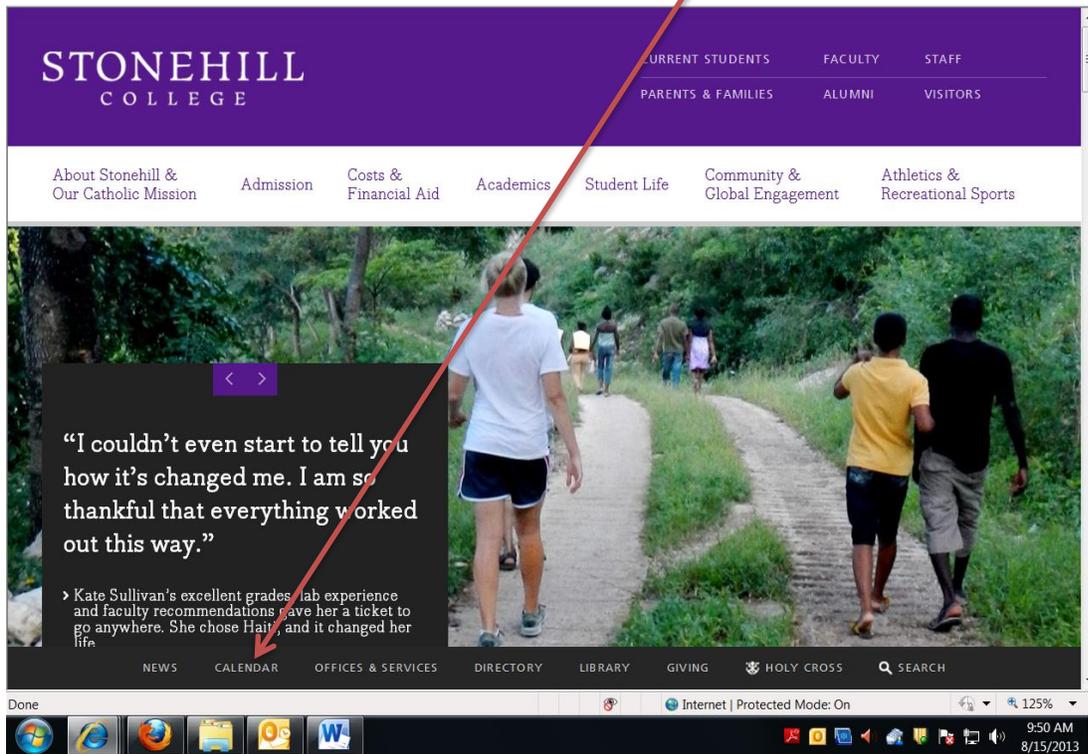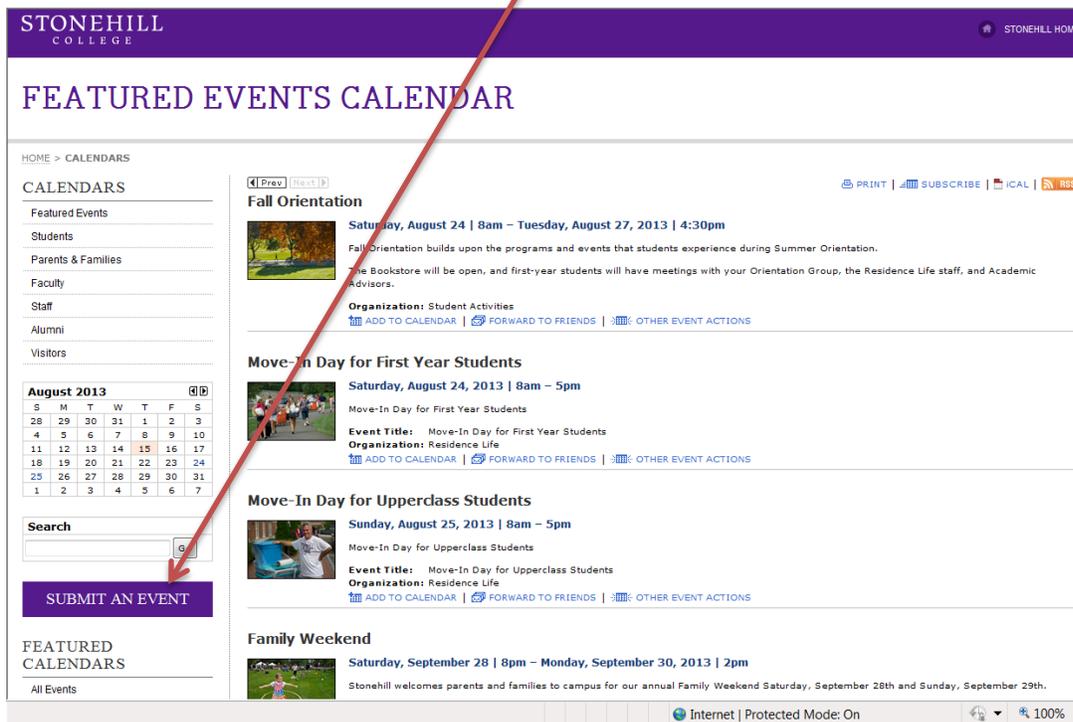# How to Request a Classroom for Review Sessions and PLTLs

(1) From the Stonehill College website click on "Calendar"

(2) When that opens, click on "SUBMIT AN EVENT"

(3) **This will bring you to the sign-in page to open the request form. If you have previously used this website to request a classroom, you will need to logon. If you have not accessed this form in the past, please "click here" to register.**

R25 WebViewer: User Login

Events Locations My Requests Academic Calendar Merit Programs
New Request | Pending | Approved

User Logon

If you are not currently a user, please **click here**.

Username: [ ]
Password: [ ]

☐ Change your personal details, including password.

[Log On]

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? **Please contact the Webmaster.**

As a new user, this is the short form you'll need to complete.
Note: This password does not change; please choose a familiar password that you will not forget!

R25 WebViewer: Create a New User

Events Locations My Requests Academic Calendar Merit Programs

Create a New User

Please fill in as many details as possible. Required fields are labeled like **this**.

	First	MI	Last
Name :	[ ]	[ ]	[ ]
Title:	[ ]		
Work Address:	[ ]		
City	[ ]		
State:	[ ]		
Zip Code:	[ ]		
Phone:	[ ]		
Fax:	[ ]		
Email Address:	[ ]		
Username:	[ ]		
Password:	[ ]		
Confirm Password:	[ ]		

[Submit] [Reset]

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? **Please contact the Webmaster.**

(4) **Once you have entered your information, click on submit and you will come to the actual request form. Please follow the instructions on this page carefully:**

R25 WebViewer: Request an Event   🏠 ▾ 🔊 ▾ 🖃 ▾ 🖶 ▾ Page ▾ Safety ▾ Tools ▾ ❓ ▾

Request an Event

Please fill in as many details as possible. Required fields are labeled in **RED**.

Event Name: [   ]
Event Type: (Unspecified) ▾
Sponsoring Organization: (Unspecified) ▾
Expected Head Count: [   ]

Enter your *Prof's name/Your name/Course Name* for Event Name.
Event Name: (EXAMPLE)
Woodcock/Tardiff/Calc. II Review Session
Tilley/Dumas/Gen. Chem II PLTL
Sponsoring Org:
Cntr. For Writing-Academic Achievement

BE SURE TO ENTER A HEAD COUNT IN ORDER TO BE ASSIGNED A CLASSROOM THAT IS LARGE ENOUGH.

Start/End Dates and Times are entered here for first occurence only!!
Please use EXACT Start/End Times for your Event!!

Start: August ▾ 15 ▾ 2013 ▾ 08 : 00 AM ▾
End: August ▾ 15 ▾ 2013 ▾ 09 : 00 AM ▾

t Dates:
○ None
○ Ad Hoc
    August ▾ 15 ▾ 2013 ▾ [Enter]
    [   ]

○ Daily
    Repeat Every: 1 ▾ Day(s)
    ○ Until: August ▾ 15 ▾ 2013 ▾
    ○ For: 1 Repetition(s)

○ Weekly
    Repeat Every: 1 ▾ Week(s)
    On:
    ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
    ☐ Saturday ☐ Sunday
    ○ Until: August ▾ 15 ▾ 2013 ▾
    ○ For: 1 Repetition(s)

Both the Start Date and End Date will be the same date; **the first date you want to use the classroom.** Enter the correct Start/End times for your session. Under Repeat Dates, choose "Weekly" every 1 week and choose your day of the week. Now you will choose "Until" and enter the last day of classes **(May 1, 2014)**

○ For: 1 Repetition(s)

Use the "Other" tab when requesting more than one location!!

Space Preference:
    ○ Specific Space: (Unspecified) ▾
    ○ Any Space In: Academic Classrooms ▾
    ● Other: [   ]

Please choose "**Any Space in**: Academic Classrooms." (*Do not be more specific than that at this point.*)
Be sure to check off "All participants Affiliated with SHC

Student requests require Advisor/Faculty approval. Please type name below.

Advisor Faculty Signature   [   ] (Text)
Admission Fee Charged By Client   [   ] (Whole Number)
Alcohol Being Served?   ☐
All Participants Affiliated with SHC?   ☐
Event Open to the Public?   ☐
Number of Cars Expected   [   ] (Whole Number)
Organization Name   [   ] (Text)
Sodexho Catering? To Confirm Call X-1616   ☐

Comments: [   ]

Description: [   ]

NOTE: In the Comments section you can ask for the specific classroom or building that you'd like to have. You may want to mention why you prefer that room/building.

(5) **Click on the "Next" button, review your Request Form, make changes if necessary, and then "Submit"**