



Booking a Non-Academic Event

Last Updated: 23-Mar-2011

Booking a Non-Academic Event

Overview

The SLAEVNT form is used for all non-course room bookings in the Location Management module. Any booking that is associated in any way with a course should be booked using the SSASECT form in the Class Schedule module. SLAEVNT is strictly for non-academic events only.

Location Management vs Class Schedule

- In Location Management room booking, as in Class Schedule room booking, there is no security built into the **Building** and **Room** fields. Users are responsible for obtaining permission from the school, faculty or the department that “owns” the room before they book it.
- In Location Management room booking, unlike Class Schedule room booking, users create **Events**, and then attach **Functions** (where the actual room bookings are) to the events. Users can create an event and save it without booking a specific building and room. In other words, you can just enter dates and times and save the event.

Please contact **Enrollment Services** (514) 398-7878 if you have any questions.



Booking a New Event

The Event Form - SLAEVNT, is used to book rooms for non-academic events. Events are created with details regarding the building location and room number. Events can also be created to register the dates and times only and not include the building and room details.

Process

- Open the Event form - SLAEVNT and confirm the event you are creating has not yet been created.
- Create a new event.
- Schedule the meeting times and room location.
- Entering event comments.

Procedure

1. Open the Event form - SLAEVNT and confirm the event you are creating has not yet been created.
 - a. From the Banner main page, enter SLAEVNT in the **Go To...** field and press <Enter>.
 - b. Verify the event has not been created by clicking the **Search**  button next to the Event field.
 - c. Enter part of the event description enclosed by % in the **Description** field. (Ex. %Book%).



Tip

Enter as little information as possible.

Example: If you want to find the event number for the Canadian Zoologists Conference, it is best to query for %Zoo% and scroll carefully through the results.

- d. If you have found the event, double-click the event to select it. Otherwise **Exit**  to return to SLAEVNT.
2. Create a new event.
 - a. Click the **Create**  button to add a new event.



- b. The ADD is populated automatically in the Event field for new events.
- c. In the **Description** field enter the Term (format YYYYMM) and short description (30-character limit). Example: 201101 Senate, Young Authors Conference.
- d. Enter 'S' (for student system) in the **System** field.
- e. Search for an Event Type by clicking the  **Search** button.
- f. From the Event/Function Type Validation window, select the event type and click the **OK** button.
- g. Enter your McGill ID in the **Agency or Commercial ID field**.
- h. Enter the name of the person for whom you are booking the room in **Contact ID**. (Do not enter the McGill ID in the Contact ID, doing so will prevent you from attaching a telephone number).
- i. Enter the telephone number of the contact person in the **Phone** field. If there is a McGill extension with 5 or 6 digits, enter it in the middle field.
- j. Enter the **Campus** code. (1 = downtown, 2 = Macdonald)
- k. In the **College** field enter, or **Search**, for the 2-letter code of your faculty.

Use "00-No College Designated" for bookings that don't have a faculty, i.e. Senate and Conference Office bookings.
- l. In the **Department** Field enter, or Search, the 4-digit code for the department associated with the room booking (if **there is one**).
- m. **Save.** 

- n. Take note of the generated event number in the **Event** field.

3. Schedule the meeting times and room location.

- a. Enter **Start Date** in the format DD-MON-YYYY, or click on the calendar icon  to select the date.
- b. The start date automatically populates the **End Date** field. If your event is more than one day, enter the appropriate date in the **End Date** field, in the format DD-MON-YYYY, or click on the calendar icon  to select the date.
- c. **Check** the check-boxes for the days of the week the event will occur.

- d. Enter the time the event begins in **Begin Time**. (Use a 24-hour clock format.)
- e. Enter the time the event will end in **End Time**. (Use a 24-hour clock format.)
Example: 1535, 0905, 1725, 1155
- f. Find an available room by clicking the **Search**  button for **Building**.
- g. From the option list, select **Available Room Search**.
- h. The **Event Available Room Query** form (SLIAEVN) will open.
- i. Re-enter the days of your event if your event is more than one day long.
- j. Enter the room capacity in the **Capacity** field.
- k. Next Block. 
- l. In the Desired Room Attributes block, click to **Search**  for available room Attributes.
- m. Select your Attribute, by **double-clicking** it from the Building/Room Attributes Validation (STVRDEF) window. Only select attributes that start with S. (Attributes starting with R are for residence booking.)
- n. Next Block. 
- o. In the Available Rooms block, **double-click** the Building code to select the building.

**Note****Remember!**

You are only allowed to book your own rooms, otherwise you must obtain permission from the room contact.

- p. Enter the appropriate function code or click on the down arrow below the **Function** field and select List of Functions from the Options List.

**Note****Important!**

Do not leave **Function** blank since it shows in SSAMATX. You can use it to create a data extract list of all the Location Management bookings (i.e. when you put a % in this field in SSAMATX, all the Location Management bookings will display). Since **Function** isn't used in Class Schedule room bookings, you will not get academic bookings returned in your search.



q. **Save.** 

r. If you have more than one room booking for the event, use the down cursor on your keyboard to get to the next line. Book the new date and/or room and/ or time as in the steps above.

s. **Next Block.** 

4. Entering event comments.

a. In the Event Comments block, enter your initials, date and any relevant information regarding the event. (Example: LA, 201101 Young Authors Senate Conference.)

b. The comments are the Booking History of the event.

c. **Save.** 

d. **Next Block.** 