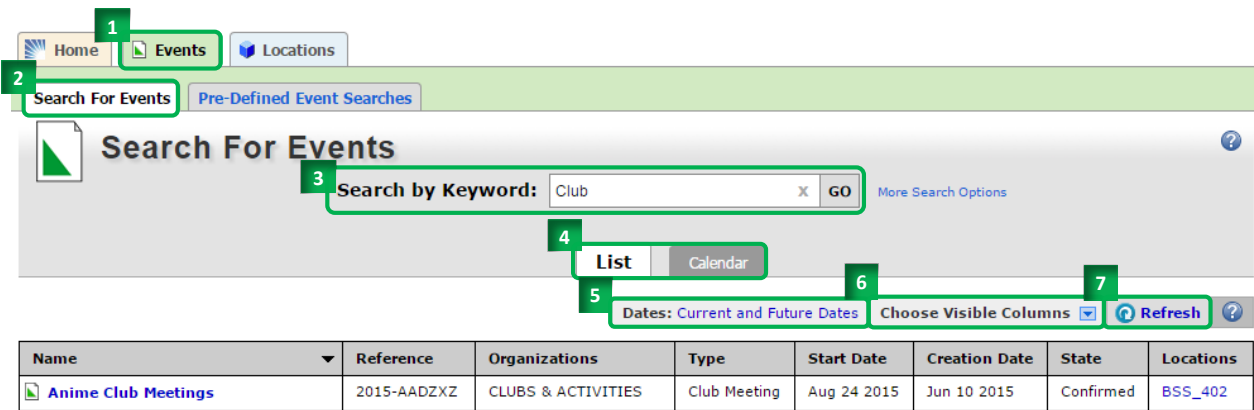


View Events by Date – Events Tab

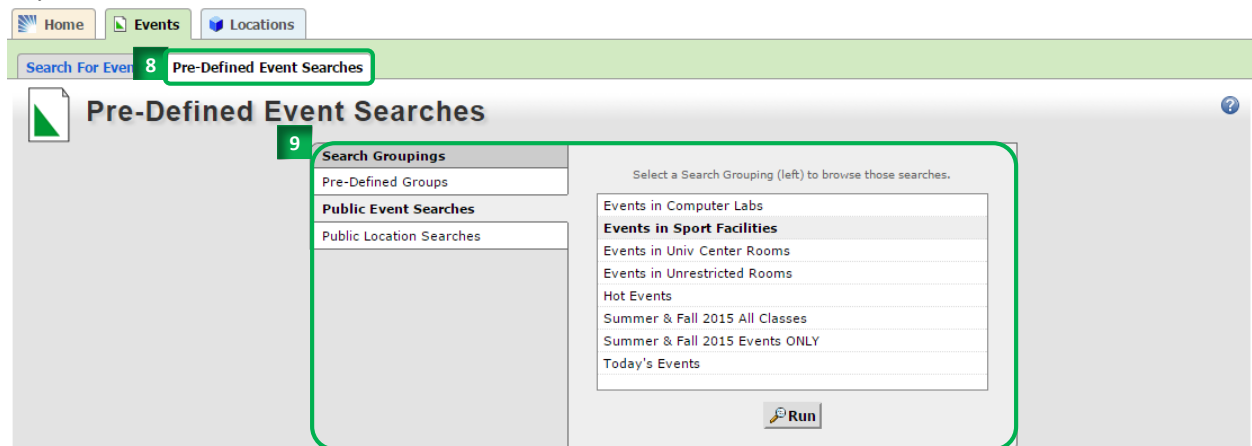
1. Navigate to the **Events** tab.
2. Navigate to the **Search For Events** sub-tab.
3. Enter part of the event name in the **Search by Keyword** field (for example “Club” or “BIOL 105”) and click on the **GO** button. The search results will be displayed in a table below.
4. Select the **List** or **Calendar** tab to arrange the events as desired.
5. The **Dates** of events returned by the search will usually default to events taking place today and in the future. These dates can be adjusted by selecting the **Current and Future Dates** link and changing the date range to **All Dates** or a specific **Date Range**.
6. You can also adjust which event details you are seeing by selecting the **Choose Visible Columns** drop-down menu and checking the appropriate boxes.
7. To see the most up-to-date search results, click on the **Refresh** link at any time.



Name	Reference	Organizations	Type	Start Date	Creation Date	State	Locations
Anime Club Meetings	2015-AADZXZ	CLUBS & ACTIVITIES	Club Meeting	Aug 24 2015	Jun 10 2015	Confirmed	BSS_402

8. You may also select the **Pre-Defined Event Searches** tab.
9. From there, select the desired Search Grouping (for example: “**Public Event Searches**”), the specific the search of interest to you (for example: “**Events in Sport Facilities**”) and click on the **Run** button.

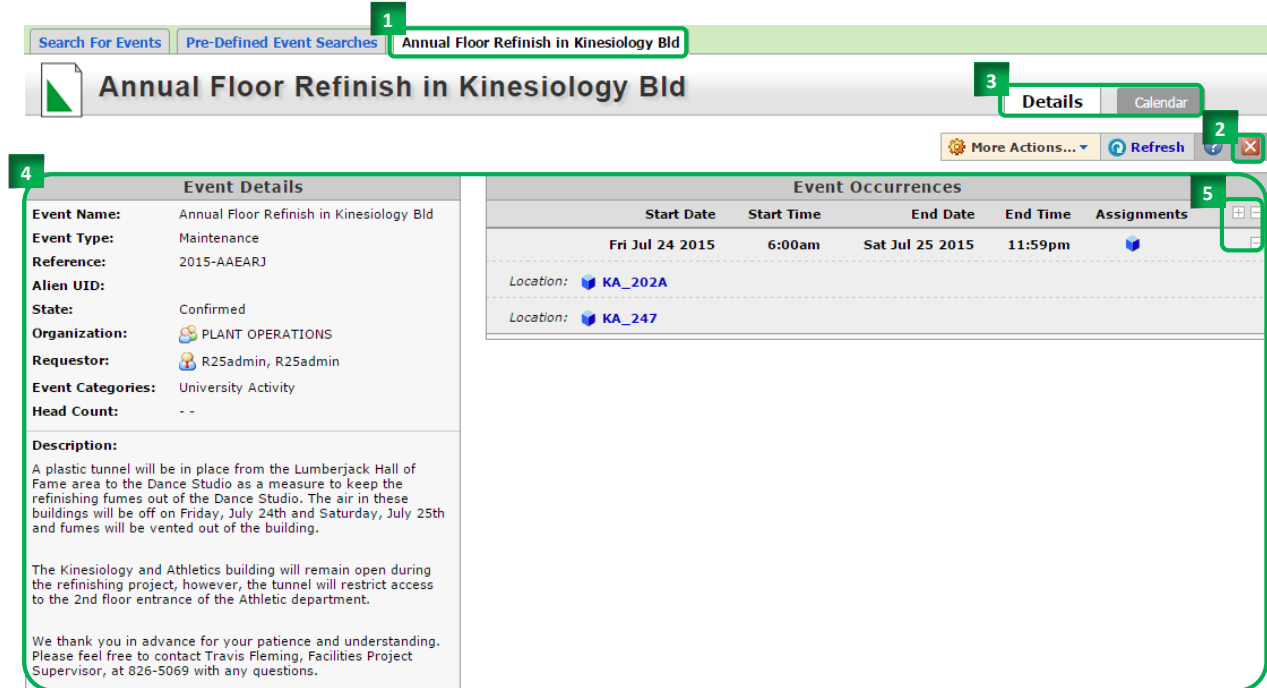
The search results will display in a table below and the same viewing options will be available as for keyword search results.



Name	Reference	Organizations	Type	Start Date	Creation Date	State	Locations
Anime Club Meetings	2015-AADZXZ	CLUBS & ACTIVITIES	Club Meeting	Aug 24 2015	Jun 10 2015	Confirmed	BSS_402

To view the details of a specific event, click on its name.

1. The event details will open in a new tab.
2. This tab can be closed by clicking on the red “X” icon in the upper right corner.
3. The event can be viewed using **Detail** or **Calendar** view.
4. Event Details view allows to view event Description, list of event occurrences and locations assigned on each date, organizations and people involved in the reservation.
5. Use the “+” (plus) and “-” (minus) icons to expand and minimize the list of occurrences or the list of locations assigned to each occurrence of the event.



6. The **Calendar** view allows to see the event in a weekly or monthly grid. This view also includes events related to the event of interest.



For questions regarding **general room scheduling** contact University Center Room Reservations office at 707.826-4414.

For questions regarding **room reservations for classes** contact Office of the Registrar at r25class@humboldt.edu.