

## **Scheduling tips for the online request system**

Scheduling & Events Operations, located on the main level of Surbeck Center, works with students, staff, faculty, and the community to ensure optimum use of Surbeck Center and other general use spaces of the university. Scheduling coordinates the use of university facilities and associated personnel, services, and equipment to support academic, student, community, and professional activities on campus. All scheduling of campus resources for meetings and events begins and ends with Scheduling & Event Operations.

When all information has been provided and the request has been successfully submitted, an electronic confirmation will be emailed to the contact person reserving the space. Based on the information provided, all facilities, services, equipment and estimated charges will be reflected in the event confirmation. All customers need to review this confirmation to ensure its accuracy. If any additions or corrections to a reservation are required, please notify us immediately. All changes to your reservation must be provided to Scheduling & Event Operations at least forty-eight hours prior to the day of the event to avoid any protentional penalties.

Please note that your request is not confirmed until you receive confirmation from the Scheduling & Event Operations staff. If you have not received confirmation, contact Scheduling & Event Operations to follow-up on your request's status.

The Scheduling & Event Operations staff must optimize the needs of all parties; this may involve reassignment of your event after confirmation. In the event this does need to happen, Scheduling & Event Operations will work with you to ensure your event happens with minimal disruption.

### **Tips for scheduling your event!**

**Log into the scheduling system:**

<https://www.sdsmt.edu/Campus-Life/The-Campus/Surbeck-Center/Scheduling-Rooms-or-Facilities/>

[https://sdmines.sdsmt.edu/cgi-bin/global/rs\\_update\\_reserves.cgi](https://sdmines.sdsmt.edu/cgi-bin/global/rs_update_reserves.cgi)



South Dakota Schools of Mines - Event Scheduling

SDSMT  
December 21, 2020

Log in to Reserve a Room

Schedule December 21, 2020  
Dec 20-26  
2020  
Week 53

Day - Week -

Previous	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Next
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- CBEC BUILDING
- CIVILMECHANICAL BLDG.
- CLASSROOM BLDG.
- DEVEREAUX LIBRARY
- DOWNTOWN CAMPUS
- EEP BLDG.
- GROUNDS
- KING CENTER
- MCLAURY BLDG.
- MINERAL INDUSTRIES BLDG.
- NON-CAMPUS LOCATION
- OTHER
- PEARSON ALUMNI/CONFERENCE CENTER
- STADIUM
- SURBECK CENTER
- SURBECK EQUIPMENT

Select the date & building where you would like your event to take place:

South Dakota Schools of Mines - Event Scheduling

SDSMT  
December 21, 2020

Calendar

Schedule December 21, 2020  
Dec 20-26  
2020  
Week 53

Day - Week -

Previous	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Next
SC 1 Maintenance	6:00am-11:00pm CLOSED	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED
SC Ballroom - FELDSPAR ROOM (1)	6:00am-11:00pm CLOSED	6:00am-11:00pm Dining Seating	6:00am-11:00pm Dining Seating	6:00am-11:00pm Dining Seating	6:00am-11:00pm Dining Seating	6:00am-11:00pm Dining Seating	6:00am-11:00pm Dining Seating	6:00am-11:00pm Dining Seating
SC Ballroom - GARNET ROOM (1)	6:00am-11:00pm CLOSED	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED
SC Ballroom - GRANITE ROOM (6)	6:00am-11:00pm CLOSED	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED
SC Ballroom - MICHA ROOM (1)	6:00am-11:00pm CLOSED	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED
SC Ballroom - QUARTZ ROOM (1)	6:00am-11:00pm CLOSED	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED
SC BUMP LOUNGE (8)	6:00am-11:00pm CLOSED	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED



You may also select the room to narrow down:

South Dakota Schools of Mines - Event Scheduling

SDSMT  
December 21, 2020

December 2020  
December 21, 2020

SURBECK CENTER

Day - Week -

Previous	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Next
	6:00am-11:00pm CLOSED	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-7:30am CLOSED - Opens at 7:30am	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	6:00am-11:00pm CLOSED	
	6:00am-11:00pm CLOSED	4:30pm-11:00pm CLOSED	4:30pm-11:00pm CLOSED	4:30pm-11:00pm CLOSED				

- SDSMT
  - CIEEG BUILDING
  - CIVILMECHANICAL BLDG.
  - CLASSROOM BLDG.
  - DEVEREAUX LIBRARY
  - DOWNTOWN CAMPUS
  - EEP BLDG.
  - GROUNDS
  - KING CENTER
  - MCLAURY BLDG.
  - MINERAL INDUSTRIES BLDG.
  - NON-CAMPUS LOCATION
  - OTHER
  - PEARSON ALUMINUM/CONFERENCE CENTER
- Physical Plant
  - STADIUM
- + SURBECK CENTER
  - SC MYSTIC ROOM
  - SC STUDENT INVOLVEMENT CE
  - SC 1 Maintenance
  - SC GRUBBY'S REC CENTER
  - SC BUMP LOUNGE
  - SC Rocker Shop
  - SC CAFETERIA
  - SC DORR ROOM
  - SC OUTSIDE ENTRANCE
  - SC HARDROCK ROOM 6127

Once you have determined which date, building and room you would like – click on the + in the top right hand corner of the room you wish to use:

Reservation Information

Reservation Title: [Text for Name]

# of Attendees: [6]

Reservation Type: [Campus Department]

Setup Info: [N/A]

Created By: [Susan Schwartz]

Email: [Susan.Schwartz@sdsmt.edu]

Phone: [394-2416]

Date / Time

Date: [12/20/2020 (mm/dd/yyyy)]

Start: [1 PM] End: [2 PM]

Repeat: [No]

Resource: [SC DORR ROOM]

Contact Information

First Name: [ ] Last Name: [ ]

Email: [ ]

Phone: [ ]

Dining / Speaker

Dining Services Needed:  Yes  No

Speaker:  Yes  No

Notes (private): [ ]

Organization Name: [ ]

Organization Website: [ ]

Speaker Name: [ ]

Speaker Title: [ ]

Speaker Topic: [ ]

Speaker Amount Paid: \$[0.00]

Speaker Funding Source: [ ]

Reservation History

Date/Time Action Performed By Email Phone

[Save] [Submit] [Close]



If you need more than 1 resource – click the link to add resources and select the additional resource from the drop down list. You may enter multiple rooms if needed.

<p><b>Reservation Information</b></p> <p>Reservation Title: <input type="text"/></p> <p># of Attendees: <input type="text"/></p> <p>Reservation Type: <input type="text"/></p> <p>Setup Info: <input type="text"/></p> <p><input type="checkbox"/> Open Walls</p> <p>Created By: <input type="text" value="Stephanie Lindsley"/></p> <p>Email: <input type="text" value="Stephanie.Lindsley@sdsmt.edu"/></p> <p>Phone: <input type="text" value="(605) 394-6774"/></p>	<p><b>Date / Time</b></p> <p>Date: <input type="text" value="01/07/2021"/> (mm/dd/yy)</p> <p>Start: <input type="text"/> : <input type="text"/> : <input type="text"/> : <input type="text"/></p> <p>End: <input type="text"/> : <input type="text"/> : <input type="text"/> : <input type="text"/></p> <p>Setup: <input type="text"/> : <input type="text"/> : <input type="text"/> : <input type="text"/></p> <p>Cleanup: <input type="text"/> : <input type="text"/> : <input type="text"/> : <input type="text"/></p> <p>Repeat: <input type="text" value="No"/></p> <p>Resource: <input type="text" value="SC DORR ROOM"/> <a href="#">Add Resource</a></p> <p>Facilities Setup: <input type="text"/></p>	<p><b>Contact Information <a href="#">Search</a></b></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Phone: <input type="text"/></p>	<p><b>Dining / Speaker</b></p> <p>Dining Services Needed: <input type="radio"/> Yes <input type="radio"/> No <small>All food and drink served on campus must be purchased through Aramark Dining Services or group must have an approved food <a href="#">waiver</a>.</small></p> <p>Speaker: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Notes (private): <input type="text"/></p> <p>Organization Name: <input type="text"/></p> <p>Organization Website: <input type="text"/></p> <p>Speaker Name: <input type="text"/></p> <p>Speaker Title: <input type="text"/></p> <p>Speaker Topic: <input type="text"/></p> <p>Speaker Amount Paid: \$ <input type="text" value="0.00"/></p> <p>Speaker Funding Source: <input type="text"/></p>
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**Reservation History**

Date/Time	Action	Performed By	Email	Phone
<input type="button" value="Save"/> <input type="button" value="Approval"/> <input type="button" value="Close"/>				

**Enter requested information:**

- Reservation Information
  - Title – how your reservation will appear on the Scheduler
  - # of Attendees – number of people attending the event
  - Setup Info – any additional information needed for your event
- Date/Time – date and time of the event
  - Start – actual start time of event
  - End – actual end time of event
  - Setup – if your event requires time for you to prepare. This will be the time your reservation will begin
  - Cleanup – if your event requires time after it is over. This will be the time your reservation ends.



- Repeat – if you would like to reserve multiple dates for the same event, select repeat. Select the occurrence that applies to your event. For example, if your event meets each Monday until the end of term – select weekly, enter the last day of the meeting, enter every 1 week and check Monday:

<b>Reservation Information</b> Reservation Title: <input type="text"/> # of Attendees: <input type="text"/> Reservation Type: <input type="text"/> Setup Info: <input type="text"/> <input type="checkbox"/> Open Walls Created By: <input type="text"/> Email: <input type="text"/> Phone: <input type="text"/>	<b>Date / Time</b> Date: <input type="text"/> (mm/dd/yy) Start: <input type="text"/> End: <input type="text"/> Setup: <input type="text"/> Cleanup: <input type="text"/> Repeat: <input type="text"/>	<b>Contact Information</b> <a href="#">Search</a> First Name: <input type="text"/> Last Name: <input type="text"/> Email: <input type="text"/> Phone: <input type="text"/>	<b>Dining / Speaker</b> Dining Services Needed: <input type="radio"/> Yes <input type="radio"/> No <small>All food and drink served on campus must be purchased through <a href="#">Krewek Dining Services</a> or group must have an approved food <a href="#">order</a>.</small> Speaker: <input type="radio"/> Yes <input type="radio"/> No Notes (private): <input type="text"/> Organization Name: <input type="text"/> Organization Website: <input type="text"/> Speaker Name: <input type="text"/> Speaker Title: <input type="text"/> Speaker Topic: <input type="text"/> Speaker Amount Paid: \$ <input type="text"/> Speaker Funding Source: <input type="text"/>
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**Reservation History**

Date/Time	Action	Performed By	Email	Phone
<input type="button" value="Save"/> <input type="button" value="Approval"/> <input type="button" value="Close"/>				

- No
- Daily
- Weekly
- Monthly
- Ad Hoc

Until  (mm/dd/yy)

Recurring:

Every  week(s)

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

- NOTE - If your repeating event ends up with multiple conflicts, try another room, or contact [usc@sdsmt.edu](mailto:usc@sdsmt.edu) for help.

- Contact Information
  - First & Last Name
  - Email
  - Phone number



- Dining / Speaker
  - Dining Services Needed – will you be serving food or beverages at your event, yes or no
  - Speaker – will an outside person or group be speaking at your event, yes or no
    - If yes, please complete the information below

Click save when all fields are complete.

Once your request is approved, you will receive a confirmation email. Please keep for your records in case any questions arise.