

Event Scheduling Using QueCentre for Basic Event Requestors

Log into QueCentre using the Web: <http://www.quecentre.com/sunydelhi>

Sign in: Your user name is your first name then a space and your last name capital letters are not necessary. Your name will be what ever appeared in the 2005/2006 Staff Phone Directory. Your password is your first name. Then click the “Login” button once.

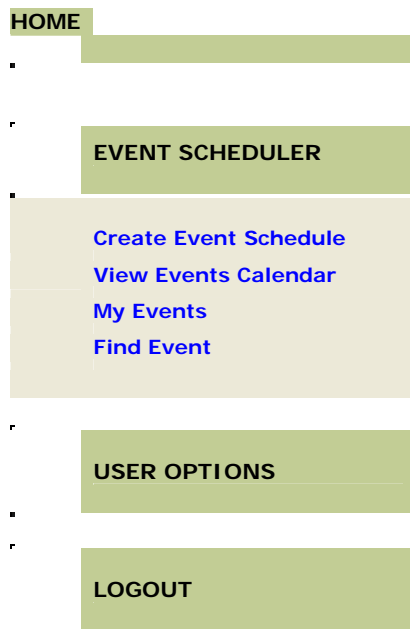
Example: Username: John Smith
 Password: John

It takes about 10-15 seconds for the system to log you in. Please do not hit login again.

Once you are in QueCentre you will see a page that looks like a calendar. This calendar shows you all the events that are currently scheduled on campus. You will notice that there are different colors on the calendar. Green indicates a past or current day event. Blue indicates an approved event and pink indicates a new event that has not yet been approved.

As a Basic Requestor in the system you will not be able to approve events – only set up new events. The approval or rejection of an event will come from the appropriate person responsible for scheduling the space you want to use. When you enter your *new event* the system generates an email that will go to the appropriate person who will approve or deny your request via email. You will get an email that looks like this: donotreply@quecentre.com Event Status Changed.

It is strongly suggested that you change your password for QueCentre. On the left side of your screen you will see several options to choose from.



To change your password select:
for you to type in a new password and
password again. Once you have selected and typed in your new password click once on SAVE.

USER OPTIONS. You will see a box
then it asks you to retype your

Now you are ready to schedule an event. Click once on the EVENT SCHEDULER tab. This will take you to a blank Event Schedule Form. Fill in all the information in each field. It is important that you be descriptive so your events are easily identifiable in the system. Here is an example:

Event Schedule Name: Lib Arts Div Advisor Mtgs Fall Orientation 2006
Event Schedule Title: Lib Arts Div Advisor Mtgs Fall Orientation 2006
Event Description: Advisor Meetings – Evenden Tower – Room 343

You can cut and paste from one field to the next. I encourage you to be fairly descriptive in your event description and suggest you include your event start and end time. You will see why this is of particular importance later on in these directions.

The event schedule name is what will appear on your personal list of events “My Events”. The event schedule title is what will appear on the campus wide calendar for everyone to see.

Next you must select a calendar category to schedule your event on.

Calendar:

When you click on the arrow for the drop down several choices of calendars will appear.

- Academic Buildings
- Alumni Hall
- Athletic Facilities
- Bush Hall
- Computer Labs/Computer Classrooms
- Conference Rooms
- Dormitories
- Farrell Hall
- Outdoor Areas – NOT Athletics
- SCT Banner

Please note that you select **Academic Buildings to schedule classrooms** in those particular buildings **NOT computer labs or conference rooms** – they are on their own calendar. To schedule a conference room that is located in any building on campus you should select the Conference Rooms calendar.. The same is true of the computer labs/classrooms – you need to select that particular calendar to schedule an event there.

Once you select a calendar the system will refresh – it will take a few seconds. You will need to scroll back up the page until you see the field for Calendar Category. Again, clicking on the arrow for the drop down menu you will see different choices depending on what your original Calendar choice was. If you had selected ***Academic Buildings*** as your first calendar then when you click the drop down arrow on the calendar categories you will see all the academic buildings listed. If you selected ***Conference Rooms*** you will see all the

conference rooms on campus listed, etc. Make your selection here and then go down to the next field to be entered: Buildings. Select the building that you are going to schedule your event in even if it was already chose above in the calendars – these are two separate actions. When you select the building you want to schedule your event in, the screen will refresh and bring in a list of floors for that building. Here you select the floor of the building that your room is located on. Once you have selected the floor the screen will refresh again and bring in a list of rooms associated with that floor of that particular building. Now select the room you would like to schedule your event in.

Please note that this is a work in progress and if you see any errors regarding floors and/or room numbers/descriptions please let Amy Reynolds know so these can be corrected.

Once you have selected your room scroll down the page and you will see where you can enter information regarding set up needs if there are any. It is not necessary to fill in the contact information unless you are filling out this form for someone else – you can put their name in if you want the maintenance/custodial staff to contact that person for more information; otherwise just leave the information blank if you have no particular needs.

At this time we have not input the equipment that is available in each room on campus i.e. overhead projectors, screens, etc. therefore, there will be nothing appearing in this field.

Now you will be entering your event date and time information. For a single, one day one time event you need to enter the date of the event. **NOTE: QueCentre does not allow you to enter a “0” in front of the day and month. Your dates should read: 9/7/2007.** You will see a calendar symbol next to the Start Date field – if you click on this it will bring up a current calendar where you may select your date. Now go to the Start Time field and click on the drop down arrow to select your start time. You will notice that it is set up in 15 minute intervals. Once you have selected the start time you now go to the Duration field and put in how long you want to reserve the room for. Remember to include time before and after the actual event time if there is any set up and tear down necessary. *For a one time event do not select a reoccurrence pattern* – skip over it and press save.