Request to Schedule a Classroom for Any Event

Log into the University Room Schedule web site at https://roomschedule.mypurdue.purdue.edu. Use your career account username and password.

Use the menu located on the left-hand side of the screen. Click on Events.

Click Add Event.
The following form is displayed. The Academic Session and your contact information are automatically populated. Enter the following:

- **Academic Session**: Session is automatically populated (Note: If your meetings span across academic sessions, you will need to enter an event for each session).
- **Event Name**
- **Sponsoring Organization** (if applicable)
- **Event Type**
- **Expected Attendance** (not required)
- **Main Contact**: Automatically populated.
- **Additional Emails**: Email confirmations may be sent to members of your group. Enter the e-mail addresses, one address per line, in the Additional Emails box.
- **Additional Information**: Enter additional information that you’d like to be taken into consideration when making your request to schedule the event.
- **Attachments**: Attach files for your meeting (not required)

Click **Add Meeting**