After your account is set up, your most frequent operating functions will consist of Creating Schedules and Administering Reservations. Schedules should be made by accessing your account's Dashboard.

To Create a Schedule:

1. **Open Scheduler**
   - Click "+Events" on your Dashboard Calendar and the Create Schedule popup window will appear.

2. **Enter Schedule/Activity**
   - Enter a schedule and activity name, then select a facility. If the activity is offsite, check "Offsite Activity." Select date and specify user (if applicable).

3. **Set Date & Time**
   - Set the start and end time for your activity using up and down arrows.

4. **Set Recurrence**
   - If activity is recurring, check the recurring box and select recurring parameters – weekly/bi-weekly, days of week and end date.

5. **Add Activity**
   - After you create the activity, click "Add to Schedule." Activity summary will appear on the right side of Create Schedule window.

6. **Add More Activities**
   - You may continue to add more activities to your schedule. When completed, click "Submit Schedule."

Scheduling requests stay in the “pending” state until approved. As an Administrator, your own requests may be set to be approved automatically. For approving pending schedules or for other reservation administration functions, see Quick Start Guide - Administering Reservations.