

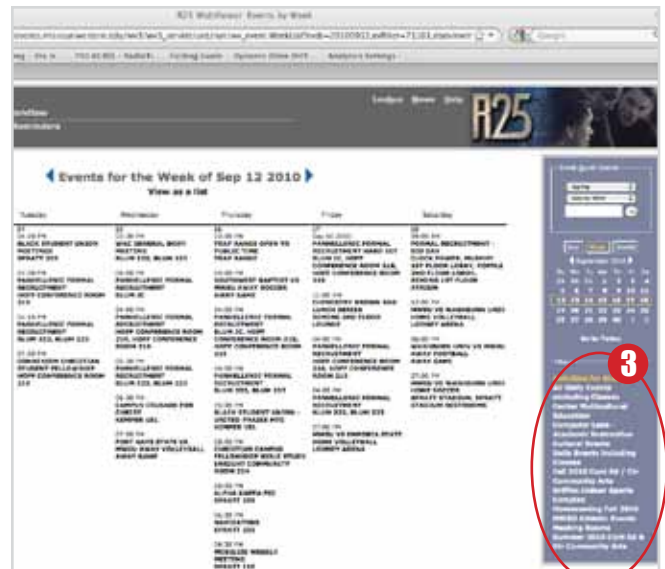
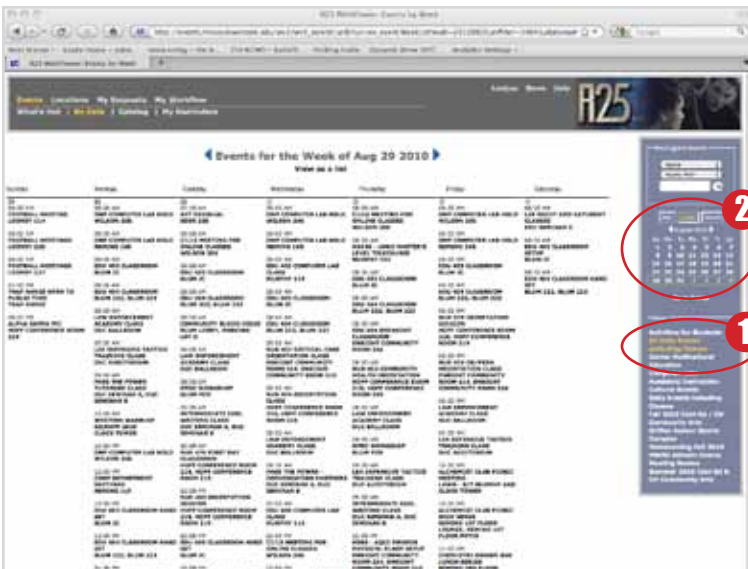
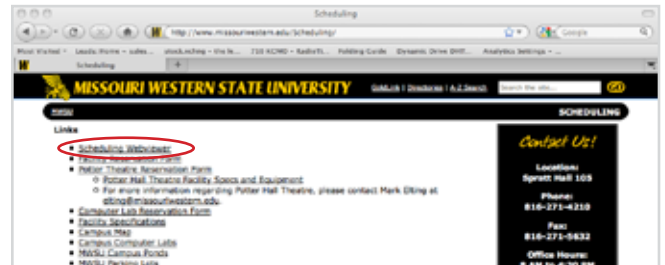
Welcome Back Griffons!

How to schedule/view your on-campus events

Go to: <http://www.missouriwestern.edu/scheduling>

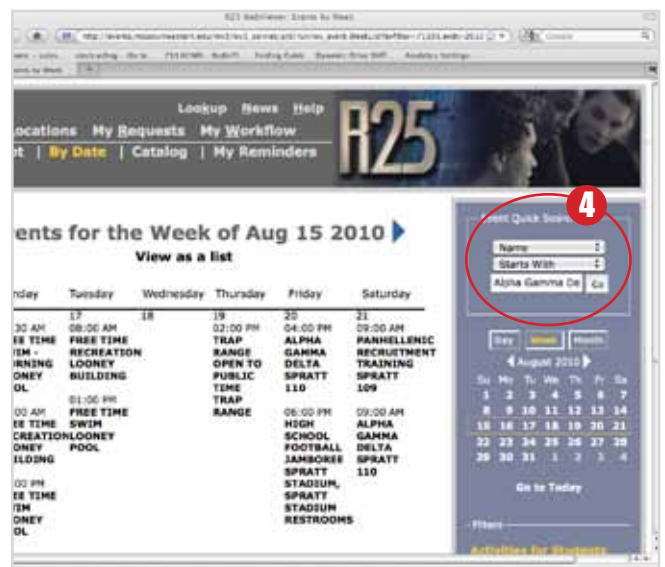
Click “Scheduling Webviewer” to see campus calendar.

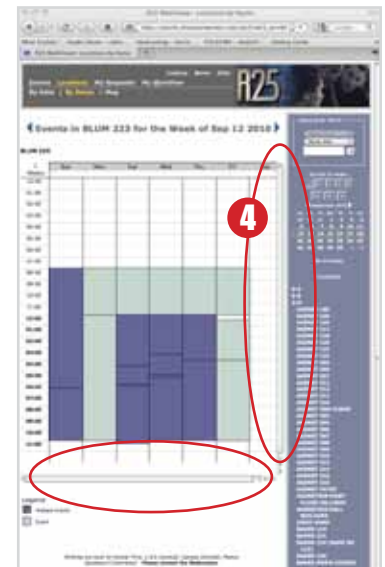
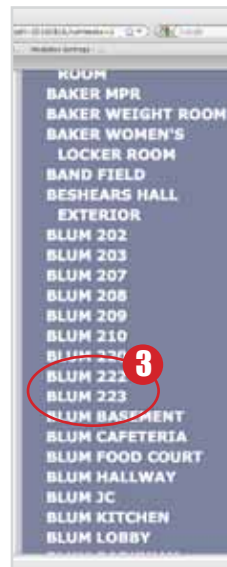
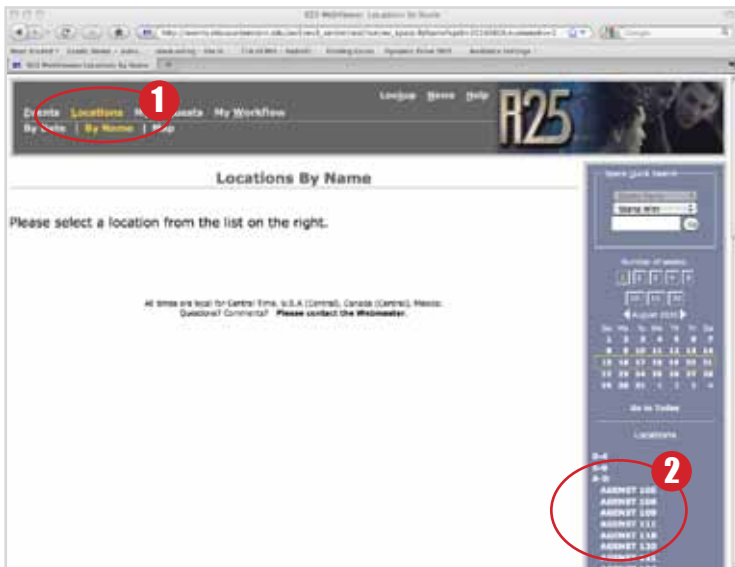
Make it a “favorite” to be able to quickly return anytime.



How to navigate in MWSU Webviewer calendar:

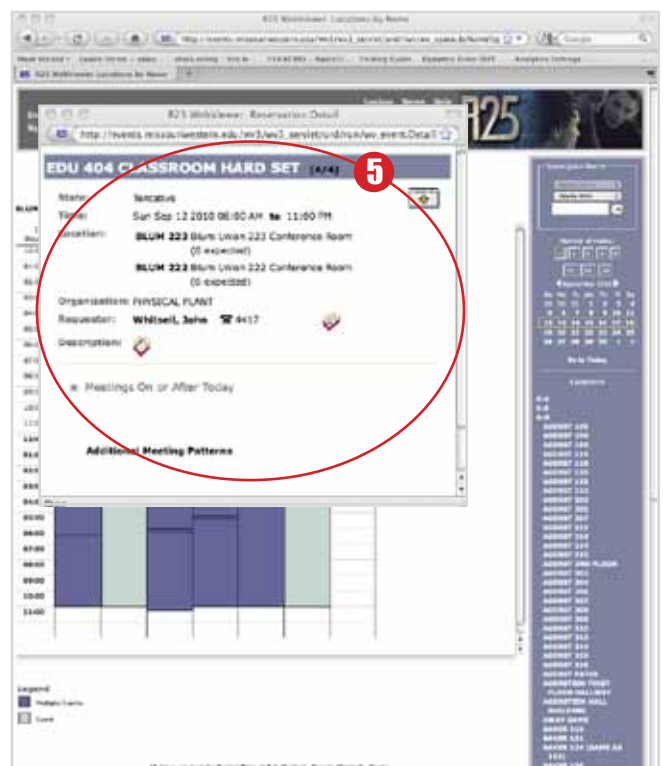
- 1 Calendar default opens to current week-at-a-glance of “All events EXCLUDING classes” view.
- 2 To view a different date, use the calendar on the right-hand side to go forward by month and/or select a date.
- 3 To view a different filter, e.g., “All events INCLUDING classes” or “Activities for Students,” simply click on that filter (located under the calendar on right) and forward calendar to week desired.
- 4 To do an event search, use Quick Search fields above calendar by typing in a portion of the event name, e.g., “Alpha Gamma Delta” and “go.” The search will return every event either starting with that name or contains that name. The future (non-completed) dates will be the last on the returned list.





How to view spaces for possible availability:

- 1 Click on “Locations” tab in upper left-hand corner .
- 2 Select letter in lower right-hand side corresponding with the first name of the space, i.e., Blum 223 located in “A-D” division.
- 3 Select space from drop down menu.
- 4 Use scroll bar within grid to view entire 24 hour period (12:00 am-midnight) is at top.
- 5 Scroll over blocked hours to see events in space.
- 6 Reminder that all spaces are scheduled through Scheduling Services and reservations are not confirmed until processed through them.
- 7 NOTE: The “My Requests – Request an Event” function of the Webviewer is not operational at this time. Please follow current procedure in place by submitting a facility reservation form (found on Scheduling Services webpage) or contacting the Scheduling Services office at 271-4210. Review “Events Manual” which can be accessed on the Scheduling Services webpage.



A NOTE ABOUT PLANNING EVENTS:

Please check the MWSU events calendar page to see if there are any major cultural events in the community going on during your time frame. You may wish to take that information into consideration when planning your events.

Go to www.missouriwestern.edu and click on Event Planner.

