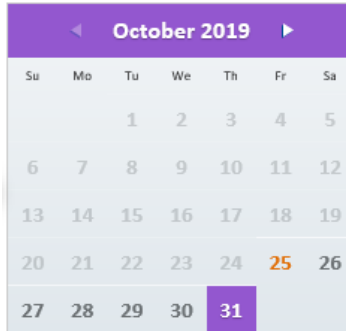


# I KNOW MY VENUE

On the home page, select I Know My Venue:

**I KNOW MY VENUE**

1. DETAILS - Select the date of your event and enter the number of attendees. There is an option to select consecutive dates, and to include weekends.



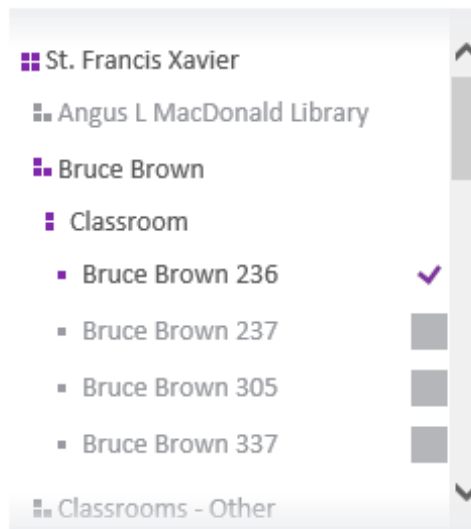
1 Days to Display

Display Weekends

42 Number of Attendees

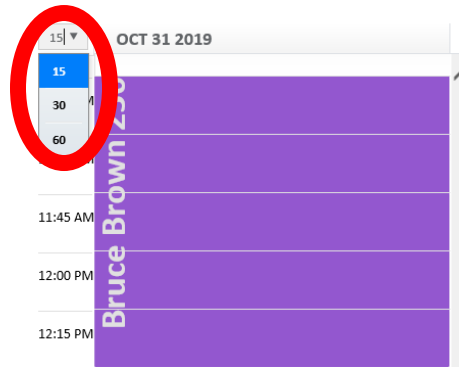


2. ROOM – Select St. Francis Xavier to see a list of buildings, expand the list to view specific classrooms. Select the preferred space and click Show Availability.

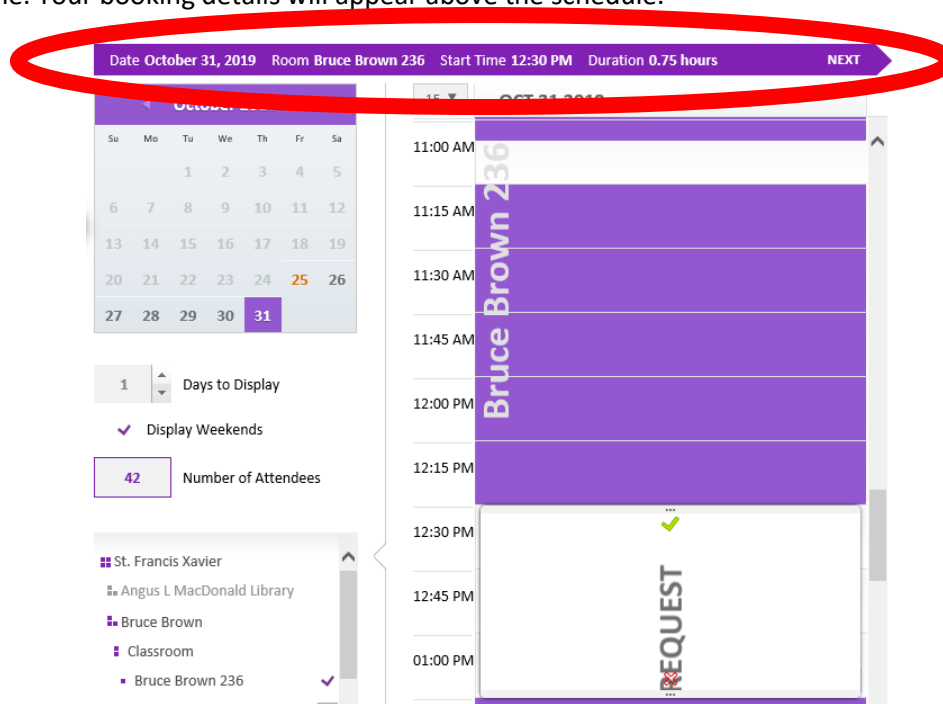


**SHOW AVAILABILITY**

- Purple shading indicates the room is unavailable. The time increments are defaulted to 60-minutes. It is recommended to change this to 15-minute increments via the drop down for a more detailed view of the room schedule.



- To select the booking time in the room, hover over the schedule at the desired start time, click and drag down to the end time. Your booking details will appear above the schedule.



3. **EVENT CONTACT** - Provide your contact, department information, and event details. Click **NEXT** at the top right to submit.
4. **REVIEW REQUEST** – Verify your request details. If correct, click **CONFIRM** at the top right. If you need to change any details of your request, you can click **BACK** at the top left.
5. **PENDING APPROVAL** – Your request has been submitted for approval. You will receive confirmation from the Registrar's Office within 2-3 business days. It is recommended that you print the details of your request from this page