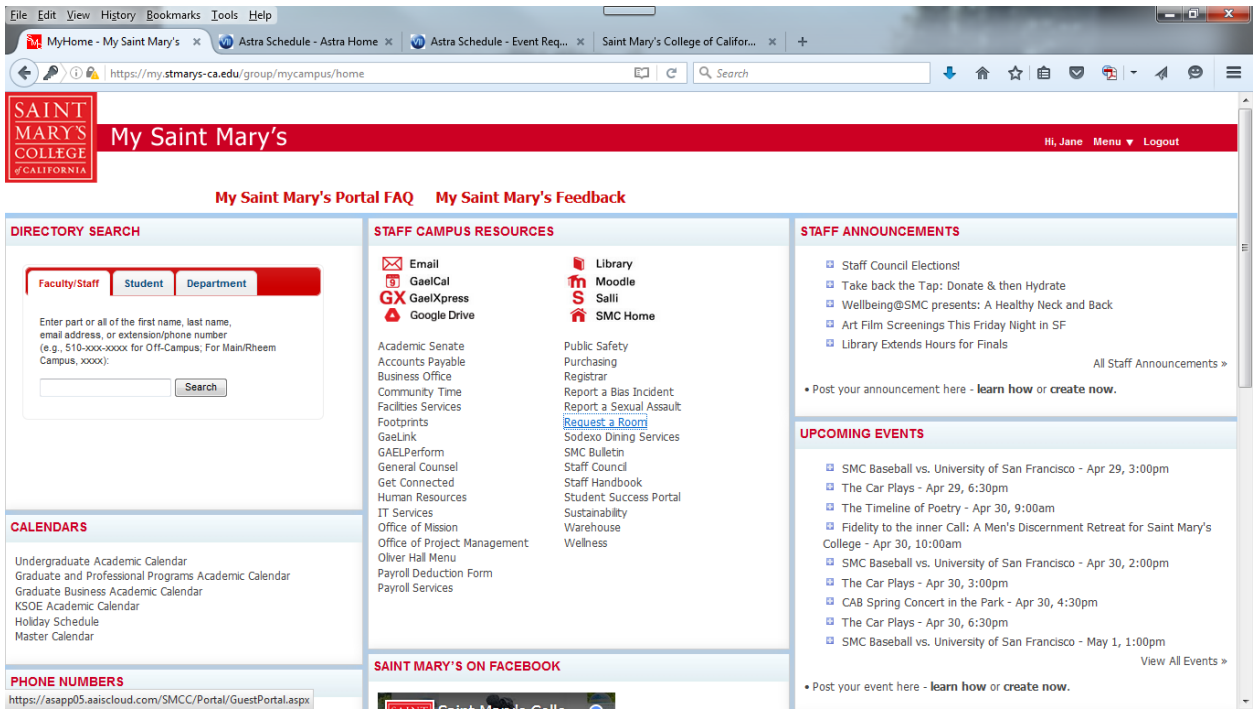
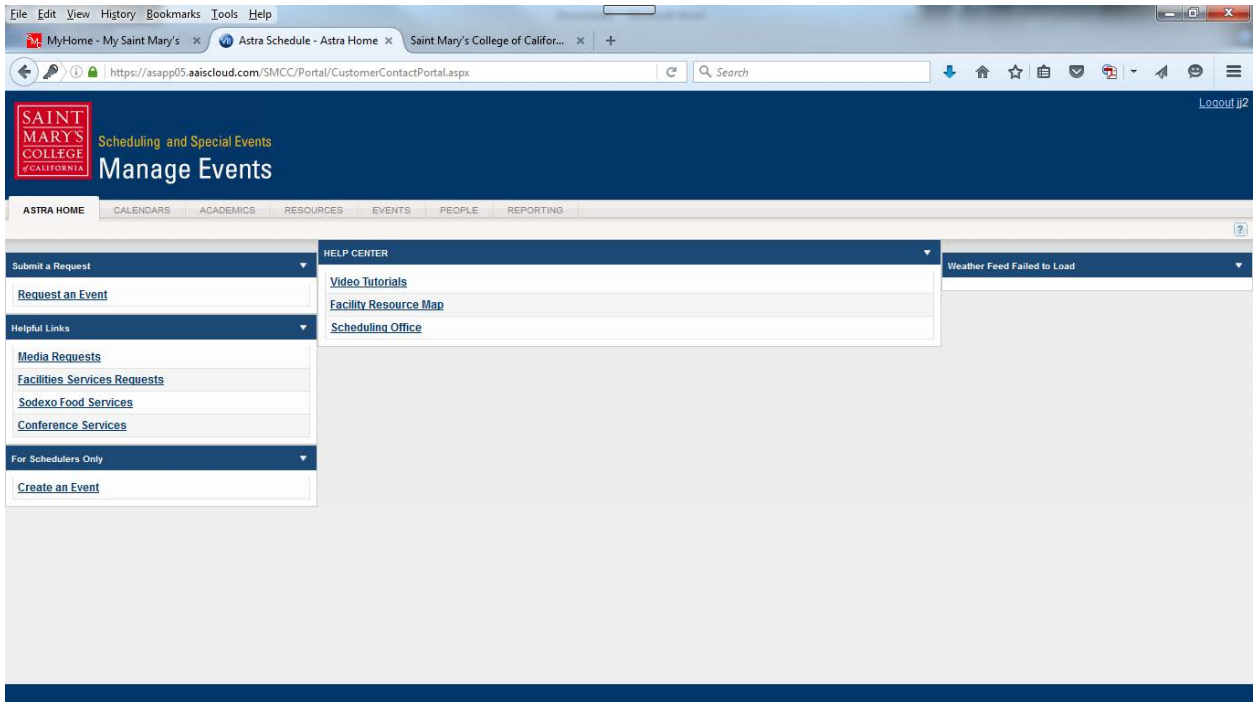


How to Reserve the GPS Resource Center Conference Room

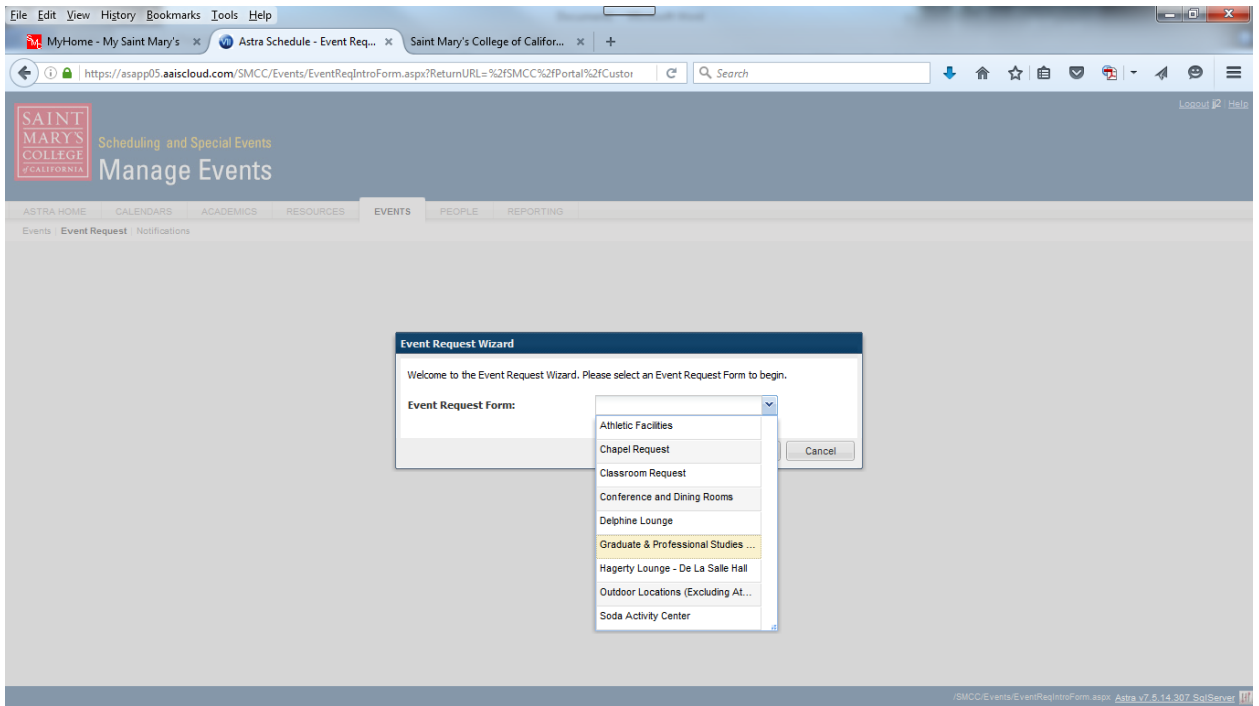
- Go to the SMC portal and select “Request a Room.”



- Then select “Request an Event.”



- Select “Graduate and Professional Studies” from the dropdown menu:



- Please complete all sections (1-3) of this form. This includes requesting room **CSU 100A** after you've selected a date and time. (Be sure to consider time needed for set-up and clean-up.) When all sections are complete, press "Submit" back at the top of the form.

The screenshot shows the 'Manage Events' interface for a 'Graduate & Professional Studies Conference'. The 'Event Information' section includes fields for 'Event Name*', 'Event Type', and 'Event Estimated Attendance' (set to 0). The 'Event Meetings' section includes 'Meeting Name*', 'Meeting Type*', 'Description', 'Max Attendance' (set to 0), and checkboxes for 'Private', 'Featured', and 'Requires Room' (checked).

The screenshot shows the 'Meeting Recurrence' section. It features a 'Create' button and tabs for 'Single Meeting(s)', 'Recurring', and 'Spanning'. The 'Single Meeting(s)' tab is active, showing 'Start Time' as 12:30 PM and 'End Time' as 1:30 PM. Below this are two calendar views for April 2016 and May 2016. The 'Meetings' table on the right is currently empty.

Name	Start Date	Start Time	End Time	End Date	Room	Resources
None						

- You will receive an email confirmation of your request and a 2nd email when your reservation is confirmed.