Welcome to The New SOURCE

We are pleased to offer the UVa community a new version of The SOURCE. This new version will facilitate your ability to search Academic Space for courses, events and availability. In addition, new features and a much more intuitive Event Wizard will make requesting space a very simple and fast process. Users will also be able to sign in via NetBadge!

Upon landing on The SOURCE Home Page and prior to signing in, you will see the “Public View”. Please note the “Sign In” button on the upper right part of the page.

From here you can view most of the spaces and their respective events within the Academic Calendaring System. Please note that you do not necessarily need to log into the system to search for a space or an event and when you sign into the SOURCE, you will only see the spaces you have permissions to reserve. This will prevent confusion and time in processing your event. No longer will you submit an event only to find out later that you do not have access to reserve that space.

Who can reserve a space?

All active Faculty and Staff who have NetBadge access

All active University of Virginia students who represent an active student organization
I am ready to reserve a space. How do I log in?

It’s simple and there are several ways to do so. Just click:

A) The “Sign In” button at the upper right part of the page
B) The “Create an Event” button
C) The “Event Wizard” tab
D) Either link within the “Find Available Locations” section

After successfully logging into the system via the Sign In button, you will be taken to your SOURCE Home Page, which will look like this:
***If you are a current UVa Student, Faculty or Staff member and your Dashboard/Homepage looks like this:

Please contact adminr25@virginia.edu so that we can adjust your system access.

From your Home Page, you can view events you have created, view other events, location information, and create new requests.

Your home page is easily customizable by just selecting “Customize Dashboard”:

You can then move the various panes (Elements) to different locations, and add or remove the elements.
If you select the “Create an Event” or “Event Wizard” tab from the Public View page you will be prompted to sign in. Upon successfully signing in, the first “Card” of the Event Wizard (below) will be displayed and you are ready to submit a request:

If you select the “I know WHEN my event should take place -- help me find a location!” or the “I know WHERE my event should take place -- help me choose a time!” options within the “Find Available Locations” field, you will be prompted to sign in and then you will be asked to enter basic event information:

“I know WHEN my event should take place -- help me find a location!”

Or

“I know WHERE my event should take place -- help me choose a time!”
After you submit this information, the Event Wizard will load with this information pre-populated.

If at any time you see the message below and you are a current UVa Student, Faculty of Staff, please contact adminr25@virginia.edu. We will need to adjust your system access.

How do I submit an Event Request?

Using the SOURCE Event Wizard (via any of the methods previously described to start the Wizard), Students, Faculty and Staff can quickly search for available space based on multiple parameters including headcounts, space features, open/close hours and then submit their requests.

Fill in as many fields as possible. The more information you give to the schedulers will facilitate the processing of your request. You must include information within fields marked with a red asterisk. You will not be able to move to the next screen or save your request without completing the required fields.

Card 1: Event Name, Requestor Phone Number, Event Type, Sponsoring Organization

Start by entering the basic event information.

- Event Name
- Phone Number
- Event Type
- Primary Organization for this Event
Card 2: Expected Head Count, Event Description

Here you will enter the event’s head count and an event description. The head count will be used when the system searches for available space. Please be as accurate as possible with the event head count.

In addition to the integral SOURCE calendar, the system will have the ability to publish event descriptions to various department calendars so you can include HTML code, photos, etc. to help publicize your event.

![Expected Head Count](image1)

![Event Description](image2)
Card 3: Event Repeat (Occurrence) Information

The system will need to know if your event is a one-time event or if it repeats (Daily, Weekly, Monthly, Ad Hoc, etc.).

Does this event have more than one occurrence?

No
This event has only one occurrence.
Any other related events are separate and distinct.

Yes
This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.
Card 4: Event Date Information

*** If you marked the event as having more than one occurrence, be sure to make this entry pertain to the FIRST event and event repeat information will be included in Card 4.5

*** Some groups are restricted to date restriction (E.g.: At least 3 days from today)

*** Be sure to include setup or takedown times here. This additional time will be included in the space search.
Card 4A & 4B: Event Repeat Information

You will ONLY see these two cards if your event has multiple occurrences (Card 3). If your event has only one occurrence you will proceed to Card 5 after entering your Event Date Information (Card 4).

Here you will select how your event will repeat (Daily, Weekly, Monthly, Ad Hoc) and then enter the specific repeat information as it applies to your event.

After entering the repeat information, click NEXT to continue onto Card 5.
Card 5: Location Selection

Within this section you can search for your desired space by several methods:

A) **Location Name**: Include all or part of the building name:

![Search by Location Name](image1)

- **Search by Location Name**
- **Chemistry**
- CHM 303
- CHEMISTRY BLDG ROOM 303
- Max Capacity: 40

- Show only my authorized locations that have no time conflicts
- Enforce head count

B) **Saved Searches**:

![Saved Searches](image2)

- **All of Your Searches**
- **Public Searches**

Within “Saved Searches”, you may use public searches which includes all of the academic buildings:

![Saved Searches](image3)

- **MIN 125**
  - MINOR HALL ROOM 125
  - Max Capacity: 200

- **MINOR HALL LOBBY**
  - MINOR HALL LOBBY
  - Max Capacity: 50

- **MRY 104**
  - MAURY HALL ROOM 104
  - Max Capacity: 60

- Show only my authorized locations that have no time conflicts
- Enforce head count
Or use your own space searches and use them here. See Page x for more information on how to create a location search.
C) Advanced Search: If you know the location variables you can quickly enter multiple parameters without using a specialized location search.
Once you determine the location you would like to request from any of the above location searches, simply click on the location. (The location name will have a green check associated with it if there are no conflicts).

**Advanced Search...**

<table>
<thead>
<tr>
<th>Features: AV - Comp: Instructor PC</th>
<th>ALL</th>
<th>ANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categories: Academic</td>
<td>ALL</td>
<td>ANY</td>
</tr>
<tr>
<td>Layouts:</td>
<td>Choose a layout...</td>
<td>ALL</td>
</tr>
<tr>
<td>Capacity:</td>
<td>20 or more</td>
<td></td>
</tr>
</tbody>
</table>

![Search Button]

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
</table>
| CHM 303  | CHEMISTRY BLDG ROOM 303  
Max Capacity: 40 |
| CLK G054 | CLARK HALL ROOM G054  
Max Capacity: 20 |
| DL1 103  | DELL 1 ROOM 103  
Max Capacity: 60 |
| DL2 100  | |

- Show only my authorized locations that have no time conflicts
- Enforce head count

[Refresh]
Once the space has been selected, you will see it populate on the right side of the Event Wizard:

Once the space has been selected, click **Next** and move to Card 6. If you have trouble finding a location, please read the information on page <>

**I’M NOT SEEING ANY LOCATIONS RETURNED**

If no spaces are returned in these searches, then no locations that you have access to reserve are available based on the information you submitted. There are several reasons: the building may be closed, an event has been placed in that location, the head count is too high or if using a Public Search, you may simply not have access to request those spaces.

You can uncheck the two options “Show only my authorized locations that have no time conflicts” and “Enforce head count” to see if there is a conflict.
In the screenshot below, the Requestor is searching for a space on Saturday morning. With the options unchecked, you will see the conflicts. In this case, the conflict pertains to “Location Hours”. Monroe 110 is closed on the weekend.
If you have both options unchecked and still do not see spaces returned, yet the calendar shows them as available, you do not have access to reserve the space. Some departments restrict locations from being reserved through the SOURCE but they allow the location’s calendar to be displayed. If you believe you should have access to reserve the location, please contact the department in charge of the location <Website Link>. They will notify the Webmaster if changes are applicable.
Card 6: Event Custom Attributes: This card will give the schedulers and service personnel better insight into your event. Please include as much accurate information as possible.
Card 7: Event Comments and Internal Notes

Enter appropriate comments and/or notes for the event.

- **Event Comments**: Comments that will be seen by most users.
- **Confirmation Notes**: Information included within your Confirmation Report. (Read Only)
- **Internal Notes**: Notes only viewed by people who are event contacts, like the Requestor and Scheduler.
Card 8: Affirmation: You must read and agree to the affirmation information that is specific to your user group. Select the “I agree” box in order to complete your event request.

![Affirmation](image)

After agreeing to the statement, select “Save” to complete the Event Wizard.

You will notice where the location you selected was “removed and converted to a preference”. You did nothing wrong and the system is working as expected. This simply means that a scheduler will need to assign the location you requested to your event.
Click the Close button to return to your Home page or select “New Event” to make an additional request.

Other features of this page:

**View Details:** See an overall summary of your event

**Edit:** Edit your event request (Draft). *Note that you cannot edit the event after it has been processed by a scheduler and marked as Tentative/Confirmed/Cancelled.*

**Email:** Allows you to email the event request to other people (remember it is not a confirmed request)

**Print Confirmation:** Not available after submitting your request since it has not been confirmed.

**Copy:** Make a copy of your request to facilitate creating a similar request—A new Event Wizard will appear with most of the information pre-populated

**Create “To Do”:** Not generally used other than by department schedulers.

**Manage Relationships:** Associate the request with other requests you have made. This is helpful when working with large events that might have “sub events”.

**Manage Bindings:** Not generally used other than for course scheduling.

**Take Ownership:** Not Available

**Add to Starred:** Select this if you would like it displayed on your Home Page / Dashboard or within your “My Starred Events”
Are there any other methods to request a space?

Absolutely! Another convenient method would be to sign into The SOURCE and select the Locations tab.

You will then see three sub-tabs pertaining to location searches.

**Search by Locations:** If you know the name of the space or the building enter it here.

**Pre-Defined Location Searches:** Search by Index, Category, Features, Layouts, Capacity, your location searches and Public Searches:

**Advanced Location Search:** Search via your saved searches or a public search. Here you can create your own search or use a public search, edit it to your specifications and then save it as one of your own. See page <> for how to create a search
ALL the locations that are returned by any of these searches are available for you to request. Maybe not for the time you wish but you have the permissions to reserve them.

Click on the name of a space that you are interested in reserving. E.g. CAB 485:

You will see all the properties of the space including a photo in most cases.

Click on the Availability Tab, select the date range you wish, and select the time block you would like to use (Sat Apr 4th 7:00 PM – 8:00 PM)
The Event Wizard will automatically open and the location, date and time (1 hour block) are already pre-populated. You can modify the time accordingly from the wizard.
How do I create and save a Location Search?

Creating your own location searches for use with the Event Wizard or simply checking location availability is easy.

1) Start by selecting the Locations Tab at the top of your SOURCE page:

![Locations Tab](image1)

2) Select the “Advanced Location Search” Tab & then “New Search”

![Advanced Location Search Tab](image2)

3) Select “Add Criteria”:

![Add Criteria](image3)
Select your location criteria (E.g.: Layouts: Rows Tables and Chairs & Max Capacity 35):

The locations that match your criteria and are available for you to request will be returned here.

*** Remember while you are signed into the system, you can only see the locations you have permissions to request.

You can then save your Location Search to be used in future event requests. Select Save and name it. This is where you can make it a Starred Search for quick reference:

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I would like to add photos to help promote my event.

If you wish to add photos, you can only upload them from the Internet. The system does not allow you to upload photos from your local computer.

To add a photo:

1) Click the Photo icon within the Event Description field
2) Add the SOURCE information, Image Description and the dimensions and click OK.

Result within the Event Wizard:
Result within Event Details:

Event Details
- Event Name: 25Live Test Event- Do not process
- Event Title: 46599
- Event Type: Meeting
- Reference: 2015-APC021
- Alumni List: Draft
- State: Draft
- Organization: Key Student Testing
- Cabinet: (none)
- Notes: Applicable to 6,000-7,000 students
- Room: Large, 35 expected
- Creation Date: Wed Apr 01 2015
- Description: Brown Bag Lunch

Result within Location Calendar:

CAB 364 (NEW CABELL HALL ROOM 364)

Calendar
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Event: Brown Bag Lunch
- Start Time: 12:00 PM
- End Time: 1:30 PM
- Location: CAB 364
- Description: Brown Bag Lunch

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I SELECTED A SPACE AND SUBMITTED MY REQUEST BUT I NOW WANT TO USE A DIFFERENT LOCATION.

If the event is still in a draft state you can add the space that you wish to use by editing the event. This will initiate the Event Wizard. Proceed to the Locations card and add the space. Note that you cannot remove the original space. Please add a note within Internal notes (or email the scheduler) that you wish to remove the space.

If the event has been processed and it is in a Tentative or Confirmed state, only the scheduler will be able to make the location change.

TIP: DON’T REFRESH THE PAGE (using F5 or the browser refresh icon) IN THE MIDDLE OF CREATING AN EVENT REQUEST!

Doing so will refresh your web session and your work will be lost to the Internet Wasteland.

Note that you can safely click on the Refresh buttons located in several places throughout the application:

I can’t edit one of my events!

If you see this message when attempting to edit one of your events:

Likely the event has been processed by a department scheduler and marked as confirmed, tentative or cancelled.

Only your department scheduler can modify your event at this point.
I need to contact the department scheduler handling my event. How do I find the department scheduler for my event?

The easiest way is to select the event from your Home Page:

Then select the event:

You will see the scheduler on the left side of the Details Page. Hover your cursor over the scheduler and you will see their contact information appear:
I submitted an event but I no longer see it listed from “Your Events” or “Your Event Drafts” on the Home Page.

These two sections do not search for PAST events. In order to see past events:

1) Select the Events Tab
2) Select Pre-Defined Event Searches
3) Select “Pre-Defined Groups”
4) Select “Events You Have Requested”
5) Select “Run”

If you do not see the event listed, change the Date range to “Search All Dates” or “Select a date Range”