

My event has a large number of people coming to campus but they will not all be in one place at the same time. How do I enter this in SPACES?

- Enter the total amount of attendees expected on the headcount section for your event
- When you get to the locations section of the event wizard, choose the rooms you'd like to use
- Once you've chosen the rooms, click the link called "View and Modify Occurrences" *under each room* and enter the *headcount for that room only*
- Repeat this for each room you are requesting

SPACES SAMFORD UNIVERSITY

Welcome, Knox, Chez • Preferences • Sign Out • Today is Thu Apr 30 2015

Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

All State Choir New Event...

All State Choir
Event Title

Conference
SCHOOL OF THE ARTS
1500 Attendees Expected
Mon May 18 2015 8:00
Mon May 18 2015 7:00 pm
Setup: 1 hour
Takedown: 1 hour
Event Repeats

BROOK 117
BROOK 118

Progress...

Find and select EVENT LOCATIONS.

Your Starred Locations...

Search by Location Name...

Brooks

BROOK 115
Brooks Hall Closet 115
Max Capacity: 0

BROOK 116
Brooks Hall Office 116
Max Capacity: 15

BROOK 117
Brooks Hall Classroom 117
Max Capacity: 38

BROOK 118

Show only my authorized locations that have no time conflicts
Enforce head count

Refresh

Saved Searches...

Advanced Search...

Selected Locations

BROOK 118
Brooks Hall Classroom 118
Max Capacity: 43
Features: Blackboard / Permanent; Floor - Tile; Podium - Fixed; Projector / Ceiling-mounted; Student Desks; Whiteboard / Fixed; Windows
Selected Occurrences: All Occurrences
Conflicts: None
View and Modify Occurrences

BROOK 117
Brooks Hall Classroom 117
Max Capacity: 38
Features: Blackboard / Permanent; Floor - Tile; Podium - Portable (Lecturn); Projector / Ceiling-mounted; Student Desks; Whiteboard / Fixed; Windows
Selected Occurrences: All Occurrences
Conflicts: None
View and Modify Occurrences

BROOK 118: Modify Selected Occurrences

Assign?	Date	Conflicts?	Layout	Setup Instructions	Attendance	Share?
<input checked="" type="checkbox"/>	Mon May 18 2015	(none)	Classroom Desk Rows	(none)	25	

Hover over conflicts for more information.

Save Changes