**1**

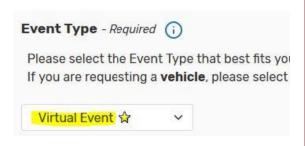## BASIC DETAILS

Enter the appropriate **Event Name**. Then, select **Virtual Event** for the Event Type field,

Event Type - Required ⓘ
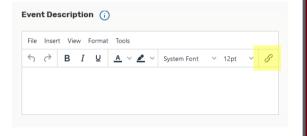
Please select the Event Type that best fits you
If you are requesting a **vehicle**, please select

Virtual Event ⭐

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**2**

## LOCATION SEARCH

To indicate an online event, type **Virtual Event**, then select **Search**. Next, select **Reserve** or **Reserve Available** to add it.

Saved Searches (optional) | virtual event

ⓘ Hint! Type :: to use SeriesQL.

More Options ▾ | Reset | Search

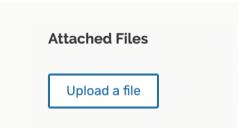| Add | Name − | Title − | Capacity − | Availability | Conflict Details |
|---|---|---|---|---|---|
| Reserve Available | VIRTUAL EVENT | VIRTUAL EVENT | | 0/1 | Conflict Deta |

---

**3**

## EVENT DESCRIPTION

Be sure to add event links or instructions for attendees. To update existing requests or events, please submit a change request on the event website.

**Event Description** ⓘ

File  Insert  View  Format  Tools

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**4**

## ATTACH FILES *(OPTIONAL)*

Upload an event image or flyer (JPEG or PNG files) to accompany the event listing on the University Calendar.

**Attached Files**

Upload a file

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**!**

## KEY THINGS TO REMEMBER

- All approved events appear publicly, unless "Yes" is selected for **Private Event** under Additional Event Details.
- Select "Yes" for **Technology Assistance** under Additional Event Details if you require in-person support.

ELON UNIVERSITY | Event & Space Management

Virtual Event Requests