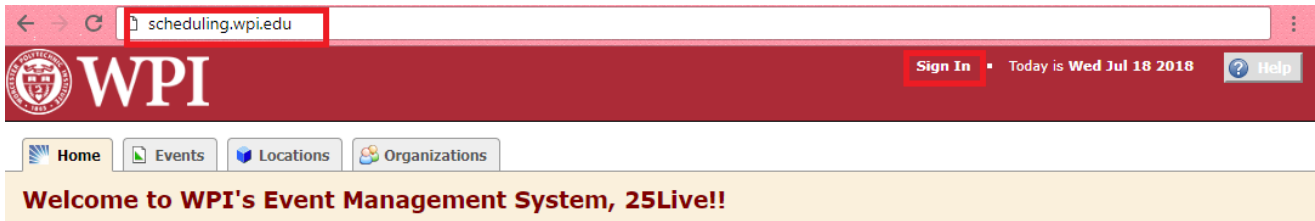




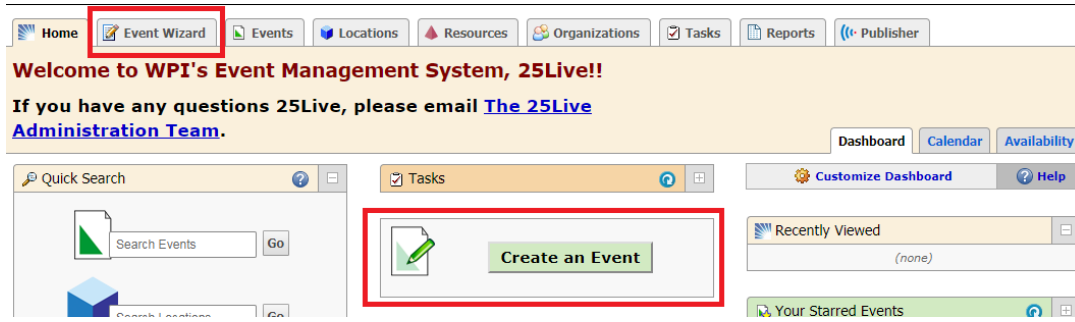
1

Go to scheduling.wpi.edu and sign in using your WPI credentials



2

Once logged in this brings you to your dashboard, you can quickly jump to Create an Event button or click the Event Wizard tab



3

Complete the fields of information on each page and click next to continue until you reach the end.

4

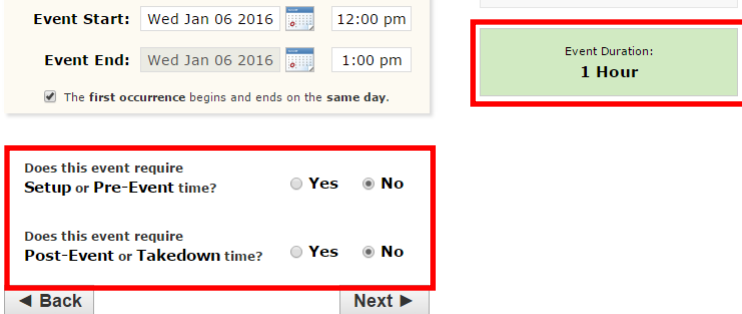
Once all fields are complete please remember to click "I Agree" and the Save button



Reminder: This is a request, not a confirmation.

Helpful Hints

When adjusting the time of your event, please allow time for the green box to update and accept your changes before clicking next

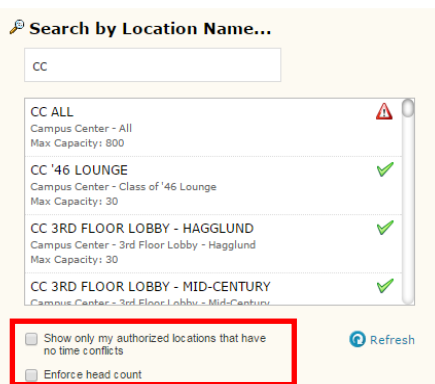


In Date/time page, please allow appropriate set-up/take-down time for our service providers (Example, catering for a meeting, please allow 30 min on each end

If your event has multiple occurrences you can request them all on the same reservation

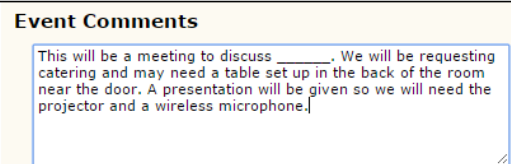


When searching for a location, less is more for keywords to yield more results



If these boxes are checked, less results will come up

Please provide as much info as possible in the comments section to ensure proper set-up



If you have not heard from us within two business days, please call the Events Office at 508-831-5613