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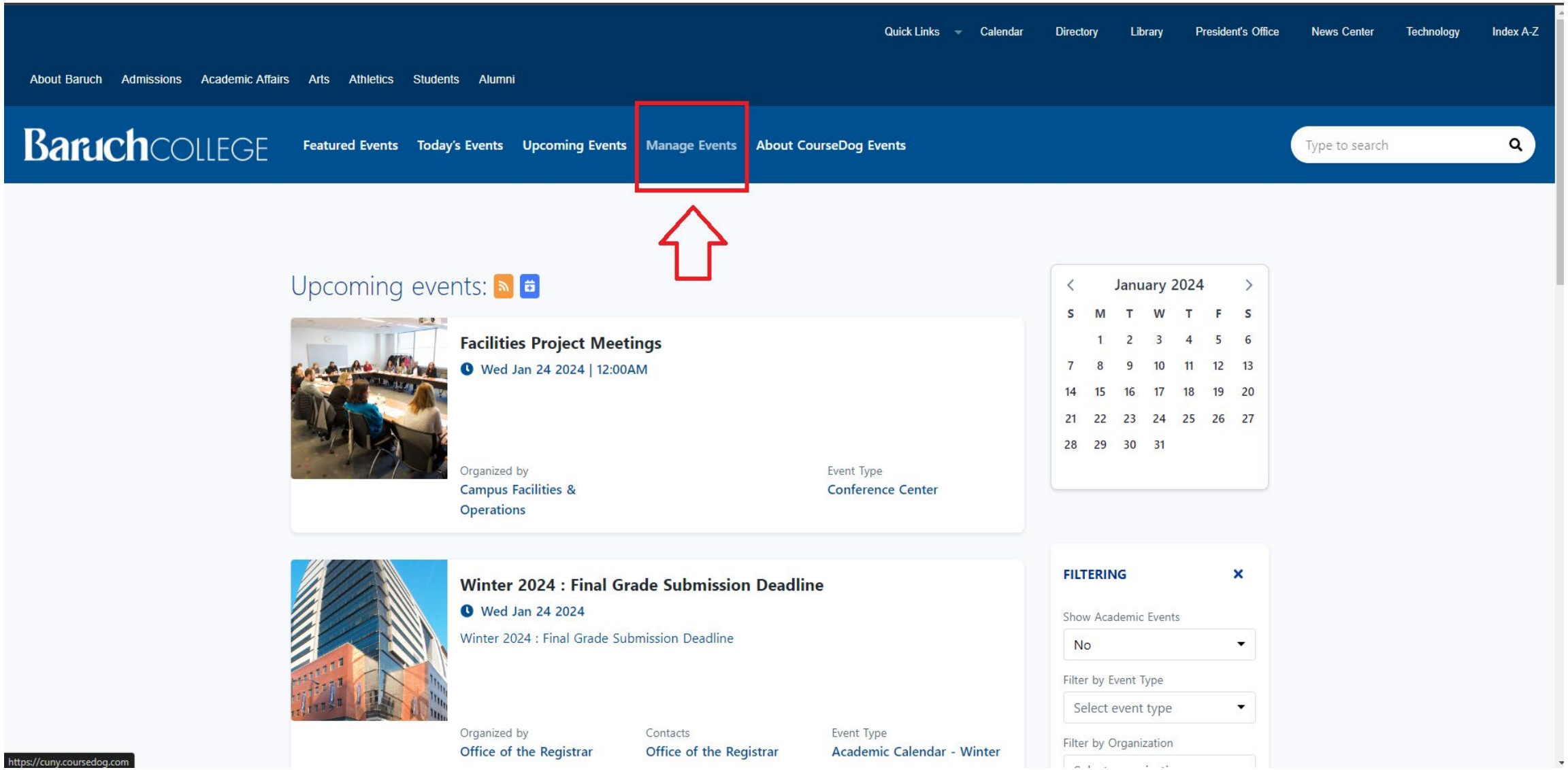
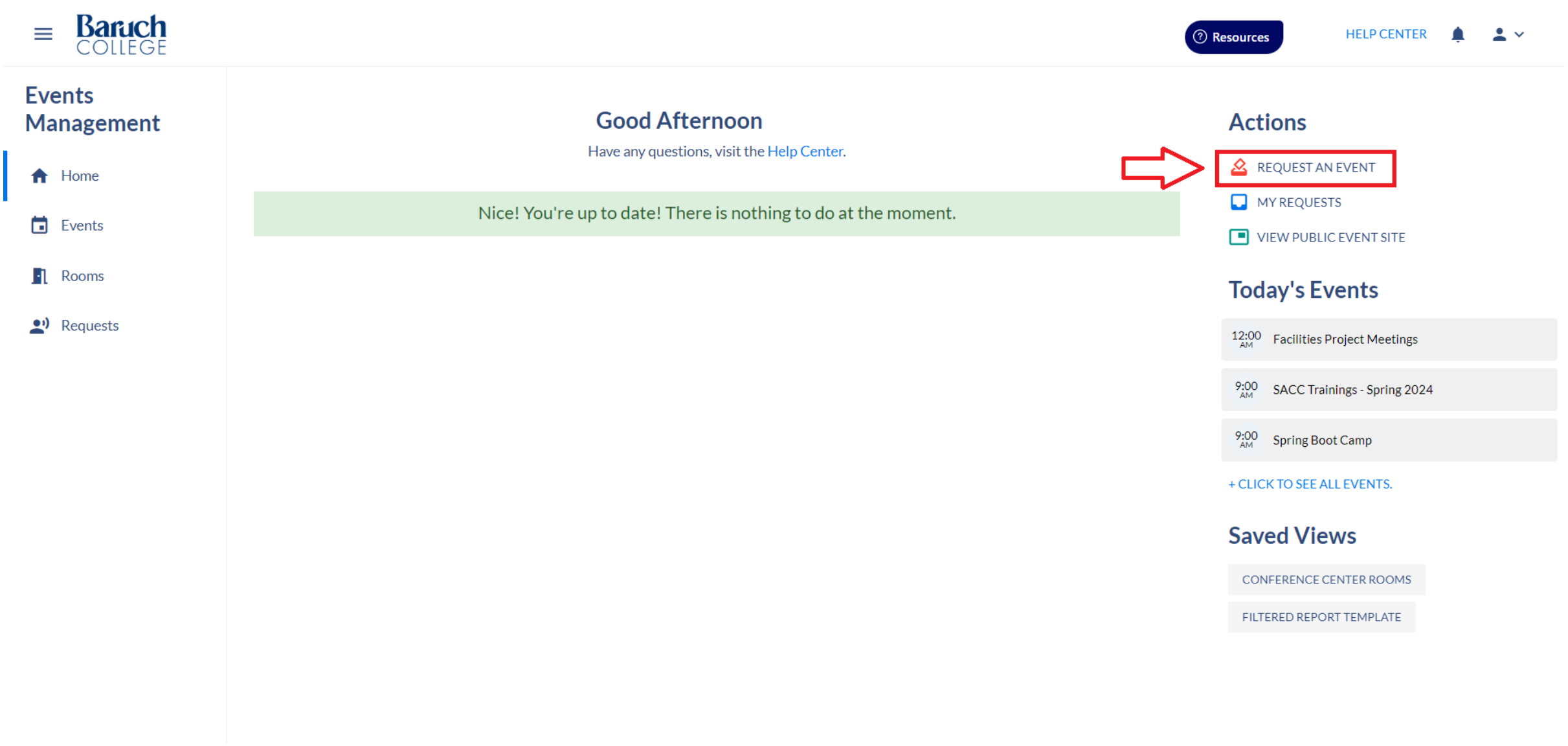
Requesting Conference Center Rooms

1. On the <u>Baruch Calendar Page</u>: https://baruch.event.cuny.edu/, please click on "Manage Events" – which will take you to the 'Welcome to CourseDog' page, where you will be prompted to login using your CUNYFirst credentials. You need a CourseDog account to access the calendar.

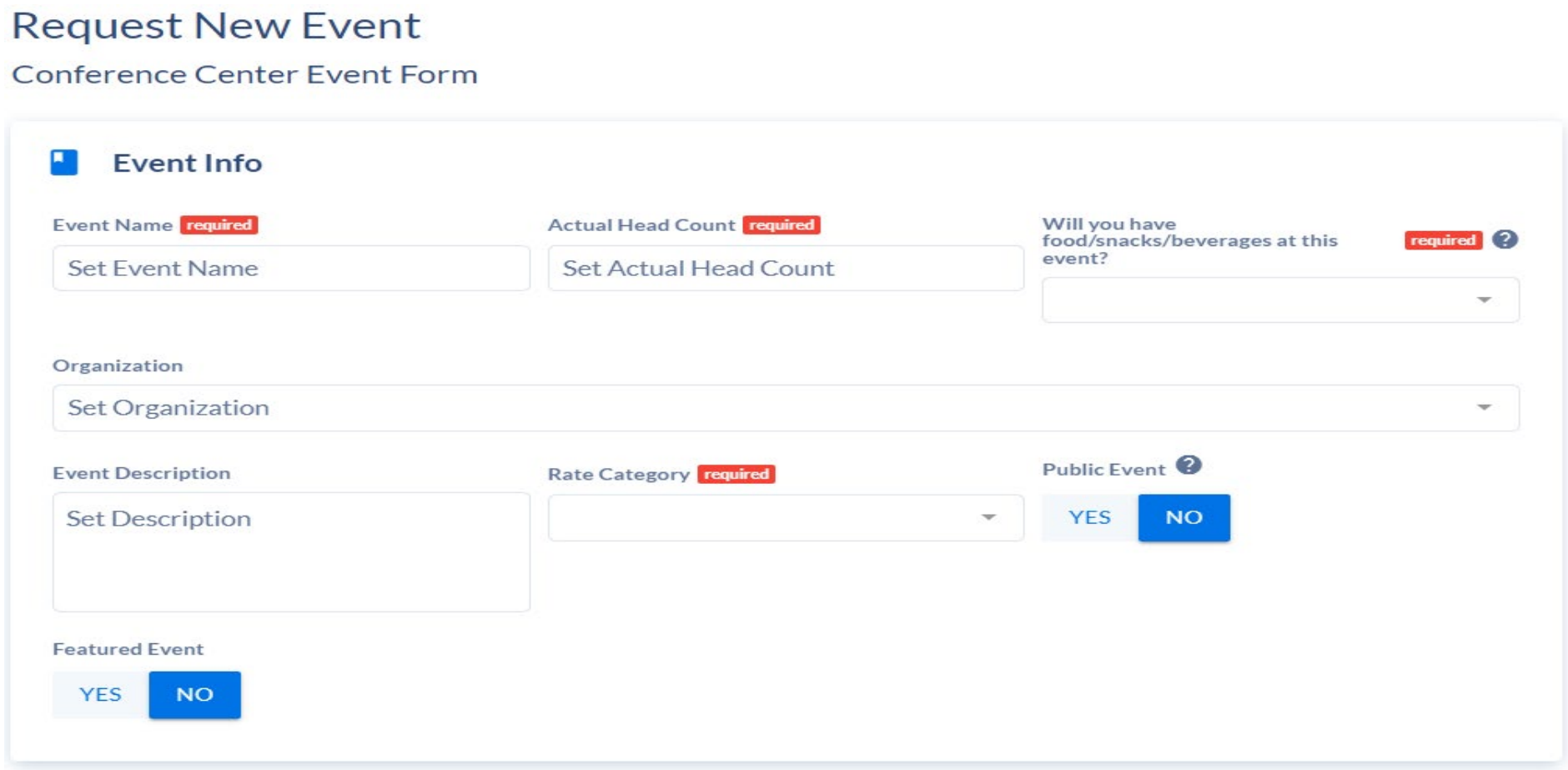


2. On your CourseDog dashboard, on the right-hand side, under '**Actions**", click on "**Request an Event**"

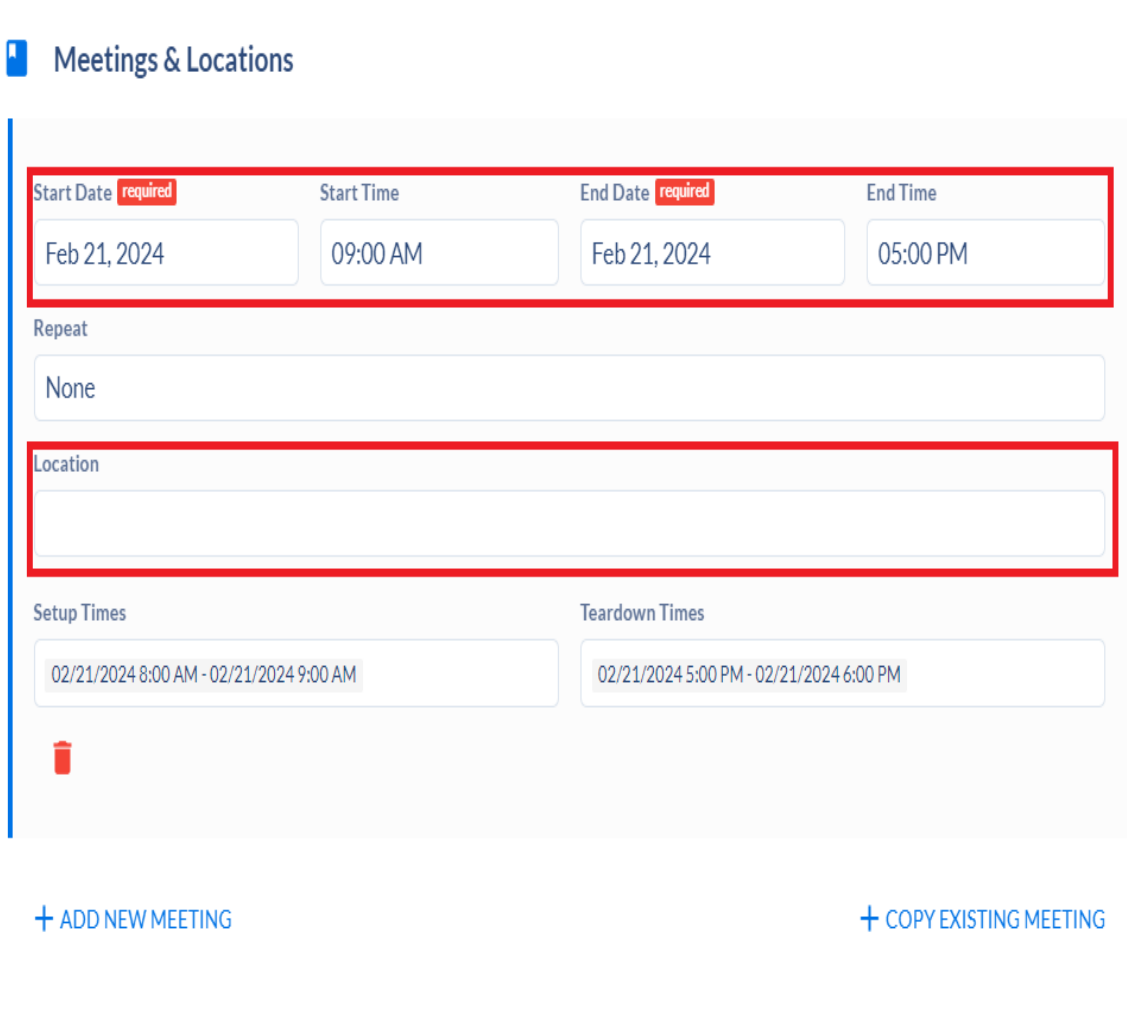


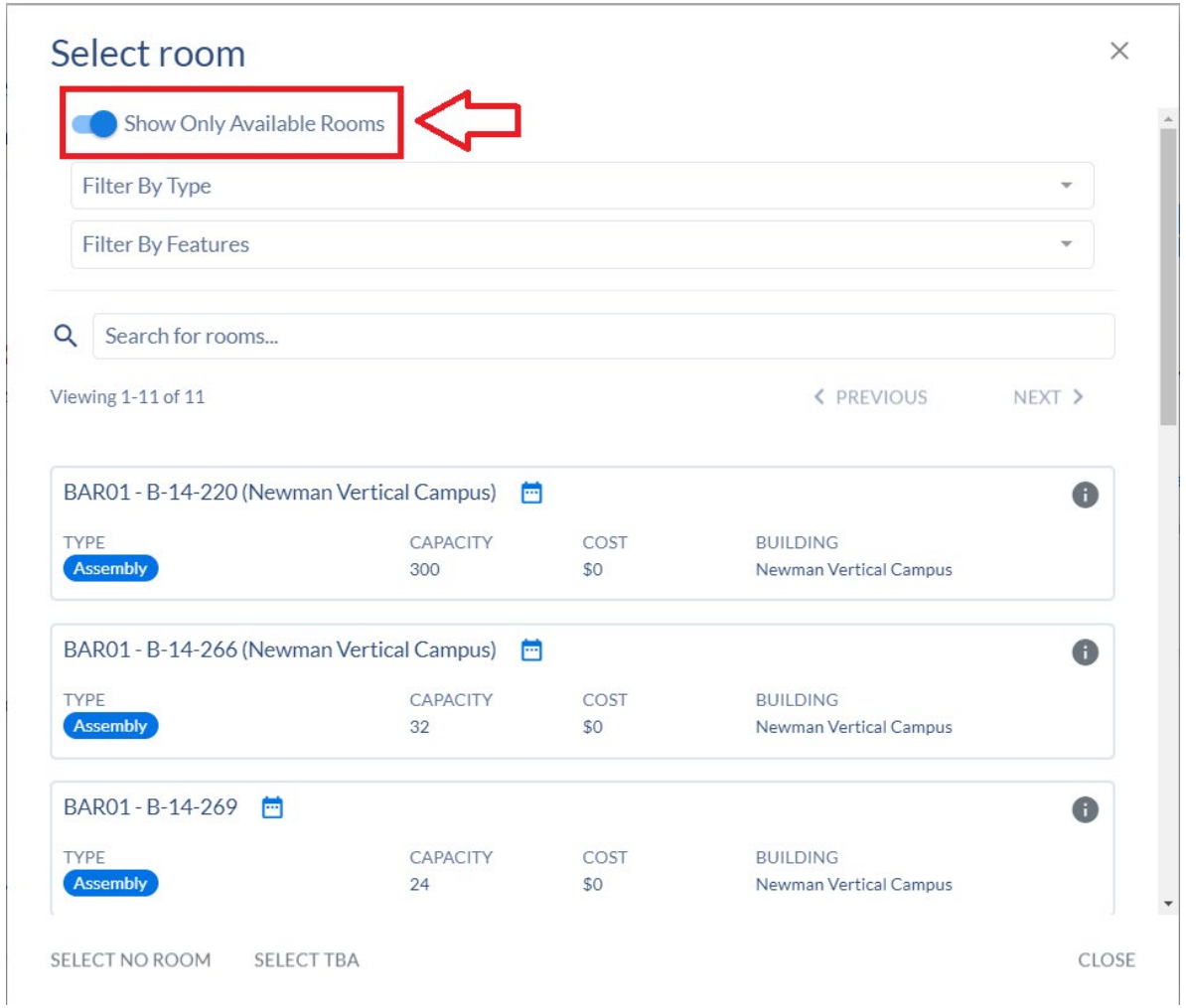
3. On the next page, titled “Request an Event”, you will be prompted to Select an Event Type; please select: “Conference Center” as your *event type*

4a. On the Conference Center form, please be sure to fill out Event Name, Actual Head Count, whether there will be any food, Rate Category, etc.



4b. Please enter the *Start Date* (your event date goes here), the Start and End times, the room (select Location and click 'Show Only Available Rooms', then type in the room you need in the box provided)





Selecting an unsuitable room for the number of expected attendees will result in the room request being rejected. When you select rooms, you will see the max capacities of each room

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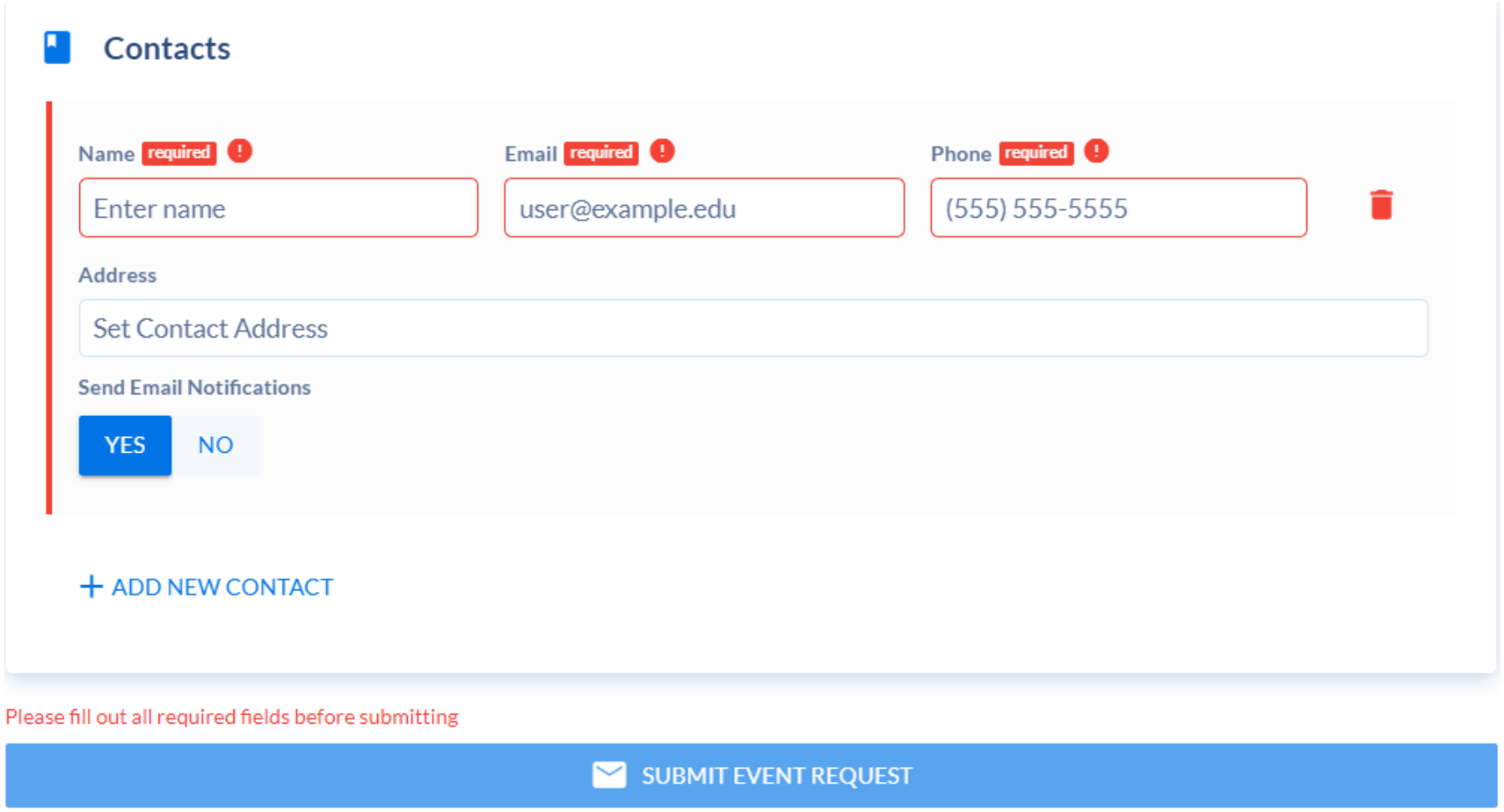
5. Please enter your contact information if it is not already entered and double-check before submitting your request. Upon submission, you will receive an email stating that your request has been received and you will also be notified once it is approved or declined



Thank You!

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