**Favorite Event Types, Orgs and Resources**

*Like setting favorite locations, setting favorite Event Types, Organizations and IRT Event Support Resources the first time you complete an event request will speed up your experience in the event wizard.*

You can start the Event Wizard from a location calendar or availability grid by clicking on the clicking on the Event Wizard Tab, using one of the options or clicking on the Create an Event button on the HOME Tab.

Within the Event Wizard in the Event Type box, select All Event Types, scroll in the “choose from” window and click on an event type you commonly use, click on the star in the Selected Event Type window. Repeat for all event types you commonly use.

In the organization window, select Search … Type a key word or beginning of your department and select your organization type from the options, in the “Choose from” window, click on the star in the Selected Organization window. You can star more than one organization if you submit under more than one or if you co-host events with other departments.

Now every time you are in the event wizard your organization(s) will be ready to select
Jump to resources by clicking on the word “Resources” in the left summary / navigation window.

Select Categories, IRT Public Resources, need help with technology in room, click on the star. Selecting this in your event request will create workflow for IRT Event Support and a tech consultant will contact you to discuss your needs. Selecting the other resources will help prepare the tech by displaying what type of needs you may have. I suggest you select all resources you can see in the IRT Public listing... you will use each of these at some point in your requests. To remove the resources once you have them selected and starred click on the in each resource section.