

Request Forms Quick Reference Guide

Submitting a Request Form and Cancellations or Rescheduling Instructions

Each campus **Classroom, Computer Lab, and Small Conference Room Request Form** has an easy and uniform process. Outlined are the steps for the request forms:

- 1) Fill in all the required boxes: Meeting Name, Estimated Attendance, Your Name, Your Email, Phone Number, and Event Type.

Special note on the "Your Name" box: begin typing your **last name**; if it appears, click on it, and Collin Faculty and Staff will automatically populate in the "Customer" box. If your name does not appear, type "Unlisted" and select the "Unlisted, Unlisted" option that appears. Type your **first and last name** in the "Unlisted Only Field." If your name appeared, **please place NA in the "Unlisted Only Field."**

By default, "Your Email" should appear.

Please do not place your four-digit extension in the "Your Phone Number" box; **instead, put your 10-digit office number.** Use a cell or a department number if you do not have an office number. A complete phone number ensures someone can contact you in case a complication or emergency arises with the room you requested.

- 2) Purpose of Your Event is required: Describe the reasoning behind your meeting and the use of the instructional space or small conference room.
- 3) Select **"Add Meeting"** to select your time/date. If you choose a classroom or computer lab, adding 10 minutes to your start and end time is highly recommended to avoid conflicts with a class's start or end time. Place a **"Max Attendance"** number. The "Max Attendance" number ensures you only see available rooms within the number of seats you requested.
- 4) Select a room by clicking on the **"Assign Rooms"** tab.
 - a. Each Campus Request Form has a filter to the left of the display box. Click on the 'grey down' arrow button to see an option for classrooms, computer labs, or small conference rooms.
 - b. The right side of the dialogue box displays rooms; to place them in numeric order, click on the **Room** box. To view the room's features, hover over the **circled dot** in front of the room number.

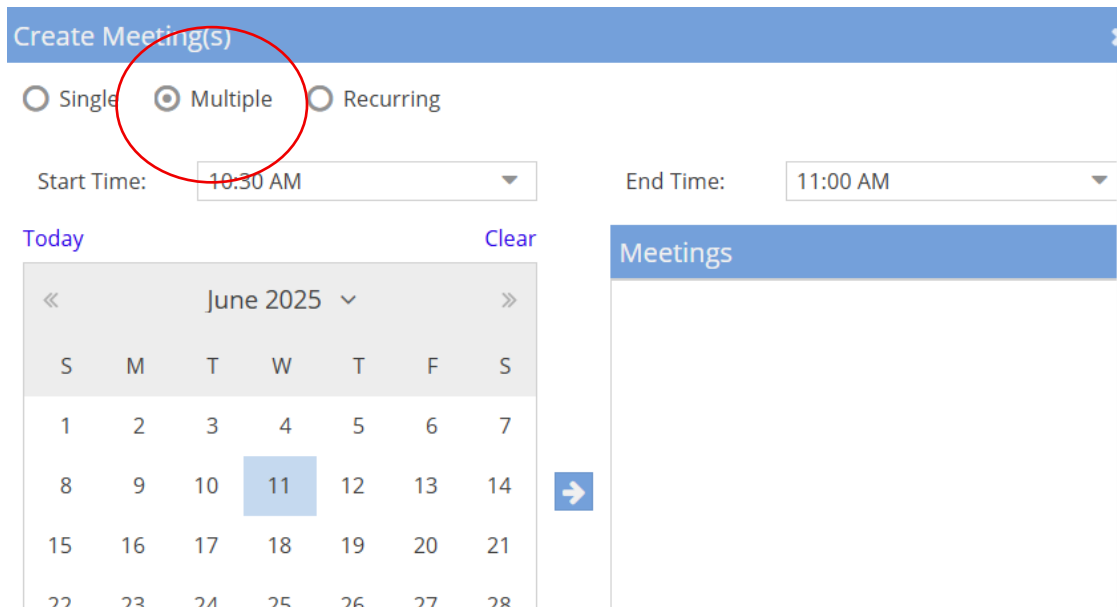
- c. Select the room by clicking on the **Assign Rooms** box next to the room you request. Click **OK**.
- 5) Once your request form is submitted, you will receive an email notification from **noreply@aais.com** that states, **"Your event request was successfully received and is being reviewed."**

If the approver needs more information regarding your request or **when your event is approved**, you will receive an email from notifications@aais.com.

Detailed steps for Multiple and Recurring Dates:

Steps to Create Multiple Dates

- 1) When the Create Event window opens, select **Multiple**.



The screenshot shows the 'Create Meeting(s)' window. The 'Multiple' radio button is selected and circled in red. Below the radio buttons are 'Start Time' and 'End Time' dropdown menus, currently set to '10:30 AM' and '11:00 AM' respectively. Below the time fields is a calendar for 'June 2025'. The calendar shows dates from 1 to 28. The date '11' is highlighted in blue. To the right of the calendar is a blue arrow button. To the right of the calendar is a 'Meetings' section with a blue header and a white body.

Select **Start Time** and **End Time**.

- 2) Click the calendar to select a series of dates and times, e.g., Monday and Wednesday, 9:00 a.m. – 10:00 a.m. and Tuesday and Thursday 1:00 – 2:00 p.m.
- 3) Enter the first group dates/times (Monday and Wednesday 9:00 a.m. – 10:00 a.m.). A dialogue box will prompt you to add a meeting group name. Type a

name similar to your dates/time: AM. Click the **center arrow button** to add your meeting times to the meeting list on the right.

Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 8:50 AM End Time: 10:10 AM

Today Clear

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

* Meeting Name: Test Ad Astra

* Max Attendance: 20

Add Meeting Cancel

Enter the next group dates/times (Tuesday and Thursday 1:00 – 2:00 p.m.). Follow the exact instructions above. Click on **Add Meeting**.

Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 12:50 PM End Time: 2:10 PM

Today Clear

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

* Meeting Name: Test Ad Astra

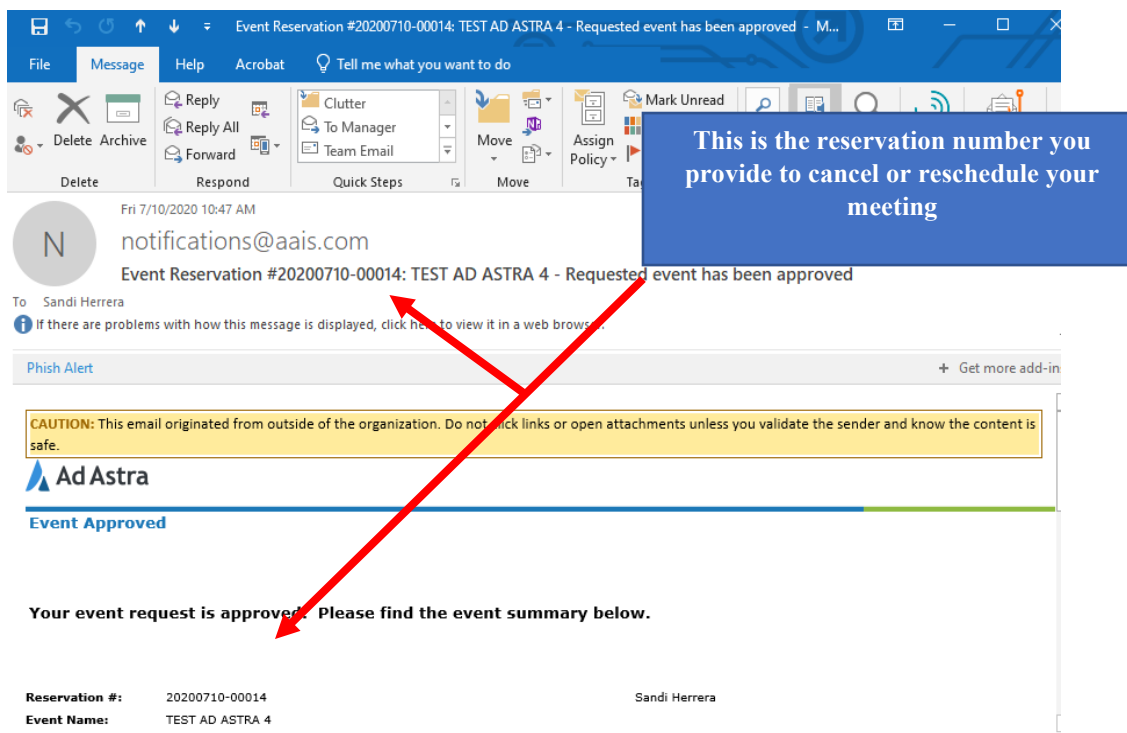
* Max Attendance: 20

Add Meeting Cancel

- 4) The steps are similar to the ones above. When selecting a room, select the **"Assign Rooms"** tab.

Cancellations or Reschedules

To cancel or reschedule an event or meeting, you submitted a request form; please email the campus executive assistant ([click here](#) for a list of all campus executive assistants or executive dean assistants). You must provide the **reservation number** for your request or specify **the reservation**: Title of Event, dates, time, and room number.



For any room request requiring Plant Ops or Facilities assistant, please request via facilitiesmaintenance@collin.edu.