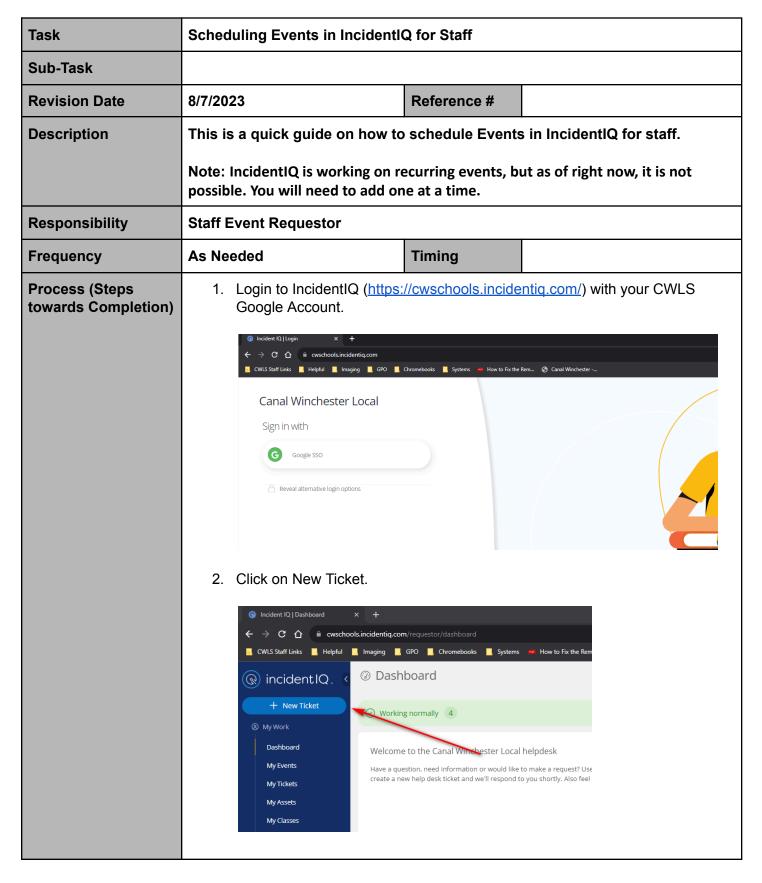


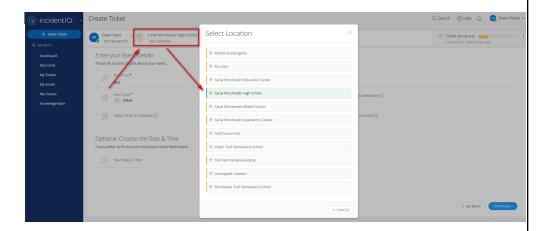
Canal Winchester Local Schools Standard Operating Procedure (SOP)



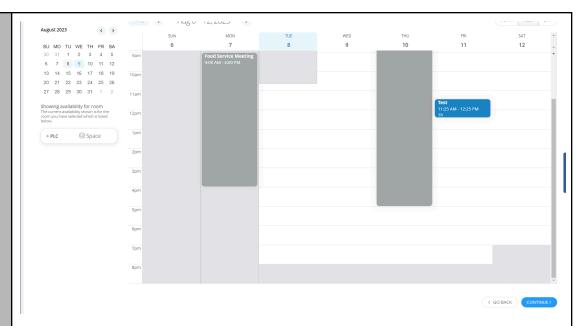
3. Select Event Reservations.



- 4. Enter the information for the event. Event Title and Event Type are required.
 - a. You will notice the location is set to your default building location; if you want to schedule in another location (for example: you work at the EC but want the PLC in the old Intermediate Building), you will need to change your location. Click Edit Location and select your location.
 - b. To make scheduling your Event easier, I recommend filling out the optional Date and Time section.
 - c. Click Continue when ready.



- 5. Select your room(s) and click Continue.
- 6. For the Select a Date/Time for your Room(s) (Your event's time block will be in blue, and other events will be in grey):
 - a. If you already put in the date and time on the first screen, you will see it on the calendar. Confirm it is correct.
 - b. If you did not fill it on, find your date and click on the timeframe you want. By default, it is only an hour, but you may make the box bigger or smaller by putting your mouse on the bottom or top of the timeframe box.
 - c. When you are done, click Continue.



- 7. Confirm all details on the Events Details Summary page. Enter anything details for setup in the room and other requests. Add any attachments, if needed. If a copy of liability Insurance is required, click the toggle and upload the file. Click Submit.
- 8. The ticket will follow the approval process below:

Building	1st Approver	2nd Approver
HS	Steve Cvetanovich	Pam Davis
MS	Brent Palsgrove	Pam Davis
WT	Max Lallathin	Pam Davis
IT	Lea Cobb	Pam Davis
ОС	Jodi Good	Pam Davis
EC	Pam Davis	N/A

- 9. You will receive email notifications throughout the process.
- 10. For a technology request for the Event, you will need to submit a help desk request. Create a new ticket then select Other Requests Special Events. Select the category.

