How to do a Blackout Request

Scribe

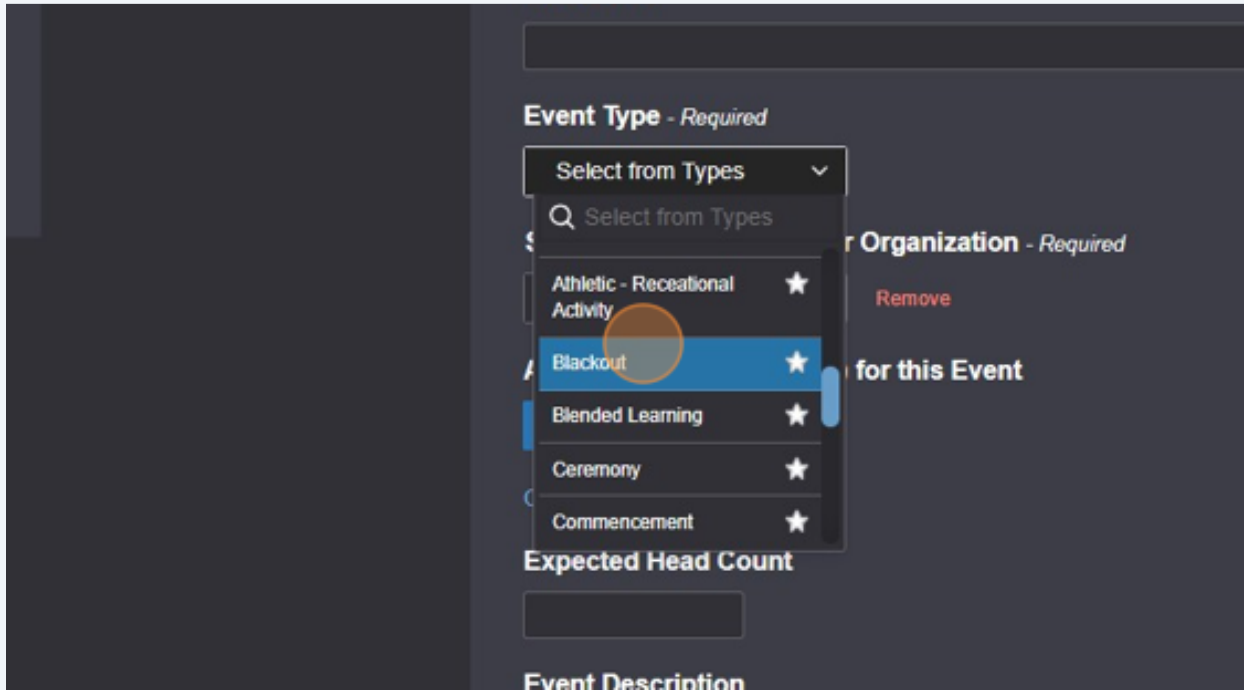**1** Navigate to 25live.collegenet.com/pro/wpi#!/home/event/form

2 Click "Select from Types"

Event Name - *Required*

Test

Event Title

Event Type - *Required*

Select from Types ⌄

Sponsoring Department or Organization - *Required*

Search organizations ⌄   Remove

Additional Organization(s) for this Event

EDIT

Create Organization

3 Click here.

Event Type - *Required*

Select from Types ⌄

🔍 Select from Types

Athletic - Receational Activity ⭐

Blackout ⭐

Blended Learning ⭐

Ceremony ⭐

Commencement ⭐

Expected Head Count

Event Description

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4 Click the "Search Locations" field.

Locations Search ⌃

Auto-Load Starred: No ⚪ Yes

☐ Hide Conflicts   ☐ Enforce Headcount

Search Filters ⌄

Saved Searches (optional) ⌄ | Search Locations ✕

ⓘ Hint! Type :: to use SeriesQL.

Reset   **Search**

Event Resources

Resources Search ⌃
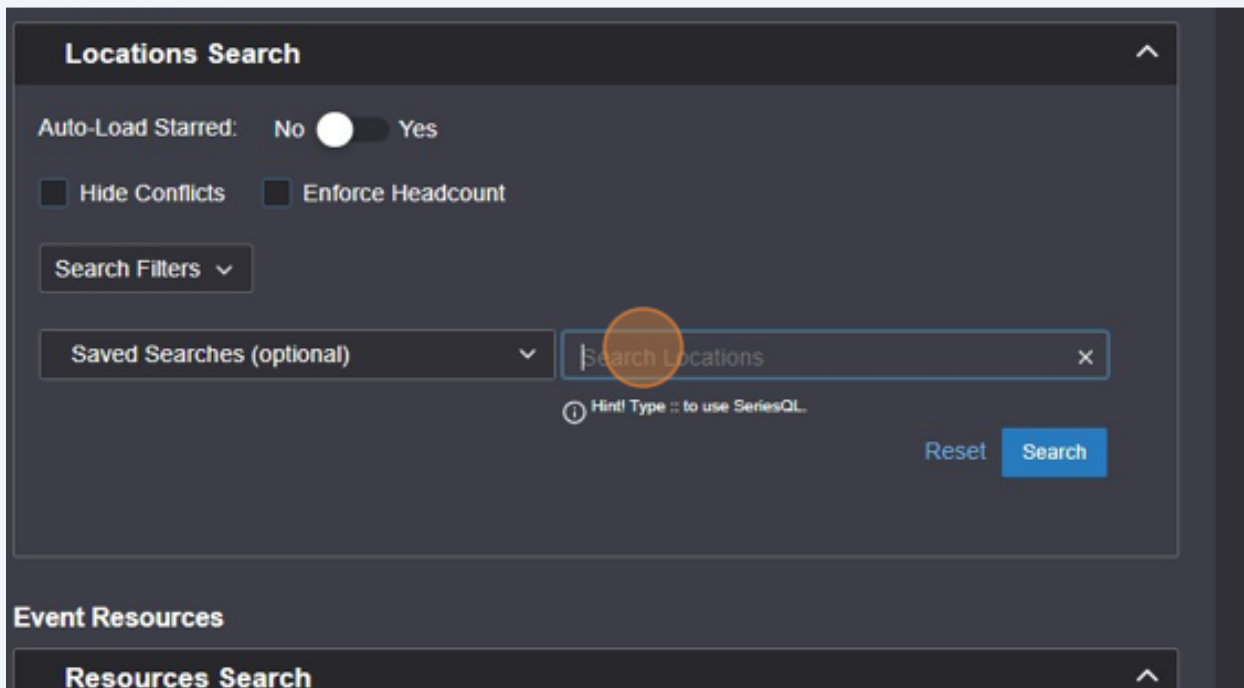
5 Click "Reset" for any existing search such as pre-loaded Starred Locations.

Yes

orce Headcount

hh ×

ⓘ Hint! Type :: to use SeriesQL.

Reset   Search

	Title	—	Default Capacity	—	Availability	Conflict Details
—						
	Higgins House - ALL		100		0/1	Conflict Details
	Higgins House - Dining Room		20		0/1	Conflict Details

6 Click the "Search Locations" field.

tions Search ⌃

d Starred: No ⬤ Yes

Conflicts   ☐ Enforce Headcount

Filters ⌄

d Searches (optional) ⌄   Search Locations   ×

ⓘ Hint! Type :: to use SeriesQL.

Reset   Search

sources

urces Search ⌃
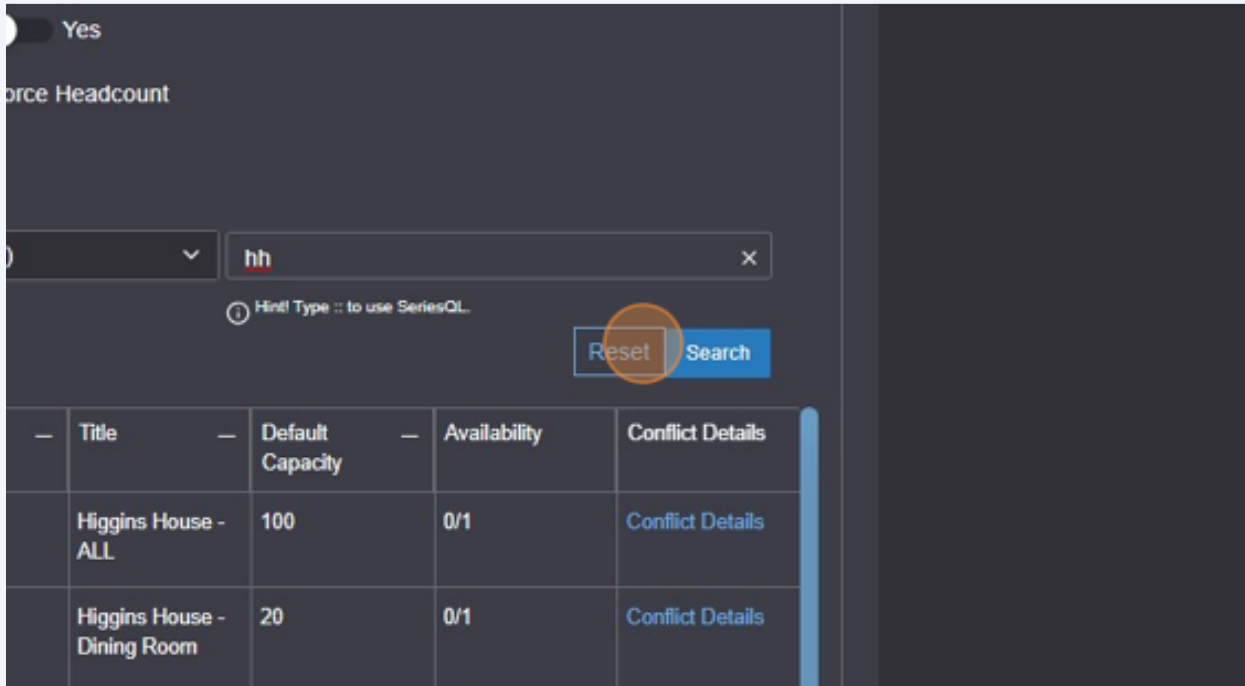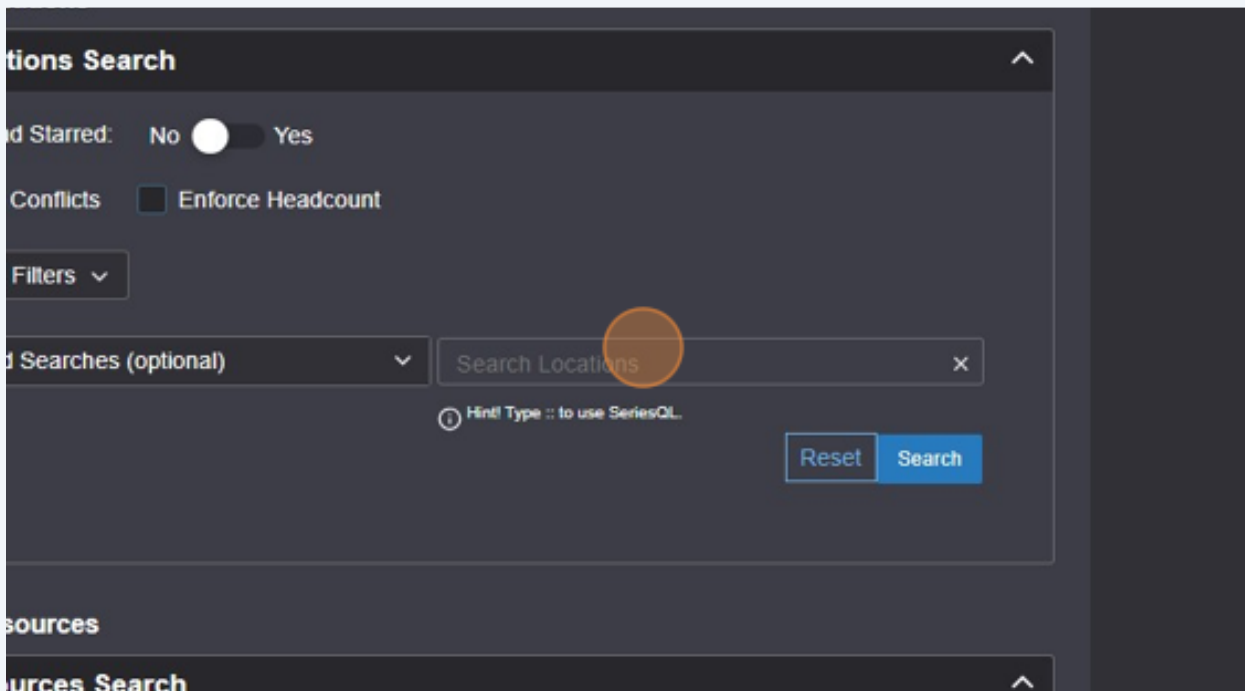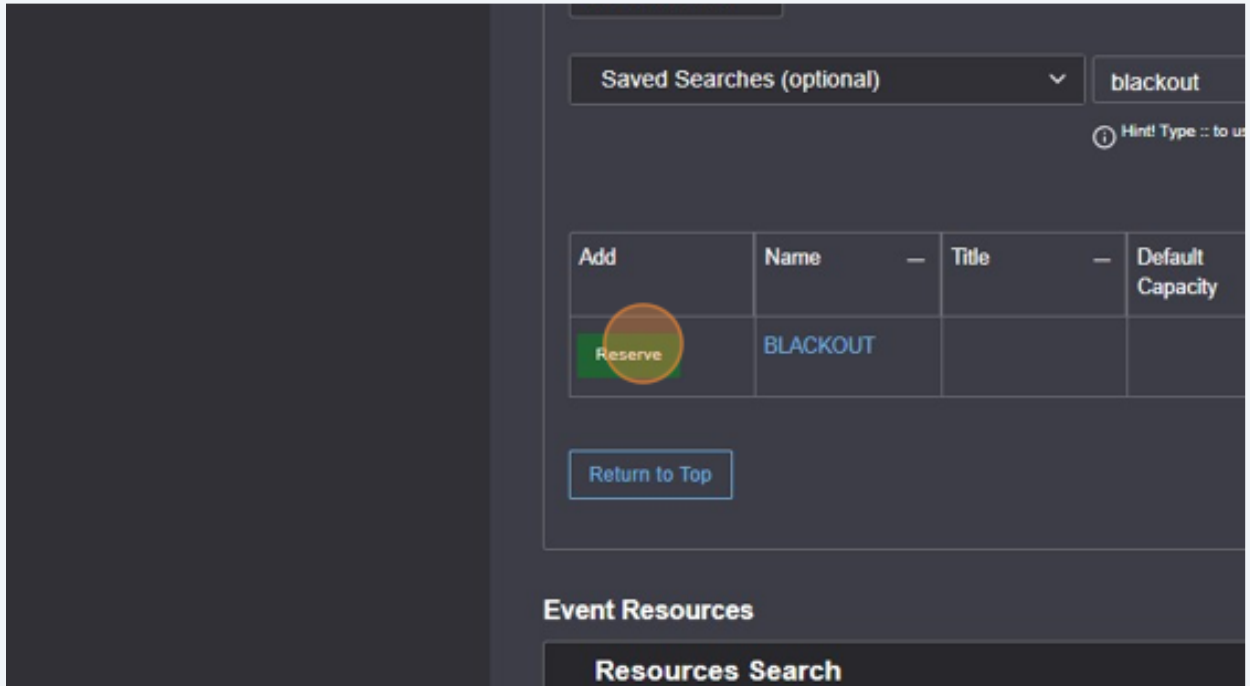
7 Type "blackout **ENTER**"

8 Click "Request"

9 In the field for Requested Location, click "Search spaces".
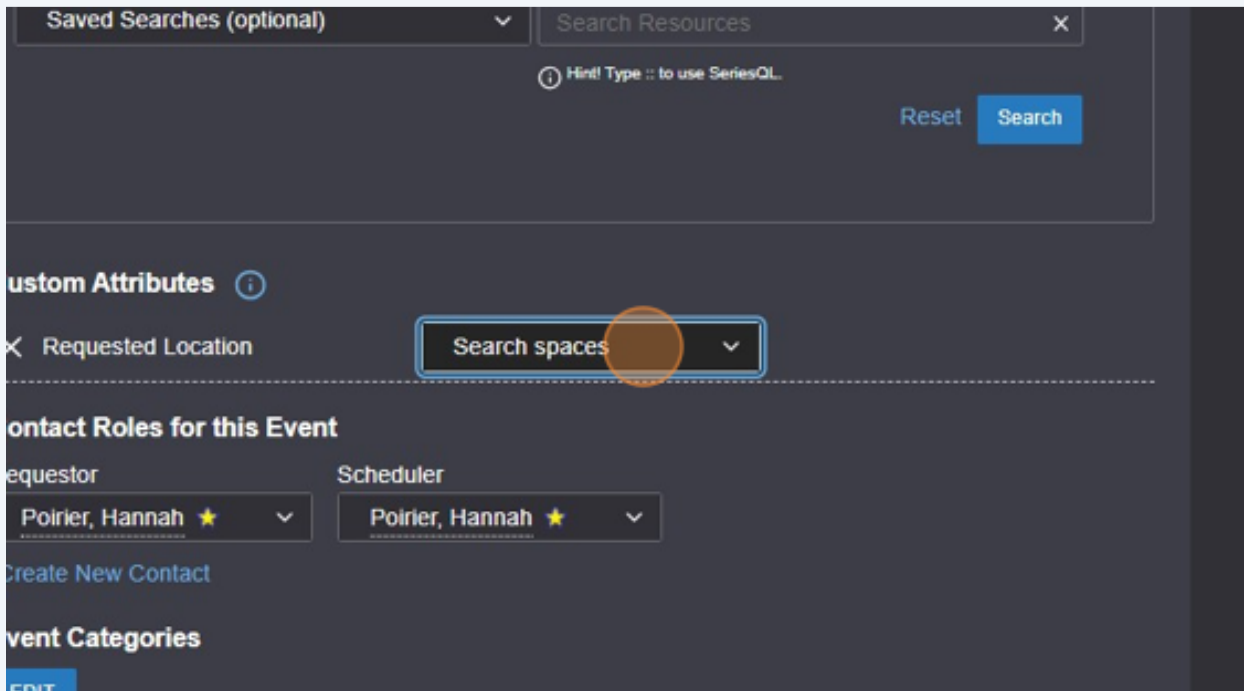
10 Search for your desired location.

11 Select your desired location.

12 Complete the request form and submit. An event coordinator will process the request and follow up as necessary.