

How to Find an Event By Event Name:

1. Open The SOURCE by going to <http://www.virginia.edu/source> on a web browser.
2. Click on the **Events** title on the upper menu.

The screenshot shows the SOURCE website interface. At the top, there's a navigation bar with 'EVENTS', 'LOCATIONS', 'MY REQUESTS', and 'MY WORKFLOW'. Below this is a sub-menu with 'What's Hot', 'By Date', and 'My Reminders'. The main content area displays a table of events for Friday, September 9, 2005. The table has columns for Start, End, Event, and Location. On the right side, there's a search box and a calendar for September 2005.

Start	End	Event	Location
08:00 AM	08:50 AM	PHYSICS SET-UP (PHYSICS SET-UP)	PHS 203
08:00 AM	08:50 AM	PHYSICS SETUP (PHYSICS SETUP)	PHS 204, PHS 205
08:00 AM	10:00 AM	UYA Tennis Practice (Rsrv_41461)	SNYDER CT 04, SNYDER CT 05
08:00 AM	10:00 AM	Newcomb Reservations (Equipment Hours)	
08:00 AM	01:00 PM	CONFERENCE ROOM MEETING (Meeting)	
08:00 AM	02:00 PM	McIntire Kickball Tournament (Fall Tournament 2005)	SOUTH LAWN
08:00 AM	03:00 PM	UYA Tennis Practice (Rsrv_30218)	SNYDER CT 09, SNYDER CT 10
08:00 AM	04:00 PM	Block off (SAB)	SAB
08:00 AM	05:00 PM	GCOM 783-0001 (GCOM 783-0001)	MON 124
08:00 AM	07:00 PM	WORK REPAIR (Rsrv_40759)	MON 118
08:00 AM	08:00 PM	Work Repair (Rsrv_40868)	MON 116
08:00 AM	09:00 PM	MS/MIT (Meeting)	MON 124
08:30 AM	10:30 AM	DEANNA ANDREWS - HSDD DEVELOPMENT OFFICE (Meeting)	MCL 1003

3. Click on the **By Date** title on the lower menu.

- On the right hand side just above the calendar, enter the event name in the Event Quick Search box and click on the Go button.

The screenshot shows the SOURCE website interface. At the top, there is a navigation bar with links for PEOPLE/WEB SEARCH, CALENDARS, UVA MAPS, and A-Z INDEX. Below this is a header section with the University of Virginia logo and the text 'SOURCE System Of University Reservations and Calendar of Events'. There are also links for EVENTS, LOCATIONS, MY REQUESTS, and MY WORKFLOW, along with 'What's Hot', 'By Date', and 'My Reminders'.

The main content area displays a list of events for Friday, September 9, 2005. The events are listed in a table with columns for Start, End, Event, and Location.

Start	End	Event	Location
08:00 AM	08:50 AM	PHYSICS SET-UP (PHYSICS SET-UP)	PHS 203
08:00 AM	08:50 AM	PHYSICS SETUP (PHYSICS SETUP)	PHS 204, PHS 205
08:00 AM	10:00 AM	UVA Tennis Practice (Rsrv_41461)	SNYDER CT 04, SNYDER CT 05
08:00 AM	10:00 AM	Newcomb Reservations (Equipment Hours)	
08:00 AM	01:00 PM	CONFERENCE ROOM MEETING (Meeting)	
08:00 AM	02:00 PM	McIntire Kickball Tournament (Fall Tournament 2005)	SOUTH LAWN
08:00 AM	03:00 PM	UVA Tennis Practice (Rsrv_30218)	SNYDER CT 09, SNYDER CT 10
08:00 AM	04:00 PM	Block off (SAB)	SAB
08:00 AM	05:00 PM	GCOM 783-0001 (GCOM 783-0001)	MON 124
08:00 AM	07:00 PM	WORK REPAIR (Rsrv_40759)	MON 118
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08:30 AM	10:30 AM	DEANNA ANDREWS - HSDD DEVELOPMENT OFFICE (Meeting)	MCL 1003

On the right side of the page, there is an 'Event Quick Search' box. It contains a search input field with the text 'UVA Tennis' and a 'Go' button. Below the search box is a calendar for September 2005, showing the current date (Friday, September 9) highlighted. There are also filters for 'Academic Classes', 'Concerts', 'Dances', 'Dramas', 'Films', 'Information Sessions', 'Intramural-Recreational Sports', 'Meetings', 'Non-class events', 'Readings', and 'Recitals'.

5. Your results will display. These events can be clicked on to display more information.

The screenshot shows a Microsoft Internet Explorer browser window displaying the SOURCE system. The address bar shows a search for 'UVA Tennis'. The page features a navigation menu with 'EVENTS' selected. Below the navigation is a search form with three input fields: 'Event Name Starts With', 'Event Reference is', and 'Space Name Starts With'. The search results are displayed in a table format.

University of Virginia SOURCE
System Of University Reservations and Calendar of Events

EVENTS | LOCATIONS | MY REQUESTS | MY WORKFLOW

New Quick Search

Event Name Starts With Gr

Event Reference is Gr

Space Name Starts With Gr

Results: Event Name Starts With "UVA Tennis"

Event Name	Event Title	Reference	Next Reservation	Organization
UVA Tennis Invitational		2005-AABQTL	Sep 23 2005 08:00 AM	AT-MEN'S TENNIS
UVA Tennis Practice		2005-AABRCN	Sep 12 2005 08:00 AM	AT-MEN'S TENNIS
UVA Tennis Open		2005-AABRWM	Completed	AT-MEN'S TENNIS

All times are local for CHARLOTTESVILLE, VIRGINIA - (EST).

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