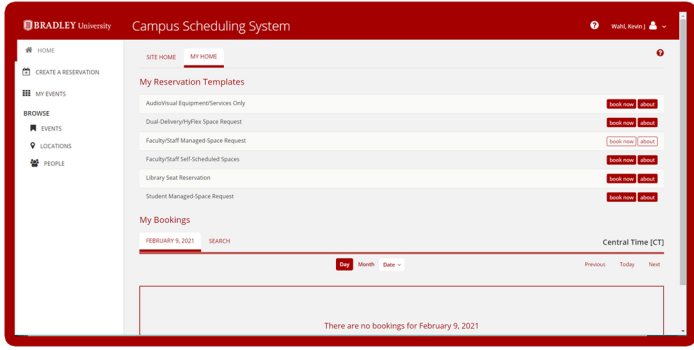


Quick Start Guide to Request AV Equipment/Services

From the AV Services request page, you will be redirected to the Campus Scheduling System. Use your Bradley Username and Password to sign on.

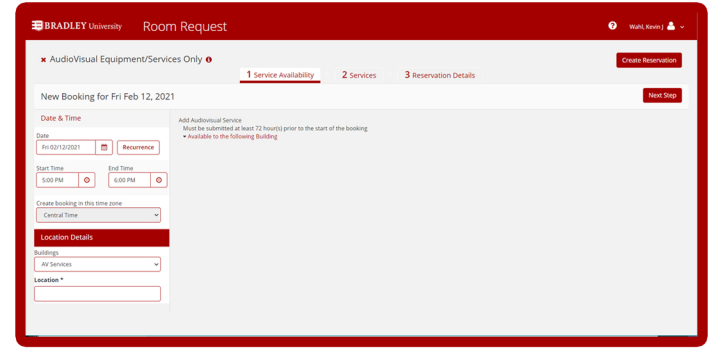


STEP 1 SELECT RESERVATION TYPE

You are able to add AV Services to your request associated with a room or location managed by staff. For this type reservation select Faculty/Staff or Student managed and book now. If your request is not associated with a particular room or location, select Audiovisual Equipment/Service Only and click book now to make your reservation.

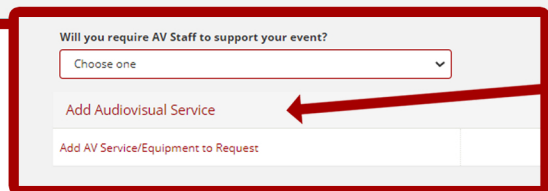
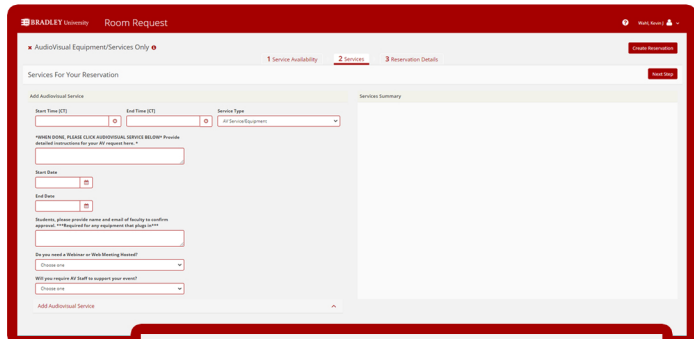
STEP 2 SERVICE AVAILABILITY

Next you will add date and time for your booking. This is the time when you plan to pick the item up. Note the building is AV Services. Type "AV Services" in the location details bar. Please note 72 hours is required prior to the start of the booking.

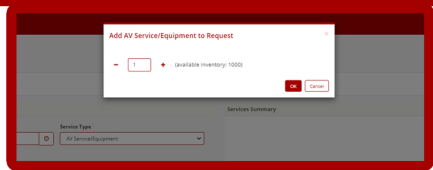


STEP 3 ADD AV SERVICES

First add start time and end time. Then be sure to add a detailed description of the AV Equipment/Services you are requesting. Be as specific as possible. Then provide a start and end date of when you will have the equipment. If you are a student, provide contact info for approval.



Finally, click Add Audiovisual Services at the bottom.



A box will appear that allows you to add the service, click OK.

Quick Start Guide to Request AV Equipment/Services

The screenshot shows the 'Services' step of the 'Room Request' form. It includes a 'Services For Your Reservation' section with a 'Create Reservation' button. Below this is the 'Add Audiovisual Service' section with fields for 'Start Time [CT]', 'End Time [CT]', and 'Service Type' (set to 'AV Service/Equipment'). A 'Services Summary' section on the right shows a list of added services. A 'Next Step' button is also visible.

Now, your request for services should appear in the Services Summary. Click **Create Reservation** to provide reservation details and finish your request.

The screenshot shows the 'Reservation Details' step of the 'Room Request' form. It includes a 'Create Reservation' button. The 'Event Details' section has fields for 'Event Name' and 'Event Type' (set to 'AV Services/Equipment'). The 'Department/Organization Details' section includes fields for 'Department/Organization' (with a search icon), 'Tel Contact' (with a search icon), 'Tel Contact Name', 'Tel Contact Phone', 'Tel Contact Fax', and 'Tel Contact Email Address'. A 'Create Reservation' button is at the bottom right.

STEP 4 RESERVATION DETAILS

Please provide all the Registration details as shown above. Note that you will want to be sure AV Services/Equipment is selected in the event type dropdown.

STEP 5 CREATE RESERVATION

The screenshot shows the 'Create Reservation' step of the 'Room Request' form. It includes a 'Create Reservation' button. The 'Event Details' section has fields for 'Event Name' and 'Event Type' (set to 'AV Services/Equipment'). The 'Department/Organization Details' section includes fields for 'Department/Organization' (with a search icon), 'Tel Contact' (with a search icon), 'Tel Contact Name', 'Tel Contact Phone', 'Tel Contact Fax', and 'Tel Contact Email Address'. A 'Create Reservation' button is at the bottom right.

The last step is to Create Reservation. Once completed this will show up on the Campus Scheduling Sytem under "My Events". You will also get an email from AV Support verifying your Web Request has been received. Once we have processes the request we will send you another email that your reservation has been confirmed.