

How-To UIC CLASSROOMS Room reservations: (for Presidents, Treasurers, and Third officers only)

1. Go to Connect.uic.edu
2. Sign-in using your UIC netid and password
3. Click on the 3x3 grid in the top right corner
4. Click manage
5. Click on your organization
6. Click on the 3 lined drop-down menu on the left side of the page
7. Click events
8. Click "+Create Event"

Filling out the form: Broken down into Form Sections

General Info-

1. Enter the name of your event
2. Select the theme most relevant to your event
3. Add a description that the public/members of your organization will see on your org page (note: do not enter information about the room set up, requests etc)
4. Optional: enter if any other organizations are collaborating
5. Enter the START date of the event
6. The START time
7. Enter the END date of the event
8. Enter the END time
9. Add location. NOTE: do not put the room you wish to receive, just enter "UIC" (I personally think this should be deleted because the room is not guaranteed and other than adding "UIC" it is pointless)
10. Optional: if you have multiple dates that you are requesting for i.e a weekly or monthly meeting, click "+ add another date" and repeat steps 5-8

Event Details

11. Indicate which audience you would like your event to show to
 - a. Optional: Allow attendance to show on co-curricular
12. Optional: Select event categories and Perks

RSVP Settings

13. Indicate who can RSVP to your event
 - a. Optional: Limit the number and/or allow guests
14. Optional: Upload a photo to draw in attention to your event

Space Request Process: UIC CLASSROOMS

15. Select **UIC Classrooms**
16. Enter the full name of your registered student organization (NOTE: NO ACRONYMS)
17. Please enter the FULL name (first and last) of the event contact (UIC personnel only)
18. Enter the contact person's UIC's Email
19. Enter the contact person's phone number
20. Room requests must be made FIVE (5) business prior to the event
 - a. Note: do not count the day of submission as a business day
21. Insert the days requested in the format of Month/Date/Year- Day of week Start Time-End Time
22. Alternate Dates and times: Please insert an alternative date and time for your event, this allows for flexibility in scheduling. Please use the format of Month/Date/Year- Day of week Start Time-End Time
23. Indicate how many classrooms you are requesting
24. Insert the UIC email for the contact person
25. Enter the full name of your registered student organization (NOTE: NO ACRONYMS)
26. Enter the title of the event
27. Enter the estimated attendance
28. Indicate if you need AV equipment
29. Write a description of the event including any special room needs or requests.
30. Read the following statements and click to acknowledge each:
 - a. Classrooms are scheduled on first come first serve after the 10th day of each semester
 - b. No food can be brought into the classrooms
 - c. Must cancel 3 days prior to event

What Now?

31. Read each statement carefully and click "I agree and understand the statement"
32. Review your event submission before submitting
33. SUBMIT!