

## MEETING & LOCATIONS CARD

The Meeting & Locations card allows you to schedule your event in available academic spaces.

**MEETINGS & LOCATIONS**

**Start Date \***  
A meeting's start date can be at most thirty days in the past from the date on which you are adding an event.

mm/dd/yyyy 

**Start Time \***

--:-- -- 

**End Date \***

mm/dd/yyyy 

**End Time \***

--:-- -- 

You can manually type the date and time or use the calendar and clock icons.

**MEETINGS & LOCATIONS**

**Start Date \***  
A meeting's start date can be at most thirty days in the past from the date on which you are adding an event.

04/09/2025

April 2025 

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Clear  Today

**MEETINGS & LOCATIONS**

**Start Date \***  
A meeting's start date can be at most thirty days in the past from the date on which you are adding an event.

04/09/2025

**Start Time \***

08:00 AM

08 00 PM  
09 AM  
10

Select from the list of available rooms, repeat meeting times, and add multiple meetings in one request

Room \*

Room not found Select Room ←

Repeat

None ←

Delete Meeting

+ Add Meeting ←

Click on the Select Room button

- Optional filter: Building and/or room

Click on Search for Available Rooms and select room

**SELECT ROOM**

Search for a room

sst ← **Optional: filter by building**

Features

Collaborative Learning Space  
College Academy  
Cybersecurity Lab  
Engineering Technology Lab  
Feedback Technology

Search for Available Rooms ← **Click on the Search button**

Available Rooms List

<b>SST 002</b>		
Room type	Capacity	Buildings
Classroom	24	SST
<b>SST 003</b>		
Room type	Capacity	Buildings
Classroom	40	SST
<b>SST 006</b>		
Room type	Capacity	Buildings
Classroom	24	SST
<b>SST 008</b>		
Room type	Capacity	Buildings
Classroom	24	SST

You can repeat a meeting daily, weekly, monthly, or yearly.

- *Note: Due to Academic Scheduling, there are some temporary blackout dates during the year*

Below is an example of a meeting that will repeat weekly on Wednesday, starting on April 9 and ending April 30. The four occurrences are April 9, 16, 23, and 30.

The screenshot shows a 'Recurrence' dialog box with a close button (X) in the top right. Under 'Predefined options', 'Weekly' is selected. The 'Repeat every' field is set to '1' and the unit is 'Weeks'. The 'Repeat on' section shows days of the week (S, M, T, W, T, F) with 'W' (Wednesday) selected. A dropdown menu is open, showing options: '-', 'Days', 'Weeks' (highlighted), 'Months', and 'Years'. Red arrows point to the '1', 'Weeks', and 'W' options.

Select a specific date or number of occurrences to end the series of meetings and reach the same result.

The screenshot shows the 'Recurrence' dialog box with 'Weekly' selected. The 'Repeat every' field is '1' and the unit is 'Weeks'. The 'Repeat on' section shows days of the week (S, M, T, W, T, F, S) with 'W' (Wednesday) selected. The 'Ends' section has 'On' selected with the date '04/30/2025' and a calendar icon. The 'After' option is also visible with a blank field and the label 'occurrences'. Red rounded rectangles highlight the 'Repeat every' and 'Repeat on' sections, and another red rounded rectangle highlights the 'Ends' section.

## Recurrence

Predefined options

None  Daily  Weekly

Repeat every

Repeat on

S  M  T  W  T  F  S

Ends

On

After