How to Request Space through the Call for Programs- Fac/Staff

Center for Student Involvement
Northeastern University
2017-2018
HOW TO MAKE A CALL FOR PROGRAMS
MAJOR EVENT REQUEST - Faculty/Staff

Log in to MyNEU, click on the “Services and Links” tab, and navigate to “NU Space Scheduling Online” under “Faculty/Staff Services”

Once in NUSSO, navigate to the “Reservations” tab and click on “CSI Call for Programs Request 2017 - 2018.”
Use the options on the left hand side to select your dates, times and building for your request.

***If you have multiple different dates/times/spaces you need for one event, choose just one to start***

Click on “Find Space.”

Please note: the website automatically logs-out after 40 minutes. If you are in the middle of a form during the time-out, your progress will be lost. If you need to complete multiple event requests, it’s a good idea to log out and log back in between requests.
On the right hand side you will see the rooms that are able to be requested.

Click on the **GREEN** box to add the space to your cart.

You can click on the name of the venue to learn more about the space, its capacities, etc.

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***Please note that unlike booking other events through NUSSO, if a room shows up on this list it does not mean that you will necessarily be assigned that space. The rooms that appear are currently available, however due to many people requesting the same dates, you may not be assigned the date, time, or space requested in this section.***
In this example, after selecting the **GREEN** box, your requested space appears on top.
If you need another space for the same event, you can search for and add more spaces to your cart by changing the information on the left, and clicking “Find Space” again.

For example, you are requesting a presentation in Blackman on Thursday 3/15, and you want a reception (for the same event) later that day. After adding the Blackman times to your cart, you can go in and request space for the afternoon reception.
Once you have selected the first-choice spaces you need for this event, read the “terms and conditions,” click the check box, and hit continue.
You will be directed to a page to fill out your event details.

A few important notes:

Under Customer you must select your department. This account will end in (FS)
If you will not be the contact for this event come next year, or you have an additional contact be sure to add a “temporary contact” as the 2nd Contact, with the new leadership’s name.

- 2nd Contact/Advisor:
  - Name:* Next Year's President
  - Phone:* 0000000000
  - Email:* newpresident@husky.neu.edu
Please provide as many alternate dates/spaces as possible. The times you selected on the previous page indicate your first choice. In the case that your first-choice space is not available, we will attempt to assign another space depending on what you indicate in this section.

After filling in the required questions, review your request and click “Submit”.

I have read and agree to the terms and conditions. View
Submit
After completing the reservation, you will be sent to the Reservation screen. From this screen, you can review your booking requests for this event, make any changes, cancel the request or add additional major event venues you might have forgotten to add before.
Once you’ve reached the end screen, you can start the process again to request space for another event by going back up to the “Reservations” tab, and clicking on “Call for Programs Request 2017-2018”.

Please note: the website automatically logs-out after 40 minutes. If you are in the middle of a form during the time-out, your progress will be lost. If you need to complete multiple event requests, it’s a good idea to log out and log back in between requests.
To view all events you’ve requested click on “View my Requests” under the “My Account” tab.
This screen shows all events you’ve requested - these are “Reservations,” or umbrella events. Each “Reservation” can have multiple instances, “bookings,” attached.

In the above example, I have three umbrella events, but the “Speaking Event” has multiple instances.

To see what instances you requested for each event, click into the Reservation.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Customer</th>
<th>First Booking</th>
<th>Last Booking</th>
<th>Status</th>
<th>Location</th>
<th>Has Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>350853</td>
<td>Dance Party</td>
<td>Student Activities(FS)</td>
<td>9/27/2017 Wed</td>
<td>9/27/2017 Wed</td>
<td>Call for Programs Request</td>
<td>Curry Student Center-Ballroom</td>
<td>No</td>
</tr>
<tr>
<td>362934</td>
<td>Speaking Event</td>
<td>Student Activities(FS)</td>
<td>12/11/2017 Mon</td>
<td>3/15/2018 Thu</td>
<td>Call for Programs Request</td>
<td>Multiple</td>
<td>No</td>
</tr>
<tr>
<td>360989</td>
<td>Orientation</td>
<td>Student Activities(FS)</td>
<td>12/13/2017 Wed</td>
<td>12/13/2017 Wed</td>
<td>Call for Programs Request</td>
<td>Curry Student Center-Ballroom</td>
<td>No</td>
</tr>
</tbody>
</table>

Continue
After clicking on an event name, this screen shows the details of the reservation, and any associated bookings.

- In this example, I have two different spaces requested for my “Speaking Event”

- **To change** contact information or event type click on “Edit Reservation”

- **To change** alternate dates/times/spaces or other description information, click on “Edit Additional Information”

- **To change** dates/times/spaces click on the edit button next to the individual booking
THANK YOU

Thank you for requesting major event space through the Call for Programs process.

Requests are due by noon on Friday April 28, 2017. The online form will close for changes and new submissions at that time. Space is limited; all requests will be reviewed and accommodated if possible. If we are unable to provide you with your preferred space or date, we will attempt to provide other venue/date options suitable to your programs.

Questions and concerns can be directed to Chelsea Kryspin, Coordinator of Scheduling Operations, Center for Student Involvement: c.kryspin@northeastern.edu, (617) 373 - 2632.