

# Events

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## Accessing Courshedog Events

- You can find Courshedog Events on your MyCLU home page under the Tools section
- Or click on the Room Scheduling link to connect directly to Courshedog Events

## Check Room Availability

- Click the left menu item for rooms
- Choose Calendar view
- Select the date you wish to view
- Use the search option to enter the building and room number

## Schedule an Event

- From the home page, click Request an Event
- Use the drop down to select the event type and click continue
- Complete the form and click submit

Hint: If the submit button is grayed out, then there is a required field that is not filled out. Check the phone number by opening the contacts item.

## Need Assistance?

- For help, please contact ITS Training
- If you encounter any issues accessing the new system, email us at [helpdesk@callutheran.edu](mailto:helpdesk@callutheran.edu)