MyEvents – How To Guide

Prepared by Hospitality
What is MyEvents?

Managed by Hospitality Concordia, MyEvents is a client-facing online tool for the community to book space on campus for their events.

Staff, Faculty as well as Registered Student groups have access to MyEvents.
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How to access MyEvents

For staff and faculty
- From Carrefour
  - Go to: https://hub.concordia.ca/carrefour/services/event-planning.html
  - Under Event Planning Portal, click Launch the MyEvents portal;
  - Sign in with your Concordia Netname and Password;
  - At the bottom of the page, click Request now.

For Student Booking Officers
- Go to: https://www.concordia.ca/hospitality/event-planning/space-reservation.html
- Click on Step 2 & Are you part of Concordia community?
- Click the link to MyEvents portal;
- Sign in with your Concordia Netname and Password;
- At the bottom of the page, click Request now.

For any questions: hospitality.booking@concordia.ca
Are you logged in?

• To access the full functions of MyEvents, once connected, verify that you are logged in under your name and not as a guest.
Stay informed!

- On the Welcome page, take the time to read important information related to space booking on campus.
  - System information
  - Information related to Alcohol at events
  - Information related to Food at events
  - Important forms and protocols

### System Information
1. Request Sessions time out in 20 minutes.
2. Open all links in a New Window.
3. Click on the 📜 anywhere in the Reservation Form for helpful information.
4. Click on the top banner to come back to this page from anywhere in the system.

### Alcohol
- The Event Organizer is responsible for ensuring the responsible use of alcohol at their event.
- When completing the event booking form, kindly ensure you have read the Alcohol Waiver before committing yourself by selecting "I have read and agree to the alcohol Waiver".
- For all alcohol orders, please ensure to fill out and include the Prior Approval Form as it relates to the CBO-10 policy.

### Food
- If not using a caterer from the Approved Caterer List, the Event Organizer is responsible for ensuring that all self-served food sold or served at their event will be prepared and, when necessary, stored or refrigerated.
- When completing the event booking form, kindly ensure you have read the Waiver form for Self-Catered events before committing yourself by selecting "I have read and agree to the Food Waiver".

### Prior Approval Form
- Staff and faculty organizing events with alcohol and/or if the catering exceeds $5,000 must complete and submit the Prior Approval Form for Catering/Alcohol per the CBO 10 policy.
- This form can be sent by email to your event coordinator or attached directly to your booking form.
Looking for available spaces? Browse by location. Note that this feature does not “book space”.

1. Select locations
2. View available spaces by selecting a date
3. Filter by buildings
4. Scroll through dates by day
Create your reservation

1. Select “Create a Reservation”.
2. You will be prompted to choose an appropriate booking form: Click the “About” button to identify which form matches your event “type”.
3. Click on “Book now” to proceed to the next step where you will select a room to book.
Select Date and Time

1. Select the primary date and time needed for your reservation.
2. For events with multiple dates, the “recurrence” button allows you to create multiple bookings on different dates when start and end time are the same. (Tip! times can be tweaked after the reservation is confirmed)
3. Click on “Search” to see all the available spaces for that date(s) and time(s). To filter rooms further, follow the directions on the next page.
1. For a more specific search, add the building(s) you’re interested in.

2. Click on the room number and name to view more details about the room.

3. Click the button to add room(s) to your reservation.

The red bars will clearly show which rooms are available for the time you specify.
For more details about the room:

- Click on the room number and name to get more information.
- An information window will open. Browse the different tabs to ensure the room(s) meet your needs.
- Pay particular attention to the available setup types, as well as the associated minimum and maximum capacities.
Add Room(s) to your reservation

1. Click the + button to add the room(s) you wish to reserve.
2. You will be required to enter the number of attendees expected for this booking. If the number is below the minimum or above the maximum capacities of the selected room, an error will appear, and you will not be able to reserve that room.
3. You will be required to select what type of setup you would like for your booking. You can select any setup type that is available for that room.
Review and Edit your Room(s) Selection

1. Review your room selection. Click ⌘ if you would like to delete any of the rooms before continuing.
2. Click “Attendance & Setup Type” to edit the rooms before continuing.
3. Click the “x” at any time to end the reservation process while in progress. All room selections will be lost and this will not be saved.
Enter your Reservation Details

1. Your “Group” information will auto-populate based on the name you’ve logged under.
2. Select your name from the dropdown menu in the “Requestor” field.
3. Attach any documents that may be useful for the planning of your event: preliminary schedule, order of proceeding, list of external guest speaker, etc.
### Enter your Reservation Details

- Complete the “Additional Information” section carefully.
- The information collected helps Hospitality to assess your request and follow up accordingly. Answer the questions to the best of your ability.
- Use the text box at the end of the form to communicate any other information relevant to the planning of your event.
1. Enter the Cost Object with which the event will be paid for.
   • **Staff & Faculty**: Please enter an Internal Order (I/O) or Cost Center (CC).
   • **Student booking officers**: Please enter “TBC”. Our team will follow up directly with the VP finance or your association to confirm the Cost Object to be used.

2. Read our booking terms and conditions and check the box “I have read and agree to the Terms and conditions” to continue.

3. Click “Create Reservation” to submit your booking request.
For any questions

Hospitality Concordia is available to help you with your event needs. For questions related to bookings and MyEvents, please contact us:

email: hospitality.booking@concordia.ca

phone: 514-848-2424 x 4962