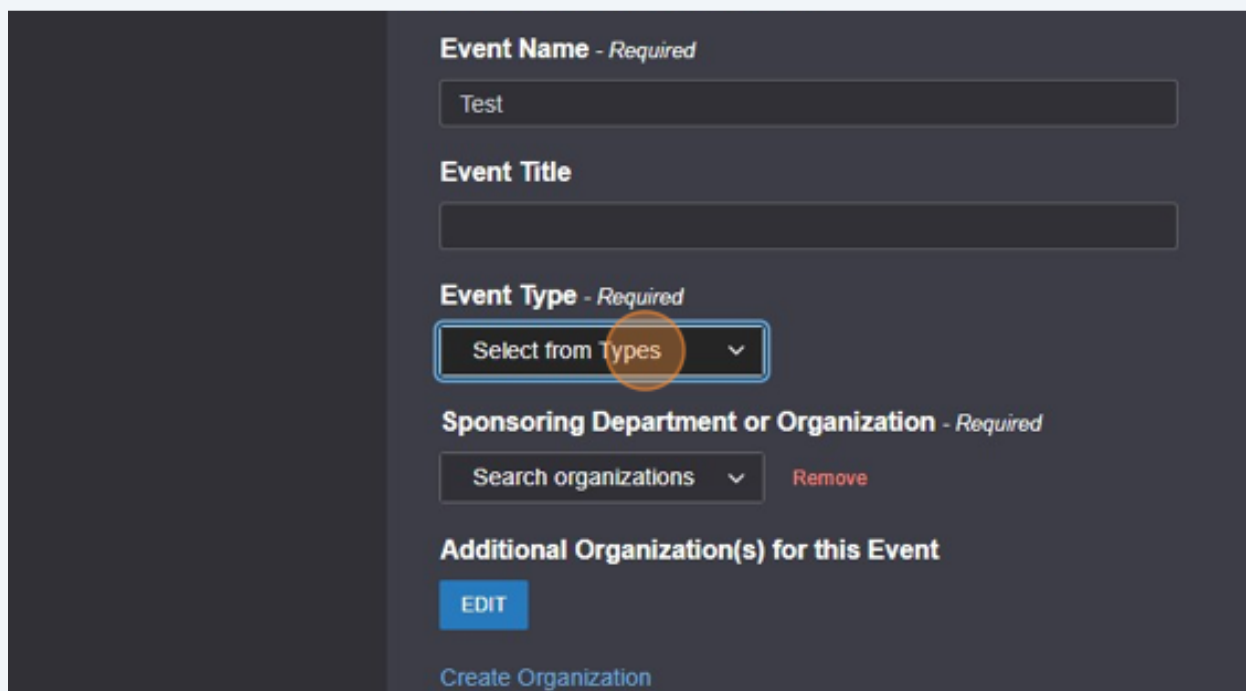


How to do a Blackout Request

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

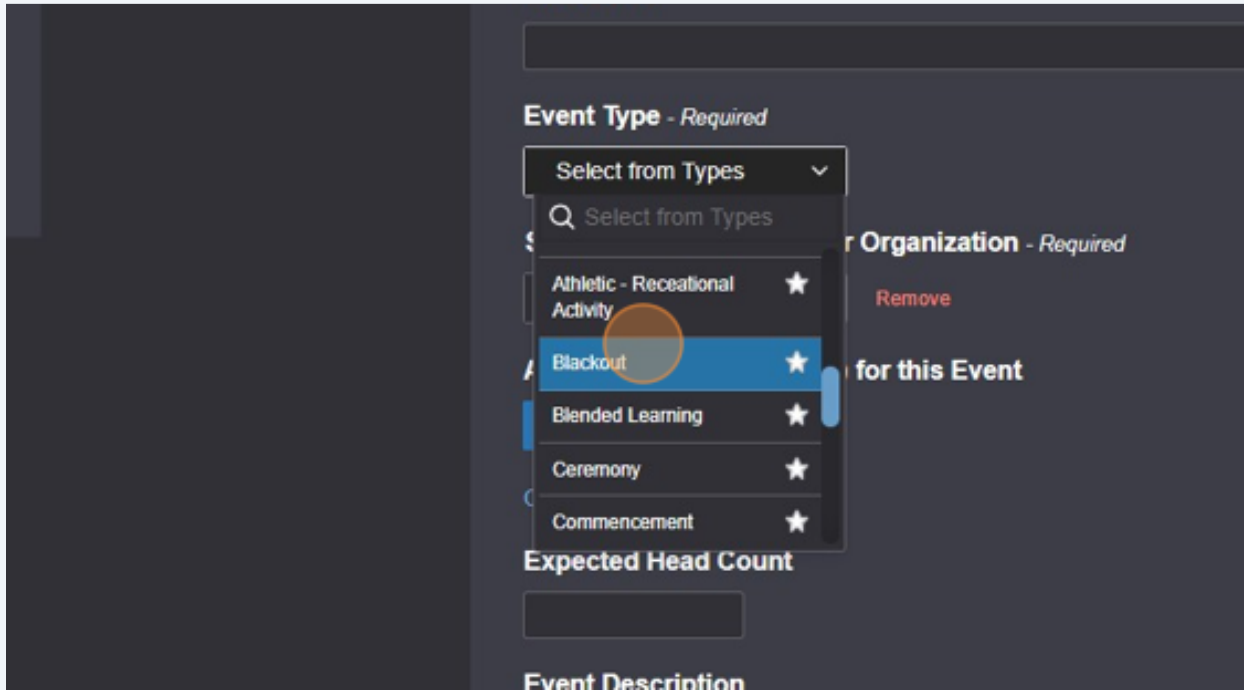
2 Click "Select from Types"



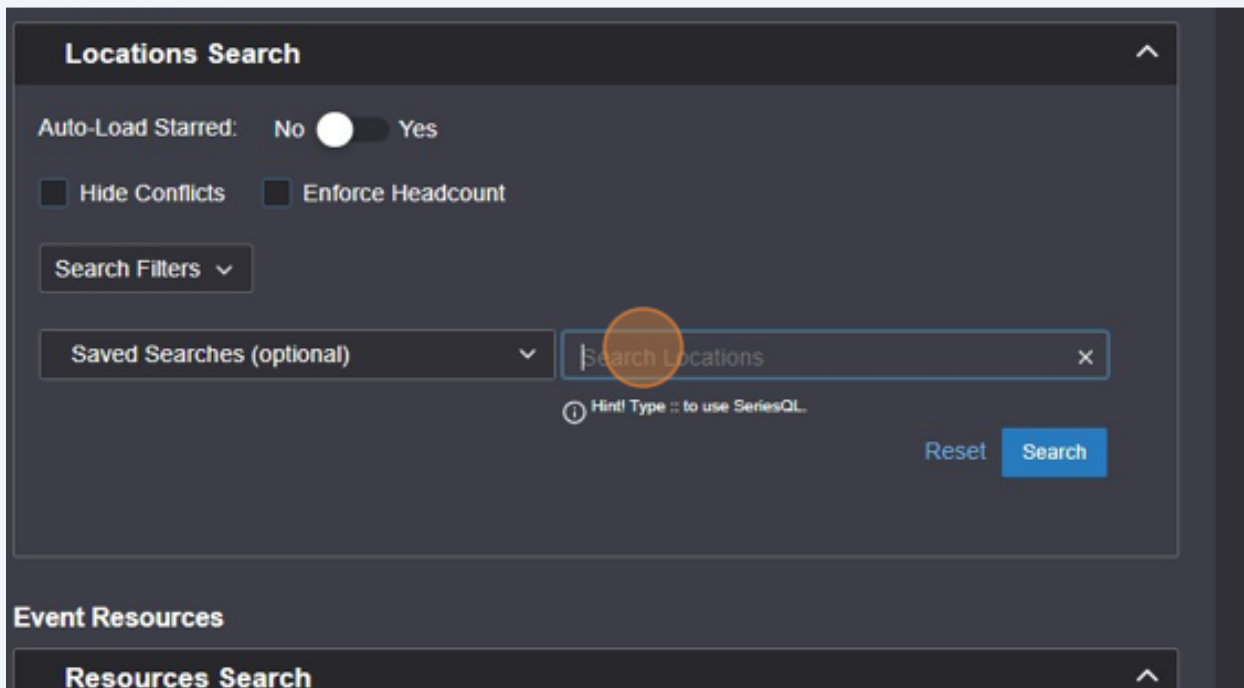
The screenshot shows a dark-themed form with the following fields and elements:

- Event Name - Required**: A text input field containing the word "Test".
- Event Title**: An empty text input field.
- Event Type - Required**: A dropdown menu with the text "Select from Types" and a downward arrow. This dropdown is highlighted with a blue border and a brown circle.
- Sponsoring Department or Organization - Required**: A dropdown menu with the text "Search organizations" and a downward arrow, followed by a red "Remove" link.
- Additional Organization(s) for this Event**: A section containing a blue "EDIT" button and a link labeled "Create Organization".

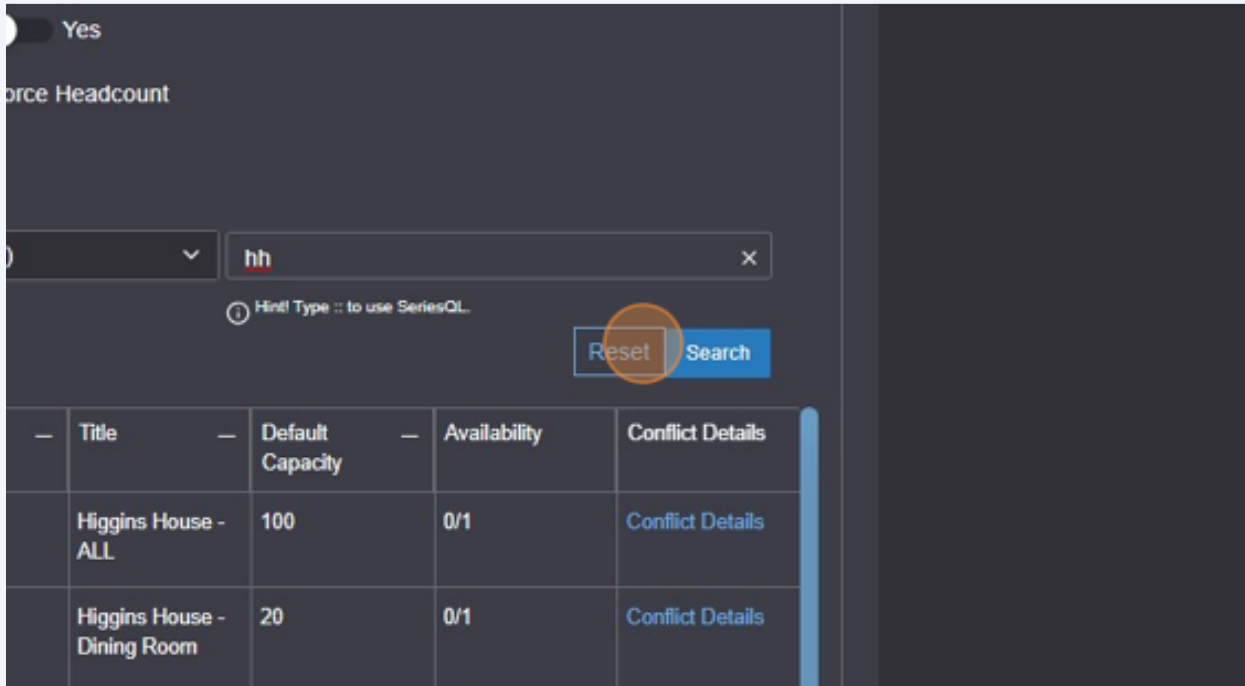
3 Click here.



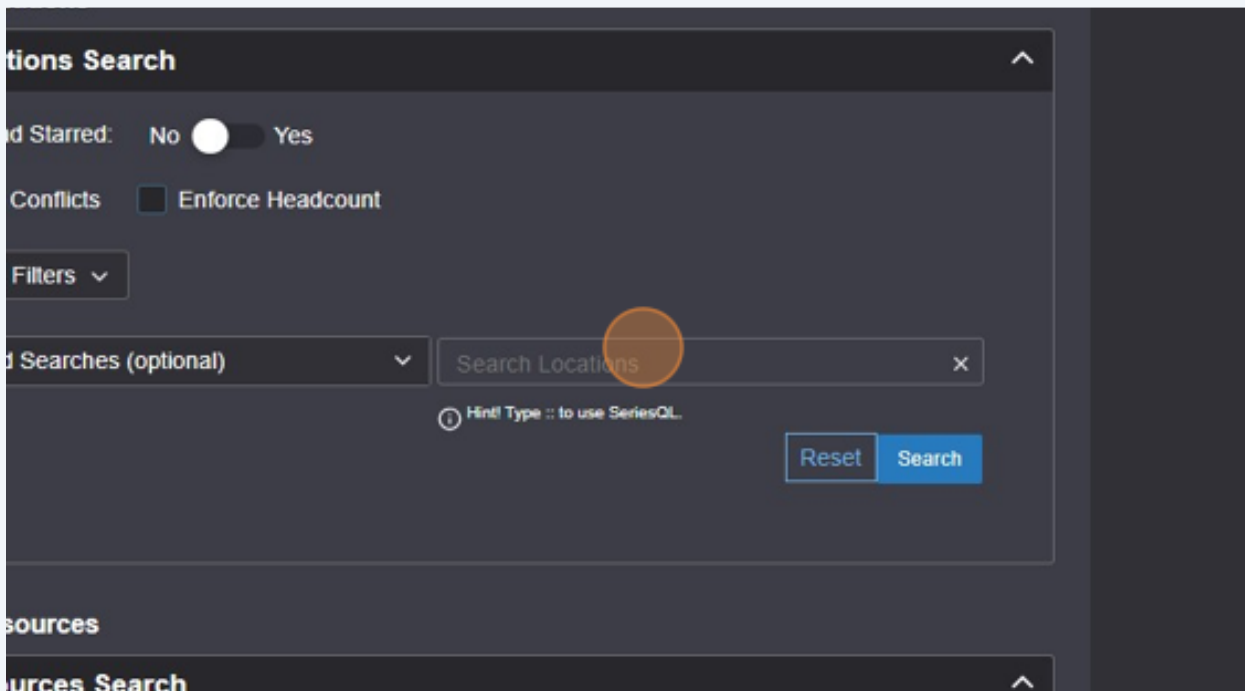
4 Click the "Search Locations" field.



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

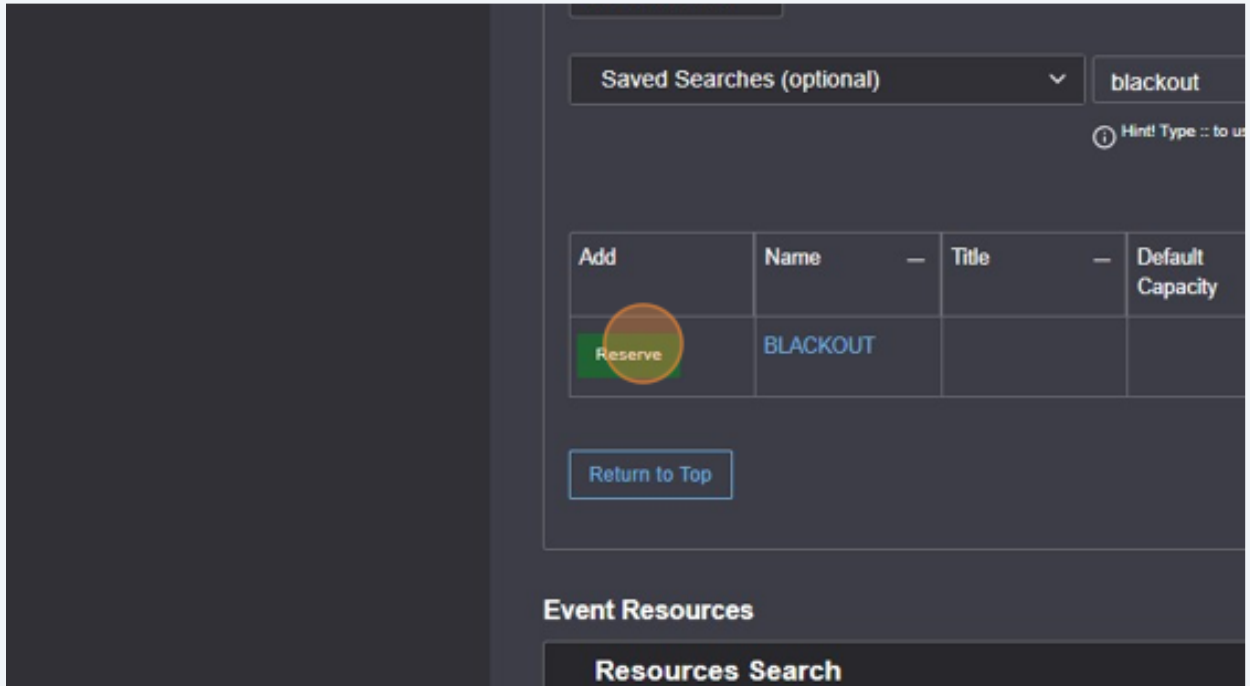


- 6 Click the "Search Locations" field.



7 Type "blackout **ENTER**"

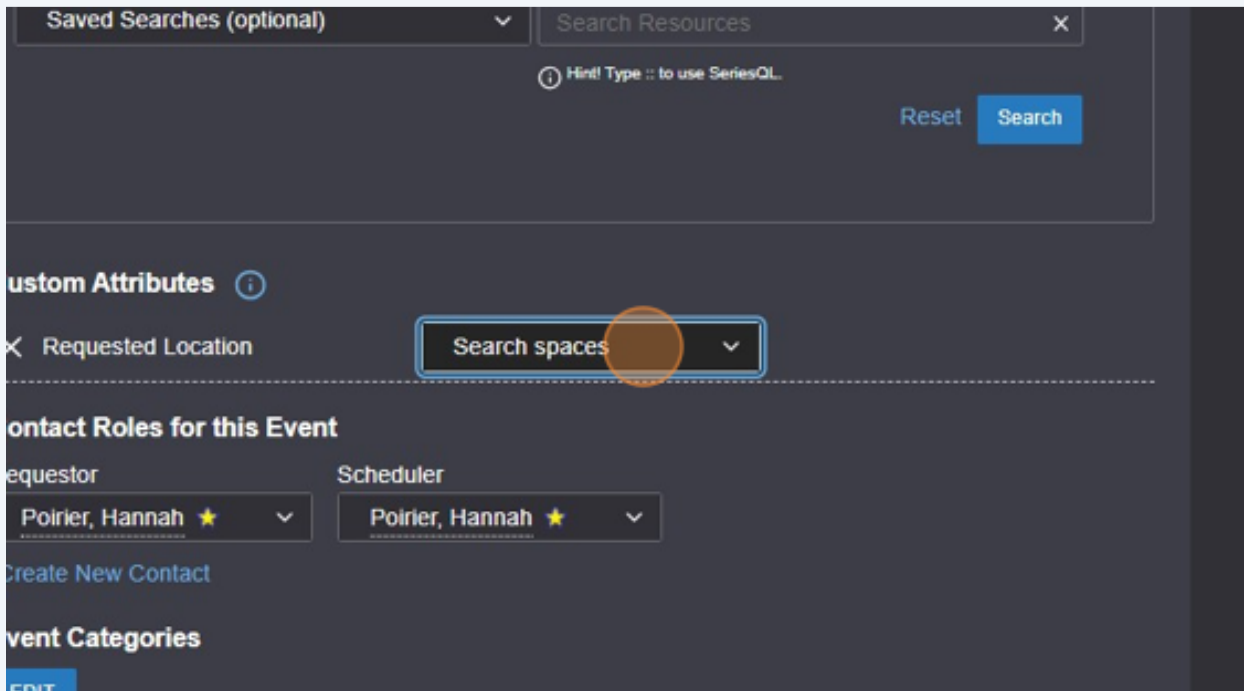
8 Click "Request"



The screenshot shows a dark-themed web interface. At the top, there is a search bar with the text "blackout" entered. Below the search bar, there is a "Saved Searches (optional)" dropdown menu. A table with the following columns: "Add", "Name", "Title", and "Default Capacity". The table contains one row with the name "BLACKOUT". A green circular button with the text "Reserve" is overlaid on the "Add" column of this row. Below the table, there is a "Return to Top" button. At the bottom of the screenshot, there is a section titled "Event Resources" and a "Resources Search" input field.

Add	Name	Title	Default Capacity
Reserve	BLACKOUT		

- 9 In the field for Requested Location, click "Search spaces".



- 10 Search for your desired location.

11 Select your desired location.

The screenshot shows a dark-themed web interface. At the top, there is a section titled "Custom Attributes" with an information icon. Below it, a dropdown menu labeled "Requested Location" is open, showing a search bar with the text "hh grl" and a list of search results. The first result is "HH GREAT HALL (Higgins House - Great Hall - Cap: 60)" with a star icon. Below the dropdown, there are two dropdown menus for "Requestor" and "Scheduler", both set to "Poirier, Hannah" with a star icon. A link "Create New Contact" is visible below these. At the bottom, there is a section titled "Event Categories".

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