and **Private Event** do not require a Category.

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**Step 9.** Check a **Category** using the **Note** above and click **OK**.

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**Note:** The next steps are regarding Event Requirements, check list items that need to be completed before an event can be approved. If there are no Event Requirements, proceed to Step 15.

**Step 10.** Click **Requirements**.

**Step 11.** Check a tab. For this example we will use **Service**.

**Step 12.** Click **Select...**

The **Event Requirement Properties** window is shown.
Step 13. Check as many options as needed.

Step 14. Click OK

**Note:** Return to Step 11 if there are more Event Requirements

Step 15. Click 

**Note:** The next steps are regarding Event Requirements, check list items that need to be completed before an event can be approved. If there are no Event Requirements, proceed to step X

Step 16. Click the and choose the Organization(person or group requesting).

The **Select Organization** window opens.

Step 17. Choose the **Full List** option.
The **Full List** is displayed.
Step 18. Choose a value and click Add ->.

The chosen value shows in the right column.

Step 19. Click OK.
Step 20. Choose the **Requestor**: The options are (Myself), a group based upon the **Primary Org**. If there are no listings for **Primary Org**, click .

Note: If the button is clicked, the **Selected Contacts** window is updated.

Step 21. Enter info for **Event Times** using .

Note: Click the checkbox for **Spans Midnight** if the event will hit midnight or later. It is easier if you choose this first before choosing the beginning and end times and dates.
Step 22. Click to begin requesting space.

The Assign Spaces SpeedBook window opens.
Step 23. Enter **Expected Head Count**: and click **Check**.

**Note:** If a large number of results are expected, the following message will be displayed:

You have not entered any filter parameters to search for, which means this search may take a long time. Do you want to continue or cancel the search?

[Continue] [Cancel]

Click **Continue**.

The *SpeedBook* window displays results.
Step 24.
Choose an option and click Assign.

The Assign Space window opens.

Step 25.
Choose a Layout: option and click OK.

Note: The following message opens basically saying there is 1 date and 1 space requested.

Step 26.
Click Continue.

Note: Go to step X if only space is needed. If other resources such as equipment or furniture is needed, continue with next step.

Step 27.
Click to enter resources. Resources include equipment, furniture and/or food.
Step 28. Double click on **Categories**, then double click on **Catering**.

The list of food is shown in the **Resource Name** list.
Step 29. Choose a **Resource Name**.

Step 30. Click **Assign**.

The **Assign Resource** window opens.

Step 31. Enter a **Quantity** and click **OK**.

**Note:** Return to Step 29 until all food is selected.
Note: Proceed to Step 35 if only food is need. If other resources are needed, continue with next step.

Step 32. Enter equipment or furniture. See Note below.

The list of resources opens.

Note: For this example, double click on Campus Services AV Tech

Step 33. Choose an item and click Assign. The Assign Resource window opens.

Note: In this example the Audio Powered Speaker is chosen
Step 34. Adjust the **Quantity** and click **OK**.

**Note:** Return to Step 33 until all equipment is selected

**Note:** Proceed to Step 35 if all resources needs are entered.

Step 35. Click **OK** to review the request and enter comments.

The **Define Dates and Times Edit Event** window opens.

Step 36. Enter any comments in the **Reservation Comments:** text box.

**Note:** In this example, a large TV is requested
Step 37. Click to give a final review to the request. The Review/Modify Reservations Edit Event window opens.

Step 38. Click to save the event. The Confirm New Event window opens.

Step 39. Click OK.