How to request an event in Sears as a guest:

Type in [http://roomscheduling.udayton.edu](http://roomscheduling.udayton.edu) (you are now logged in as a guest)

- Click on the “Events” tab

- Click on “Event Request” (this will take you to the next screen – “Event Request Wizard”)

- Choose “To Request Sears Recital Auditorium”
- Type in all the pertinent information in the highlighted spaces *

- Using the drop down arrow choose the start time and end time
- Click on the date from the calendar and then click create. This will bring you to the next block where you need to click on the [ ] to highlight your event.
- Click on HM SRS – SRS... and the Avail (Request) will turn green if available then click OK
• Click on Submit and then a box will pop up confirming your request was made successfully.