

Introduction

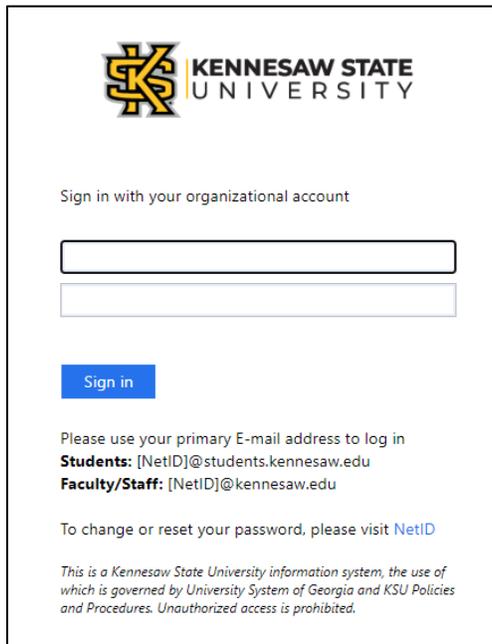
The KSU Reservations Portal is a versatile scheduling tool that simplifies booking rooms, organizing events, and managing resources. It enables you to check space availability, submit event requests, and view event details, making event planning and room booking both easy and efficient.

This guide outlines various activities you can perform, such as reserving spaces using location tools or express scheduling, requesting spaces through the event form, how to view your upcoming events and drafts, and defines the different states of a request. Follow these instructions to efficiently manage your reservations and events.

How to log in

First-time users are required to log in twice. Your first-time login will assign your security group in the KSU Reservations Portal. When you log in for the second time, you will see the scheduling options available to your assigned security group.

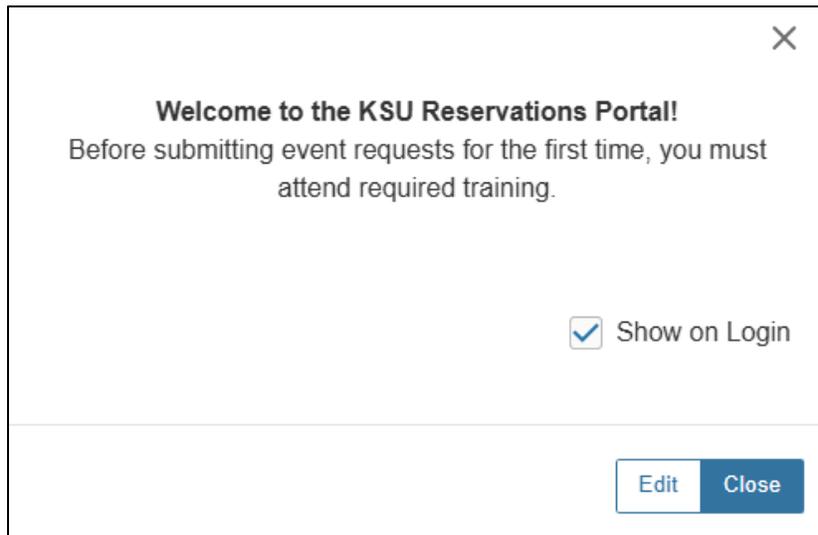
1. To log in, visit <https://reservations.kennesaw.edu/> and sign in using Single Sign On/DUO.



The screenshot shows the login interface for the KSU Reservations Portal. At the top left is the Kennesaw State University logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: the top one is for the email address and the bottom one is for the password. A blue "Sign in" button is positioned below the password field. Underneath the button, instructions state: "Please use your primary E-mail address to log in", followed by "Students: [NetID]@students.kennesaw.edu" and "Faculty/Staff: [NetID]@kennesaw.edu". A link for "NetID" is provided for password changes. At the bottom, a disclaimer states: "This is a Kennesaw State University information system, the use of which is governed by University System of Georgia and KSU Policies and Procedures. Unauthorized access is prohibited."

Duo Authentication

2. The welcome dialog box displays. Click **Close** to see the dashboard.



Welcome dialog box

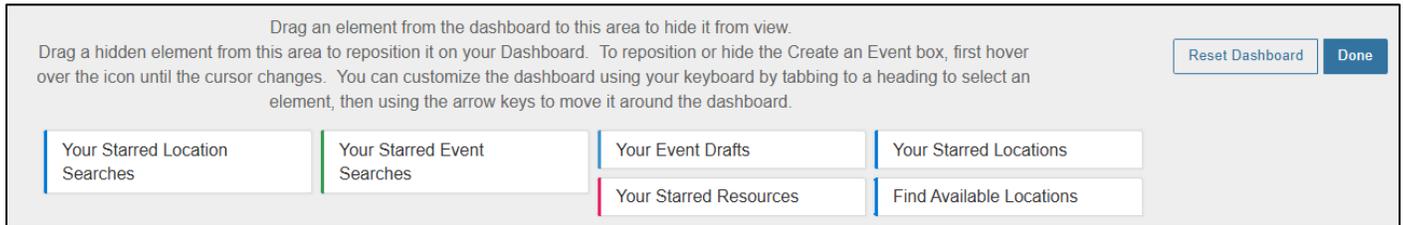
Dashboard Layout

Upon logging in, you will see the KSU Reservations Portal dashboard.

KSU Reservations Portal Dashboard

- a. **Main toolbar** – Access the Event Form; use the More menu to access the calendar and user settings.
- b. **Quick Search** – Search for events, locations, or organizations.
- c. **Create an Event** – Create events using the Event Form.

- d. **Your Upcoming Events** – Review events for which you are the Requestor (i.e. Event Form submissions) or the Scheduler (i.e. Express Scheduling submissions).
- e. **Find Available Locations** – Search for a location based on when your event will be or where your event will take place.
- f. **Express Scheduling** – Use to schedule individual events at designated express locations.
- g. **Starred Events** – Starred events appear here for easy access later.
- h. **Customize Dashboard** – Rearrange, add, or remove widgets appearing on the dashboard.

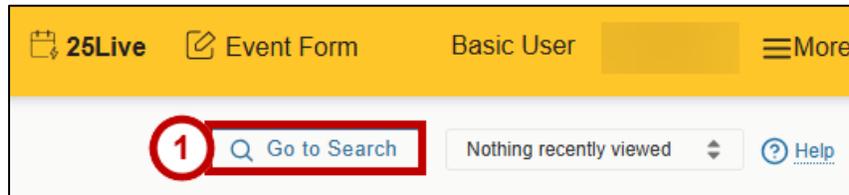


Customize Dashboard

Star Your Most Used Organizations

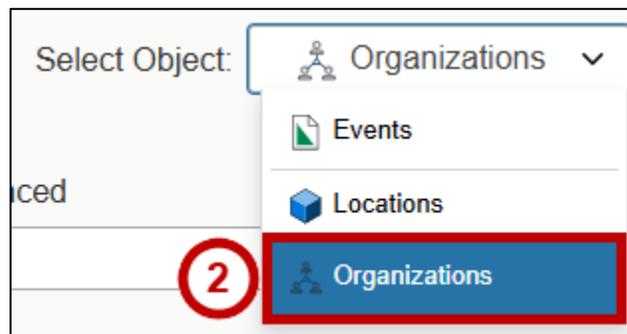
For convenience, it is recommended that you star (or favorite) your most used and/or most significant. Starred organizations will appear at the top of drop-down menu options.

1. To star an organization, from the dashboard, click **Go to Search**.



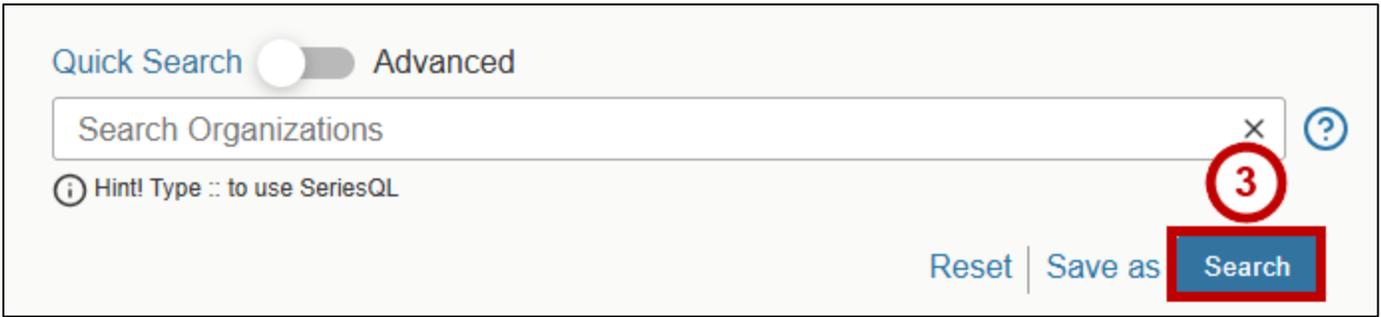
Go to Search button

2. Click the **Select Object drop-down menu** and select Organizations.



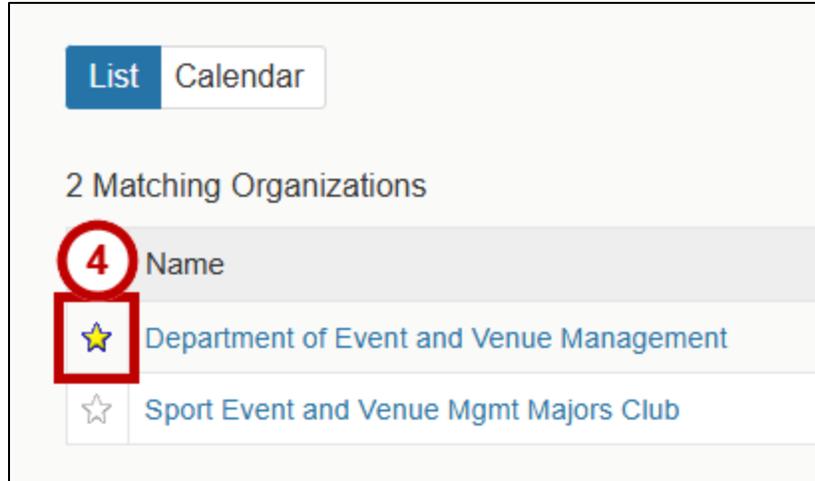
Select Object drop-down menu

3. In the search box, type the name of an organization and click **Search**.



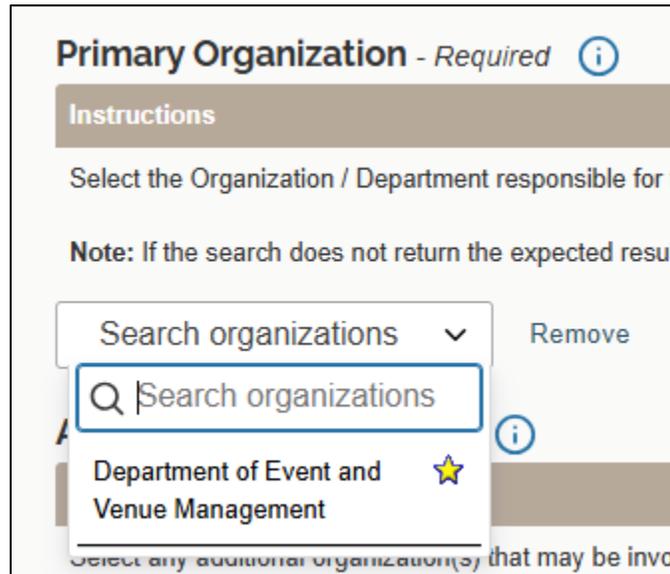
Quick Search box

4. When the results appear below, click the star icon next to your preferred organization.



Star Icon

Starred organizations will appear at the top of organization drop-down menu options.

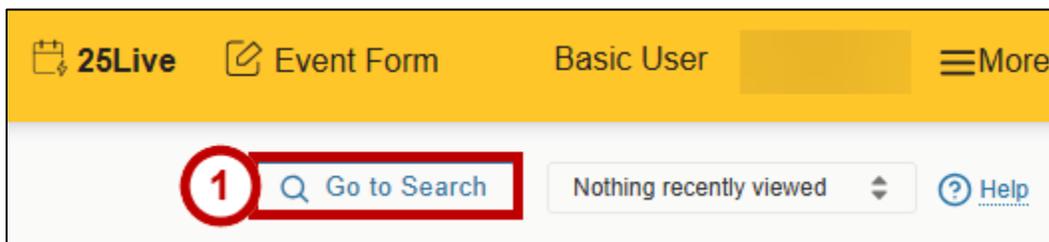


Search organizations drop-down menu options

Star Your Most Used Locations

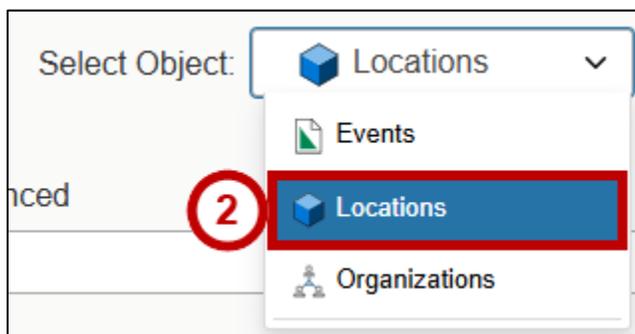
For convenience, it is recommended that you star (or favorite) your most used and/or most significant locations. Starred locations will appear at the top of drop-down menu options and certain dashboard widgets.

1. To star a location, from the dashboard, click **Go to Search**.



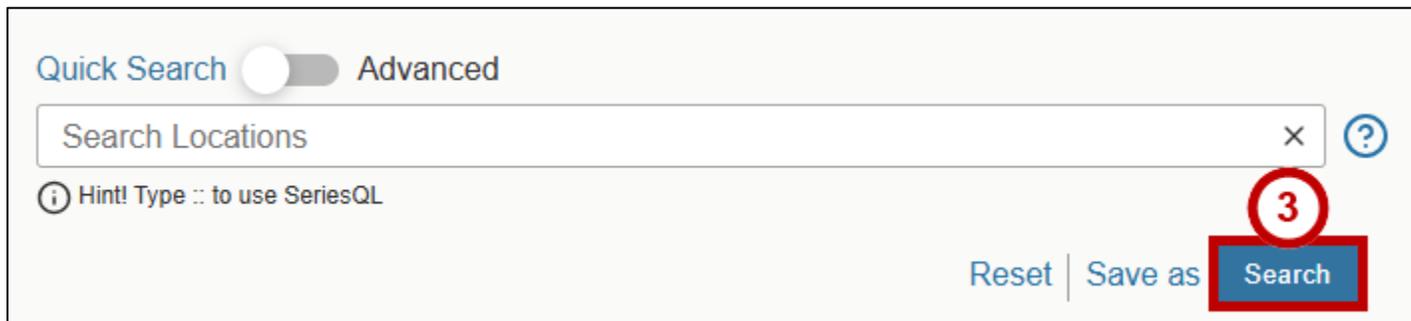
Go to Search button

2. Click the **Select Object drop-down menu** and select Locations.



Select Object drop-down menu

3. In the search box, type the name of a location and click **Search**.



Quick Search box

4. When the results appear below, click the star icon next to your preferred location.

List Calendar Availability Availability Weekly			
84 Matching Locations			
	Name ^	Formal Name —	Categories
	ALC 1000	Academic Learning Center - 1000 - Patio	Campus - Kennesaw, Type - Outdoor Space
			
	ALC 1000A	Academic Learning Center - 1000A - Patio Information	Campus - Kennesaw, Type - Information Table

Star icon next to search results

Find Available Locations

The Find Available Locations widget lets you search for available locations if you already have an event date, or if you have a preferred location, you can search for available times.

Find Available Locations

I know WHEN my event should take place -- help me **find a location!**

OR

I know WHERE my event should take place -- help me **choose a time!**

Find Available Locations widget

I know When me event should take place – help me find a location – Use this option if you know the date and time of your event, but do not have a location preference. You will be presented with any locations available at your preferred time.

Find Available Locations

Enter the desired date and time for your event:

Date: Fri Apr 04 2025

Choose Date Template

12:00 pm

To:

2:00 pm

Number of Attendees: 10 (required)

Search within:

Burruss Building ☆

Show me what's available!

1. Enter the date and time of your event, along with the expected number of attendees.
2. Use the drop-down menu to select a general area or building to search within.
3. Click Show me what's available to search.
4. Available locations will appear below.

BB 134
Use This Location

Burruss Building - 134 - Auditorium Lobby

Max Capacity: 15

We searched Matching Locations with a Max Capacity between **10** and **15** and found **1 Available Location** for your selected Date and Time.

Do you want to check Matching Locations with a Larger Capacity?

Need more options? Try the Location Search...

Note: This option will attempt to find a location with the exact capacity based on the headcount you entered. Choose between the two options: Smaller capacity or Larger capacity. If neither are suitable for your needs, try using the other option in the Find Available Locations widget, or the main Location Search.

Search within:

Burruss Building ★ ▼

Show me what's available!

There are **No Matching Locations** with a Max Capacity between **25** and **30**.

Do you want to check Matching Locations with a Smaller Capacity? Do you want to check Matching Locations with a Larger Capacity?

Need more options? Try the Location Search...

I know Where my event should take place – help me choose a time – Use this option if you already have a location in mind for your event and you would like to check the availability of that specific location on a given date.

1. Enter a location into the search box and click Go.

Find Available Locations ←

Find Location by Name:

Go 1

Don't know the exact Location? Search by Location Groups...

2. Select a location from the drop-down menu.

Find Available Locations ←

Find Location by Name:

Burruss **Go**

Select your location...

BB 105 (Burruss Building - 105 - Tiered Classroom)

BB 108 (Burruss Building - 108 - Tiered Classroom)

BB 109 (Burruss Building - 109 - Tiered Classroom)

BB 114 (Burruss Building - 114 - Tiered Classroom)

BB 117 (Burruss Building - 117 - Tiered Classroom)

BB 122 T (Burruss Building - 122 - Atrium)

BB 122A (Burruss Building - 122 -

3. Click Show me this location's availability to see search results.

Find Available Locations ←

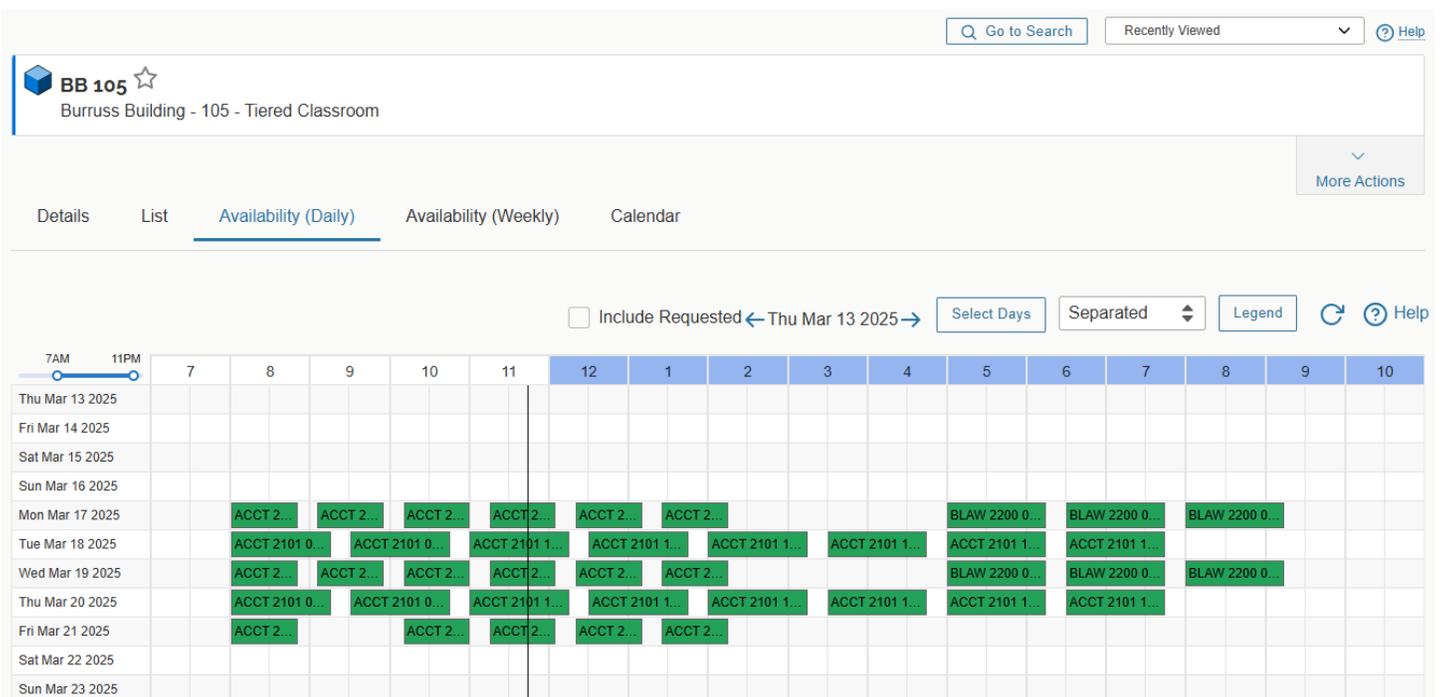
Find Location by Name:

▾ BB 105 (Burruss Building - 105 - Tiered Classroom)

Date:

Don't know the exact Location? Search by Location Groups...

- The schedule for the selected location appears in a calendar view. You will be able to see both available and unavailable timeslots.



Reserve a Space with Express Scheduling

Express Scheduling can be used to create single events that do not need to be approved and are not recurring. Express Scheduling is limited to spaces designated as Express Locations.

- In the Express Scheduling widget, enter the date and time for your reservation.

Express Scheduling

Standard AI

Date / Time

To:

Duration:
1 Hour

Express Locations

Event Name

Express Scheduling widget

2. Click the Express Locations **drop-down menu** to search for and select a space.
3. Give the event a name.
4. Click **Save** to complete the reservation. Your event details will appear with a Confirmed status.
5. **Optional Step** – Click Open in Form if your desired location does not appear in the Express Locations drop-down menu or if you need to add resources to your event (e.g. microphones, A/V resources).

Event ☆ Confirmed 2025-AABGBK Fri Jan 31 2025 1:00 pm - 2:00 pm ↻

ALC 4103

Reservation confirmation

A confirmation email will be sent to your KSU email address once your reservation is submitted with an event confirmation number and links to access your event in the KSU Reservations Portal.

Request a space using the Event form

Use the Event Form to create single or multiple events that are one-time or recurring. Use the navigation panel on the left side of the screen to jump to different sections of the event form.

Event Name
Event Type
Primary Organization
Additional Organizations
Expected On Campus Head Count
Expected Off Campus Head Count
Date and Time
Locations
Additional Event Information
Further Event Information
Attached Files
Event Contact Roles
Event State
Terms and Conditions
Post-Save

Event Form navigation panel

Provide as many details as possible for your event and any resources necessary for your event.

1. Enter an event name and select an event type from the drop-down menu.

The Event Form

This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. *** All requests are subject to approval ***

Event Name - Required ⓘ

Instructions

Please enter a name that clearly describes the event. 40 Character limit.

Event Type - Required ⓘ

Instructions

Select the Event Type that best describes the event.

Select from Types ▼

Event name and Event Type

2. Select the organization(s) or department(s) responsible for the event from the drop-down menu.

Primary Organization - Required

Instructions

Select the Organization / Department responsible for the event by searching for the organization name.

Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

Search organizations

Additional Organizations

Instructions

Select any additional organization(s) that may be involved with the event.

[Create Organization](#)

Primary Organization and Additional Organizations

3. Enter the expected on-campus head count (and an off-campus head count, if applicable).

Expected On Campus Head Count - Required

Instructions

Please enter the expected attendance for the event.

Expected Off Campus Head Count

Expected head Count

4. Enter the start and end dates and times of the event.

Date and Time - Required

Instructions

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the **ACTUAL** start and end times for events.

If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below (as available) and add the appropriate number of minutes or hours desired.

 All Day

To:

 This begins and ends on the same day

Duration:
1 Hour

Date and Time

5. **Optional Step** – If your event has more than one occurrence, click **Repeating Pattern** to choose a date pattern. Check to make sure that the main event date is included in the list of repeating events.

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern 

Calendar for January 2025:

S	M	T	W	T	F	S
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Manage Occurrences

Manage Occurrences

Click **Manage Occurrences** to select which event occurrences you would like included in your availability searches for locations and resources. Then, click **Close**.

Note: Manage Occurrences is not available once you have submitted the event. You must contact the event coordinator.

All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

[Include Only Missing Locations](#) [Include Only Missing Resources](#) [View Included](#) [+ Add Occurrence](#)

Include In Search	Dates	Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Fri Feb 14 2025	<input type="text" value="3:00 pm"/> <input type="text" value="4:00 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>

[Close](#)

All Date Occurrences

6. Enter a building location in the Locations Search box and click **Search**. Locations will appear with one of the following statuses:
 - a. **Reserve** – Location is available and can be reserved without approval. Upon selection, the location will be added to your reservation in a tentative state and will be confirmed by your event coordinator once all details have been finalized. This location will not appear as available in the location search for subsequent requests for the same date/time
 - b. **Request** – Location requires approval for reservation by an even coordinator. Upon selection, your event coordinator will notify you when your request has been approved or denied. This location will still appear as requestable in the location search until your event is approved. **Approval or denial will be determined in accordance with the order of request.**
 - c. **Unavailable** – Location cannot be reserved on the selected date and time.

Note: Both **Hide Conflicts** and **Enforce Headcount** are primarily used for academic scheduling searches. They are optional for event searches, and it is recommended that they be left unchecked.

Locations ⓘ

Instructions

Select the Location(s) for your event from your list of starred locations or search by location name or location search. Multiple Locations may be requested.

Note: If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

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**

Locations Search

Use the **Search Filters drop-down menu** to include search criteria like specific buildings, room features and layouts, or room capacity.

Location selection appears. Click the **Refresh** button to return to the list and add more locations.

Locations Search ^

Availability for this search is out of date. Click Refresh to update the results.

Refresh

ALC 1201 Academic Learning Center - 1201 - Classroom **Capacity: 80** ☆

Date	Time	Issues	Shared	Layout	Instructions	Attendance
Fri Feb 28 2025	2:00 pm - 4:00 pm		<input type="checkbox"/>	As Is (80) ▾	<input type="text"/>	<input type="text"/>

Remove **View Occurrences**

Location selection

Click **View Occurrences** to review and update additional event occurrences.

- Once you have selected a location, the Additional Event Information section appears with questions about your event.

Additional Event Information

Instructions

Please answer any and all questions applicable to this event.

* Is this request for a Registered Student Organization (RSO)? No Yes

Any “Yes” responses will prompt additional questions, and dialog boxes will appear with more information about the options you selected, agreement requests for established policies, and/or forms required by associated departments. Click the links shown on the pop-up windows to access the forms in a new window or new tab in your browser.

- Event admission information:

* Is this event open to the public? No Yes

* Is there a charge for this event? No Yes

* Admission price:

Event admission information

Alert 

Examples of Admission Prices are:

\$25 general admission \$10 students

Free but tickets are required

No Charge

Admission information pop-up

- Event parking requirements

Note: If the event requires 21 or more spaces, another box will appear asking about parking locations

* Do you need parking at this event? No Yes

* How many parking spots needed?

Parking information

Alert ✕

All KSU faculty/staff/students should park in their designated parking areas. If desired, a department can purchase an e-coupon code for guest parking. Departments can obtain a code [here](#).

Parking information pop-up

c. Event catering details:

* Will catering be needed at this event? No Yes

* Which catering option?

* If other catering please explain:

* Will there be alcohol at this event? No Yes

Catering information

Alert ✕

By selecting yes you are required to fill out the [Alcohol Form](#).

Alcohol Form requirement

d. Does your event include attendees under age 18 not enrolled at KSU?

* Will there be any Non-KSU enrolled minors attending your event?

No Yes

* **Number of Minors ages 1-5

* **Number of Minors ages 6-8

* **Number of Minors ages 9-14

* **Number of Minors ages 15-17

Minors in attendance

Alert ✕

Your are required to follow the procedure on the [Program Registry](#) for protecting minors.

Program Registry notification

e. Audio/Visual (AV) requirements:

* Will you need audio visual at this event? No Yes

* What is the primary purpose of your event and how do you envision AV/Streaming enhancing this objective?

* Will this event require a microphone(s)? No Yes

* Please select any that apply (charges may apply):

* Is live streaming requested? No Yes

* Is an AV Technician requested? No Yes

Audio/Visual Information

* If AV Tech is Y, choose one of the following:

*

*

15-minute Tech Check (M-F 8am-5pm only. Client is required to attend)

On-site for Entire Event/Weekends/Outside Business Hours (Charges apply)

Audio/Visual Tech needed

Alert ✕

Broadcast/Streaming is a live multi-camera production. This is a service used to reach a broader audience via KSUTV or a company webpage, and can provide camera feeds to KSU's video boards. (Charges apply)

Teams/Zoom is not considered Live Streaming.

Live streaming notification

f. KSU President involvement:

* Do you plan to invite the KSU President to attend? No Yes

* Will the KSU President have an active role? No Yes

* What would the KSU President's role be?

Select items ▼

Attendance only

Welcome remarks (2-3 minutes)

Short remarks (5-7 minutes)

Keynote speaker (10-15 minutes)

KSU President Involvement

Alert ✕

Please fill out the [Presidential Request Form](#)

Presidential Request form pop-up

g. Will the event include high risk activities?

* Will there be a high risk activity at your event? No Yes

High risk activity information

Alert ✕

Examples of High Risk Activities are:

Bon Fires, Bounce Houses, Tents Larger than 10 X 10

High risk activities examples pop-up

h. **Custom Attribute** – Users with your security level do not have the ability to add custom attributes. This function is for internal department use only and this section should be skipped.

Add a Custom Attribute

Custom Attribute button

8. You may attach files and/or provide additional information about your event that may be useful during the approval process.

Further Event Information

Instructions

Please use this field to enter any other relevant information for this event request, including:

- questions not covered in the request form,
- special circumstances that should be noted,
- details and description of activities taking place during the event,
- specific building and room preferences if applicable,
- and any additional information that might be helpful

Attached Files

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event).

Upload a file

Further Event Information and Attached Files

9. Add Event Contact Roles:
- a. **Requestor** – The user completing the form.
 - b. **Day of Event Contact 1 and Day of Event Contact 2** – The 2 users that will receive door access. If no names are added in those fields, door access will default to the Requestor.
Note: Contacts must be "in the system," meaning they have signed into the KSU Reservations Portal at least once.
 - c. **Scheduler** – The Event Coordinator (the Event Form will auto-populate according to the security group of the requester)
 - d. **Authorized Signatory and Business Manager** fields are optional and used primarily for events that will incur costs.

Event Contact Roles

Note

The **Requestor** contact role is used to identify the organizer of the event or a representative from the Organization responsible for the event.

The **Scheduler** contact role is used to identify the person entering this event into 25Live.

Requestor

Scheduler

Day of Event Contact 1

Remove

Day of Event Contact 2

Authorized Signatory

Business Manager

Remove

Remove

Remove

Event Contact Roles

10. Event requests are submitted with a “Tentative” event state.

Event State

Instructions

All requests are typically submitted with a **Tentative** Event State. Advanced schedulers may confirm their events at time of creation if they do not need location approval from another user.

Tentative

Event State

11. Terms and conditions

Terms and Conditions - Required

By checking this box, I confirm that I have read, understand and agree to abide by the terms outlined in Kennesaw State University's event guidelines:

- If using a classroom, you are responsible for putting the equipment and seating back to the original arrangement.
- If an A/V tech check is scheduled for your event, someone from your team should be present for your check. If someone from your team does not show up, a cost may be incurred.
- You are responsible for completely removing all trash, placing it into the provided receptacles. Caterers are responsible for removing food waste to the dumpsters. Additional charges may apply where excessive cleaning is deemed necessary.
- Changes to setup and audiovisual needs received less than 5 business days in advance are subject to availability.
- Event and Venue Management does not provide table linens.
- Glitter, confetti, and other small materials are not allowed to be used during events on campus. Noncompliance with this may result in additional cleaning or repair costs.
- The University requires all non-university vendors, service suppliers, and performers to provide a separate Certificate of Insurance. Please contact Event and Venue Management with any questions.
- Any items left behind in the facility will either be discarded or taken to the Lost and Found, located at either the Student Center or the Public Safety office.

I agree

Terms and Conditions

12. After completing the event form, you have the option to
- a. **Save** – Saves your data.
 - b. **Preview** – See your event form details before submission.
 - c. **Cancel** – Discards your even request form without submission.
 - d. **Silent Save** (not pictured) – Seen in the Edit Event screen when updating event details after initial submission. Use the Silent Save option to avoid re-initiating the workflow.

Choose what you want to happen upon saving:

After Saving This Event... ^

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

Cancel Preview Save

Event Form save options

After saving your event, you will be taken to the Event Details page. You will also receive an automated acknowledgement email message from the system.

The screenshot shows the 'Event Details' page for 'My Event'. The event is 'Tentative' and scheduled for '2025-AABMDR' on 'Fri Mar 28 2025 10:00 am - 1:00 pm'. It is categorized as '(Private) [1]'. The page has tabs for 'Details', 'Occurrences', and 'Calendar'. Below the tabs are buttons for 'Edit Event', 'Request Cancellation', and 'Help'. The main content is divided into two columns. The left column, titled 'General', contains fields for 'Event Name' (My Event), 'Event Type' (Conference), 'Organization' (Department of Event and Venue Management), 'Requestor' (User, Test Basic), 'Scheduler' (Event, Services), 'Head Count' (50 expected, 0 registered), and 'Comments' (Conference). The right column contains sections for 'Event Categories', 'Custom Attributes', and 'Event Info'. The 'Event Info' section lists 'Event Owner' (User, Test Basic), 'Creation Date' (Thu Feb 20 2025), 'Reference' (2025-AABMDR), 'Cabinet' (University Events), and 'Folder' (Campus Events). At the bottom left, there is an 'Event Relationships' section.

Event confirmation page

Event Summary with outstanding tasks.

The screenshot shows the 'Event Summary' page for 'My Event'. The event is 'Tentative' and scheduled for '2025-AABMDR' on 'Fri Mar 28 2025 10:00 am - 1:00 pm'. It is categorized as 'AVLAB -Tech Assistance - Setup Only [1]'. The page has a search bar, a 'Recently Viewed' dropdown, and a 'Help' button. Below the event details, there is a 'More Actions' button highlighted with a red box.

More Actions tab

Click **More Actions** for more event options.

The screenshot shows the 'More Actions' menu for 'My Event'. The menu is open, displaying several options: 'Edit Event' (labeled 'a'), 'Copy Event' (labeled 'b'), 'Create Event' (labeled 'c'), 'Subscribe' (labeled 'd'), and 'Collapse' (labeled 'e'). The 'Edit Event' option is highlighted with a blue border.

More Actions options

- a. **Edit Event** – After the event request has been submitted, only certain changes can be made by you, the requestor. Most changes must be made by your event coordinator.
- b. **Copy Event** – Duplicate your event.
- c. **Create Event** – Create a new event.
- d. **Subscribe** – Subscribe to this event to receive RSS Feed notifications or download this event to your calendar.
- e. **Collapse** – Closes More Actions toolbar.

Below the event request summary are tabs displaying all details about your event.



Event request summary tabs

- f. **Details** – All event information is displayed here in collapsible areas.
- g. **Occurrences** – See a list of occurrences for your event, if there are multiple occurrences requested.
- h. **Calendar** – See your event in a calendar view.

How to Edit an Event Request

To edit an event request, enter the event summary view.

1. Access your event from the “Your Upcoming Events” widget on the dashboard.



Your Upcoming Events widget

2. Click your event on the results list.

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
My Event		2025-AABMDR	Department of Event and Venue Management	Conference		Requestor	Fri Mar 28 2025	10:00 am	Thu Feb 20 2025 11:47 am	Tentative	A 124	AVLAB -Tech Assistance - Setup Only	Services Event

Event search results

3. Once on the event request summary page, click Edit Event. You will return to the Event Form, where you can make changes to your event details.

The screenshot shows the 'Details' tab of an event management system. At the top right, there are three buttons: 'Edit Event' (with a pencil icon), 'Request Cancellation', and a refresh icon. The 'Edit Event' button is circled in red with the number '3' next to it. Below the buttons, the page is divided into two main sections. The left section, titled 'General', contains fields for 'Event Name' (My Event), 'Event Type' (Conference), 'Organization' (Department of Event and Venue Management), 'Requestor' (User, Test Basic), 'Scheduler' (Event, Services), 'Head Count' (50 expected, 0 registered), and 'Comments' (Conference). The right section, titled 'Event Info', contains fields for 'Event Owner' (User, Test Basic), 'Creation Date' (Thu Feb 20 2025), 'Reference' (2025-AABMDR), 'Cabinet' (University Events), and 'Folder' (Campus Events). Other sections like 'Event Categories', 'Custom Attributes', and 'Event Relationships' are also visible but empty.

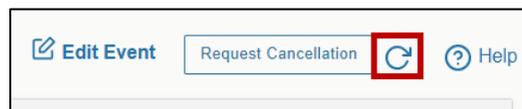
Edit Event option

4. To cancel an event request, click Request Cancellation.



Request Cancellation

5. Click the Refresh icon to update event details, if expected changes do not appear upon saving.



Refresh button