

# Kx Calendar

## Charter Bus, Golf Cart, & Motorpool Reservations

Step 1. Go to: <http://uccskx.uccs.edu/Client/Home/Index>

The screenshot shows a web browser window displaying the homepage of the UCCS University Center & Event Services. The browser's address bar shows the URL <http://uccskx.uccs.edu/Client/Home/Index>. The page features a navigation menu on the left with options: HOMEPAGE (highlighted in red), CALENDAR, FIND A SPACE, I KNOW MY SPACE, and FAVORITES. Below the navigation menu is a search bar and a link for "CLICK HERE FOR HELP" leading to "EVENT AND CONFERENCE SOFTWARE".

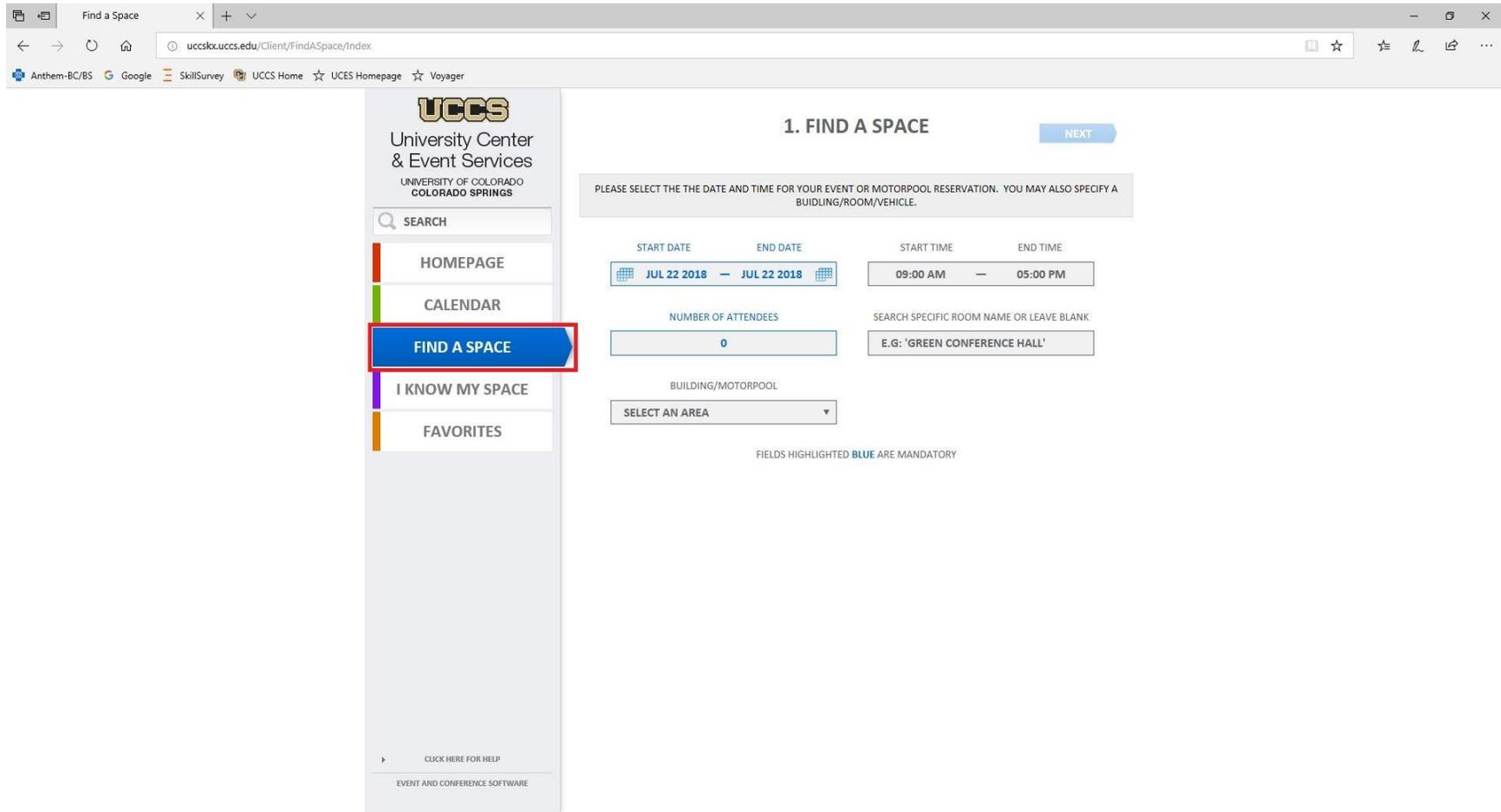
The main content area is titled "Announcements" and contains several sections:

- Web Reservations**: A blue button with the text "Thank you for contacting the UCCS University and Event Services online space scheduling site. Please click on the buttons on the side to reserve a room and the wizard will walk you through the process."
- NEW: Reserve Your Motorpool Vehicles, Golf Carts And Charter Buses Here!**: A blue button with the text "We are pleased to be working with Transportation Services to offer online reservation requests for motorpool vehicles, golf carts and charter buses. Please remember you must be certified by Transportation Services to operate a motorpool vehicle. The process is the same as requesting a room. Please let us know if you have any questions on this new feature."
- Ent Center For The Arts Officially Open**: A blue button with the text "We are excited to have opened the Ent Center for the Arts. If you are interested in reserving a space at the Ent Center, please contact Event Services directly to start the process."
- Looking To Make Your Event More Sustainable?**: A blue button with the text "\*Use electronic invites – reduce your paper waste. \*Encourage RSVPs – not only will this provide you, as the event planner, a better estimate of attendees, it will keep your costs lower and reduce food waste. \*In your reminder email, encourage guests to bring their own travel mugs and water bottles. \*Make a note in your program to mention all the serving ware (plates, cups, cutlery, napkins) are compostable and go in the green bins. Pencil this in at the beginning, during your welcome and housekeeping. Additional assistance from the Office of Sustainability can come in the form of research, signage, and in some cases, event staffing. Please speak with your Event Coordinator to learn more."
- Department Updates**: A blue button with the text "The first several weeks of the semester are busy for all of us on campus. We will be working hard to process your reservations as efficiently as possible. We would appreciate your help in submitting as detailed requests as possible. Please allow 48-72 hours for us to process your request during this busy time. Our response time will shorten once the first several weeks are complete. The University Center and Event Services Staff has grown over Christmas break. Please help us to welcome two new Event Coordinators to the team - Lila Murib and Hannah Seibert."

At the bottom of the announcements section, there is a "Links" section with the following items:

- Catering Information
- Parking Information
- Transportation Services
- Campus Map

**Step 2.** Select “FIND A SPACE” on the left side of the web page.



**Step 3.** Choose: Start Date, End Date, Start Time, End Time, Number of Attendees (total number of passengers including driver), Building/Motorpool (Charter Buses, Golf Cart, Motor Pool Vehicles).

**Note:** For the “Search Specific Room Name or Leave Blank” box you do not need to enter any information. Leave the default text (E.G: ‘GREEN CONFERENCE HALL’) in the box.

**Step 4.** Choose “NEXT” button (this will become available after all the required information has been selected/entered in Step 3).

The screenshot shows a web browser window with the URL `uccskx.uccs.edu/Client/FindASpace/Index`. The page title is "1. FIND A SPACE". On the left is a navigation sidebar for the University Center & Event Services, with the "FIND A SPACE" button highlighted in blue. The main content area contains a form with the following fields:

- START DATE** and **END DATE**: Both fields are highlighted in blue and contain "JUL 23 2018".
- START TIME** and **END TIME**: Both fields are highlighted in blue and contain "09:00 AM" and "05:00 PM" respectively.
- NUMBER OF ATTENDEES**: A text input field containing the number "22".
- SEARCH SPECIFIC ROOM NAME OR LEAVE BLANK**: A text input field containing "E.G. 'GREEN CONFERENCE HALL'".
- BUILDING/MOTORPOOL**: A dropdown menu currently showing "CHARTER BUSES".

A "NEXT" button is located in the top right corner of the form area, highlighted with a red box. Below the form, a note states: "FIELDS HIGHLIGHTED BLUE ARE MANDATORY".

**Step 5.** Select the Charter Bus, Golf Cart, or Motorpool vehicle you are requesting by clicking the appropriate checkmark(s).

The screenshot shows a web browser window with the URL [uccslo.uccs.edu/client/FindASpace/SelectASpace](http://uccslo.uccs.edu/client/FindASpace/SelectASpace). The page title is "2. SELECT A SPACE". The left sidebar contains navigation links: HOME PAGE, CALENDAR, FIND A SPACE (highlighted), I KNOW MY SPACE, and FAVORITES. The main content area displays a table of available motorpool vehicles. The table has columns for vehicle type and capacity, and a checkmark column. A red box highlights the checkmark column.

**7 SPACES AVAILABLE**    SORT OPTIONS    0 SPACES SELECTED

TYPE	CAPACITY	
NO PREFERENCE	CAPACITY 0	<input type="checkbox"/>
MP1 15 PASSENGER VAN	CAPACITY 15	<input type="checkbox"/>
MP2 15 PASSENGER VAN	CAPACITY 15	<input type="checkbox"/>
MP3 MINIVAN	CAPACITY 5	<input type="checkbox"/>
MP4 PRIUS	CAPACITY 4	<input type="checkbox"/>
MP5 PRIUS	CAPACITY 4	<input type="checkbox"/>
MP6 PRIUS	CAPACITY 4	<input type="checkbox"/>

CLICK HERE FOR HELP  
EVENT AND CONFERENCE SOFTWARE

11:58 AM  
1/8/2018

**Step 6.** Choose “NEXT” button (this becomes available after a Charter Bus, Golf Cart, or Motorpool vehicle has been selected).

**UCSS**  
University Center  
& Event Services  
UNIVERSITY OF COLORADO  
COLORADO SPRINGS

SEARCH

HOME PAGE

CALENDAR

**FIND A SPACE**

I KNOW MY SPACE

FAVORITES

CLICK HERE FOR HELP  
EVENT AND CONFERENCE SOFTWARE

## 2. SELECT A SPACE

BACK

PLEASE SELECT A SPACE OR MOTORPOOL VEHICLE YOU FEEL IS APPROPRIATE TO ACCOMMODATE YOUR EVENT/MEETING/TRANSPORTATION NEEDS.

7 SPACES AVAILABLE

2 SPACES SELECTED

START	PREVIOUS	TYPE	OPTIONS	FILTER
END	AREA	SITE	AREA	
08:00 AM, JAN 15 2018			MOTOR POOL VEHICLES	
06:00 PM, JAN 15 2018				
CAPACITY 2				
NO PREFERENCE	CAPACITY 0			
MP1 15 PASSENGER VAN	CAPACITY 15			
MP2 15 PASSENGER VAN	CAPACITY 15			
MP3 MINIVAN	CAPACITY 5			✓
MP4 PRIUS	CAPACITY 4			✓
MP5 PRIUS	CAPACITY 4			
MP6 PRIUS	CAPACITY 4			

12:06 PM  
1/8/2018

### Step 7. Enter "Personal Information" (First/Last Name, Email, & Telephone).

The screenshot shows a web browser window with the URL `uccskx.uccs.edu/Client/Enquiry/Enquiry`. The page title is "3. INQUIRY". On the left is a navigation menu for the University Center & Event Services, including links for Home, Calendar, Find a Space, I Know My Space, and Favorites. The main content area has a "BACK" button and a "NEXT" button. Below these is a paragraph of instructions: "Please fill out the sections below with as much information about your event as possible. If you are requesting a Motorpool Vehicle, Golf Cart or Charter Bus you will answer No, None or N/A to all of the event related questions. If you do not need a Motorpool Vehicle, Golf Cart or Charter Bus you will answer No, None or N/A to all of the vehicle related question." The "PERSONAL INFORMATION" section is highlighted with a red border and contains four input fields: "FIRST NAME", "LAST NAME", "EMAIL", and "TELEPHONE". Below this are sections for "COMPANY INFORMATION", "ABOUT EVENT", and "OTHER DETAILS". At the bottom, a note states "FIELDS HIGHLIGHTED ARE MANDATORY".

**Step 8.** Enter “Company Information” (the department you work in for the University).

The screenshot shows a web browser window with the URL [uccskc.uccs.edu/Client/Enquiry/Enquiry](http://uccskc.uccs.edu/Client/Enquiry/Enquiry). The page title is "3. INQUIRY". On the left is a navigation sidebar for "UCCS University Center & Event Services" with links for HOME PAGE, CALENDAR, FIND A SPACE, I KNOW MY SPACE, and FAVORITES. The main content area has "BACK" and "NEXT" buttons. A text box explains that users should provide as much information as possible, especially for vehicle requests. Below this are expandable sections: PERSONAL INFORMATION, COMPANY INFORMATION (highlighted in red), ABOUT EVENT, and OTHER DETAILS. The "COMPANY INFORMATION" section contains a text input field with the placeholder "COMPANY OR CAMPUS DEPARTMENT/ORGANIZATION" and the value "Transportation Services". A note at the bottom states "FIELDS HIGHLIGHTED ARE MANDATORY".

**Step 9.** Enter “About Event” information (for “Event Title” put in your driving destination).

The screenshot shows a web browser window with the URL `uccskx.uccs.edu/Client/Enquiry/Enquiry`. The page title is "3. INQUIRY". On the left is a navigation sidebar for "University Center & Event Services" with links for "SEARCH", "HOMEPAGE", "CALENDAR", "FIND A SPACE", "I KNOW MY SPACE", and "FAVORITES". The main content area has "BACK" and "NEXT" buttons. A text block explains that users should provide as much information as possible, with "No, None or N/A" for optional questions. Below this are expandable sections: "PERSONAL INFORMATION", "COMPANY INFORMATION", "ABOUT EVENT" (highlighted with a red border), and "OTHER DETAILS". The "ABOUT EVENT" section contains two input fields: "EVENT TITLE" with the value "Long Beach, CA" and "SPEED TYPE" with the value "42046861". A note at the bottom states "FIELDS HIGHLIGHTED ARE MANDATORY".

Enquiry

uccskx.uccs.edu/Client/Enquiry/Enquiry

Anthem-BC/BS Google SkillSurvey UCCS Home UCES Homepage Voyager

**UCCS**  
University Center  
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UNIVERSITY OF COLORADO  
COLORADO SPRINGS

SEARCH

HOMEPAGE

CALENDAR

FIND A SPACE

I KNOW MY SPACE

FAVORITES

CLICK HERE FOR HELP

EVENT AND CONFERENCE SOFTWARE

**3. INQUIRY**

BACK NEXT

Please fill out the sections below with as much information about your event as possible. If you are requesting a Motorpool Vehicle, Golf Cart or Charter Bus you will answer No, None or N/A to all of the event related questions. If you do not need a Motorpool Vehicle, Golf Cart or Charter Bus you will answer No, None or N/A to all of the vehicle related question.

PERSONAL INFORMATION

COMPANY INFORMATION

ABOUT EVENT

EVENT TITLE SPEED TYPE

Long Beach, CA 42046861

OTHER DETAILS

FIELDS HIGHLIGHTED ARE MANDATORY

**Step 10.** Enter “Other Details” information (select “N/A – Motorpool” and “Other” for the first two questions. Choose “No” or “None” for the rest of the questions not related to Charter Buses, Golf Carts, or Motorpool vehicles).

Enquiry

uccskx.uccs.edu/Client/Enquiry/Enquiry

Anthem-BC/BS Google SkillSurvey UCSS Home UCES Homepage Voyager

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UNIVERSITY OF COLORADO  
COLORADO SPRINGS

SEARCH

HOMEPAGE

CALENDAR

**FIND A SPACE**

I KNOW MY SPACE

FAVORITES

**3. INQUIRY**

BACK NEXT

Please fill out the sections below with as much information about your event as possible. If you are requesting a Motorpool Vehicle, Golf Cart or Charter Bus you will answer No, None or N/A to all of the event related questions. If you do not need a Motorpool Vehicle, Golf Cart or Charter Bus you will answer No, None or N/A to all of the vehicle related question.

PERSONAL INFORMATION

COMPANY INFORMATION

ABOUT EVENT

**OTHER DETAILS**

WHAT KIND OF SET-UP DO YOU NEED?  
**N/A - MOTORPOOL**

IF YOU NEED A/V, WHAT TIME WOULD YOU LIKE YOUR MEET AND GREET?  
Time is prior to your event start time  
**OTHER**

IF YOU NEED A/V FOR YOUR EVENT, PLEASE DESCRIBE IN DETAIL YOUR A/V NEEDS.  
Please provide an event timeline if applicable.

WHAT AV EQUIPMENT WILL YOU NEED?  
Please check the needed equipment

NONE  
 PODIUM  
 MICROPHONE  
 PRESENTATION CAPABILITIES  
 OTHER  
 SOUND  
 MUSIC  
 CONFERENCE PHONE  
 SLIDE ADVANCER

WHAT MEETING SUPPLIES WILL YOU NEED?

EASELS  
 FLIP CHARTS  
 WHITEBOARD  
 NONE

WILL YOU NEED CATERING?  
 YES  
 NO

WILL YOU BE SERVING ALCOHOL AT YOUR EVENT?  
 YES  
 NO

WOULD YOU LIKE TO PARTNER WITH SUSTAINABILITY ON YOUR EVENT?  
 YES  
 NO  
 I'M NOT SURE

CLICK HERE FOR HELP

EVENT AND CONFERENCE SOFTWARE

**Step 11.** Choose “NEXT” button (the button becomes available when all required questions have been answered under “Other Details”).

The screenshot shows a web browser window with the URL `uccskx.uccs.edu/Client/Enquiry/Enquiry`. The page is titled "3. INQUIRY" and features a navigation menu on the left with options: "HOMEPAGE", "CALENDAR", "FIND A SPACE" (highlighted in blue), "I KNOW MY SPACE", and "FAVORITES". The main content area contains a "BACK" button and a "NEXT" button (highlighted with a red box). Below the buttons is a text box with instructions: "Please fill out the sections below with as much information about your event as possible. If you are requesting a Motorpool Vehicle, Golf Cart or Charter Bus you will answer No, None or N/A to all of the event related questions. If you do not need a Motorpool Vehicle, Golf Cart or Charter Bus you will answer No, None or N/A to all of the vehicle related question." A vertical menu on the right lists sections: "PERSONAL INFORMATION", "COMPANY INFORMATION", "ABOUT EVENT", and "OTHER DETAILS" (expanded). The "OTHER DETAILS" section includes several questions with radio button options: "WHAT KIND OF SET-UP DO YOU NEED?" (selected: N/A - MOTORPOOL), "IF YOU NEED A/V, WHAT TIME WOULD YOU LIKE YOUR MEET AND GREET?" (selected: OTHER), "IF YOU NEED A/V FOR YOUR EVENT, PLEASE DESCRIBE IN DETAIL YOUR A/V NEEDS." (with a text input field), "WILL YOU NEED CATERING?" (selected: NO), "WILL YOU BE SERVING ALCOHOL AT YOUR EVENT?" (selected: NO), "WHAT AV EQUIPMENT WILL YOU NEED?" (selected: NONE), "WHAT MEETING SUPPLIES WILL YOU NEED?" (selected: NONE), and "WOULD YOU LIKE TO PARTNER WITH SUSTAINABILITY ON YOUR EVENT?" (selected: NO). A "CLICK HERE FOR HELP" link is located at the bottom left of the page.

**Step 12.** Review & confirm your Charter Bus, Golf Cart, or Motorpool vehicle request (click “CONFIRM” button after reviewing for accuracy).

The screenshot shows a web browser window with the URL [uccskx.uccs.edu/Client/Enquiry/Confirmation](http://uccskx.uccs.edu/Client/Enquiry/Confirmation). The page is titled "4. CONFIRMATION" and features a "CONFIRM" button highlighted with a red box. A "BACK" button is also visible.

**UCCS University Center & Event Services**  
UNIVERSITY OF COLORADO  
COLORADO SPRINGS

SEARCH

HOMEPAGE

CALENDAR

**FIND A SPACE**

I KNOW MY SPACE

FAVORITES

CLICK HERE FOR HELP

EVENT AND CONFERENCE SOFTWARE

### 4. CONFIRMATION

**BACK** **CONFIRM**

PLEASE REVIEW YOUR SELECTIONS LISTED BELOW AND MAKE ANY NECESSARY CHANGES BEFORE CONFIRMING YOUR REQUEST.  
REMINDER: CONFIRMING YOUR REQUEST DOES NOT GUARENTEE CONFIRMATION OF YOUR SPACE OR MOTORPOOL RESERVATION.  
A MEMBER OF THE UNIVERSITY CENTER AND EVENT SERVICES SCHEDULING TEAM WILL REVIEW YOUR SPACE REQUEST AND SEND YOU A CONFIRMATION ONCE DETAILS HAVE BEEN ENTERED.  
A MEMBER OF THE TRANSPORTATION SERVICES TEAM WILL REVIEW YOUR VEHICLE REQUEST AND SEND YOU A

SPACES YOU HAVE SELECTED	FOR THE FOLLOWING PERIOD
CHARTER 1 - 28 PSGR	START TIME 09:00 AM START DATE JUL 23 2018 END TIME 05:00 PM END DATE JUL 23 2018

**OTHER DETAILS**  
NUMBER OF ATTENDEES 22

**PERSONAL INFORMATION**

<b>FIRST NAME</b> JACOB	<b>LAST NAME</b> KOENIG
<b>EMAIL</b> JKOENIG2@UCCS.EDU	<b>TELEPHONE</b> <a href="tel:719-255-3931">719-255-3931</a>

**COMPANY INFORMATION**

**ABOUT EVENT**

**OTHER DETAILS**

**Step 13.** Save reservation request for your records (you will also receive an email from Event Services regarding your submitted online request).

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**FIND A SPACE**

I KNOW MY SPACE

FAVORITES

[CLICK HERE FOR HELP](#)  
EVENT AND CONFERENCE SOFTWARE

## 5. COMPLETE

THANK YOU FOR YOUR RESERVATION REQUEST.  
YOUR REQUEST HAS BEEN SUBMITTED AND A MEMBER OF THE UNIVERSITY CENTER AND EVENT SERVICES SCHEDULING TEAM OR TRANSPORTATION SERVICES TEAM (VEHICLE REQUESTS ONLY) WILL NOTIFY YOU ONCE THE REQUEST HAS BEEN APPROVED OR DENIED.  
PLEASE REMEMBER IF YOU NEED TO ORDER CATERING YOU CAN DO SO BY EMAILING US AT [EVENTS@UCCS.EDU](mailto:EVENTS@UCCS.EDU)

REFERENCE : 33219  
[PRINT DETAILS](#)

THE CONFIRMATION EMAIL WAS SENT SUCCESSFULLY.

**SPACES YOU HAVE SELECTED**  
CHARTER 1 - 28 PSGR

**FOR THE FOLLOWING PERIOD**

START TIME	09:00 AM
START DATE	JUL 23 2018
END TIME	05:00 PM
END DATE	JUL 23 2018

**OTHER DETAILS**  
NUMBER OF ATTENDEES 22

**PERSONAL INFORMATION**

<b>FIRST NAME</b> JACOB	<b>LAST NAME</b> KOENIG
<b>EMAIL</b> JKOENIG2@UCCS.EDU	<b>TELEPHONE</b> <a href="tel:719-255-3931">719-255-3931</a>

**COMPANY INFORMATION**

**ABOUT EVENT**

**OTHER DETAILS**