INSTRUCTIONS FOR VIEWING THE GREAT HALL CALENDAR
Effective July 1, 2010

1) Using an on campus, UNI computer, go to https://myevent.uni.edu/

2) Just under the UNI logo (top, left-hand corner) in the blue bar, choose "Browse Calendar"

3) Choose "Browse by Events (Events Schedules)"

4) A list of all EMS-scheduled events happening today on campus will appear

5) Above this list there is a series of tabs, to show the events by Day, Week, Month, Weekly Calendar, Monthly Calendar. You can choose whichever you like, but “Monthly Calendar” is similar to the view you previously had in Oracle

6) You will then need to filter the results to get just the GBPAC. So on the right side of the page (straight across from the tabs, right hand side) choose “Filter”

7) Then under facility choose “Gallagher-Bluedorn Performing”

8) Then under room choose “Great Hall Room 001”

9) Click “Apply” and you will be able to view the Great Hall calendar for availability or to confirm that your events are scheduled