



Tabling Reservation - RSOs

This is how to reserve a table in the Schine Student Center for Registered Student Organizations to distribute information and/or promotional materials for events and recruitment. YOU MAY NOT SELL ITEMS.

32 Steps [View on Tango](#)

Created by

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Creation Date

January 10, 2023

Last Updated

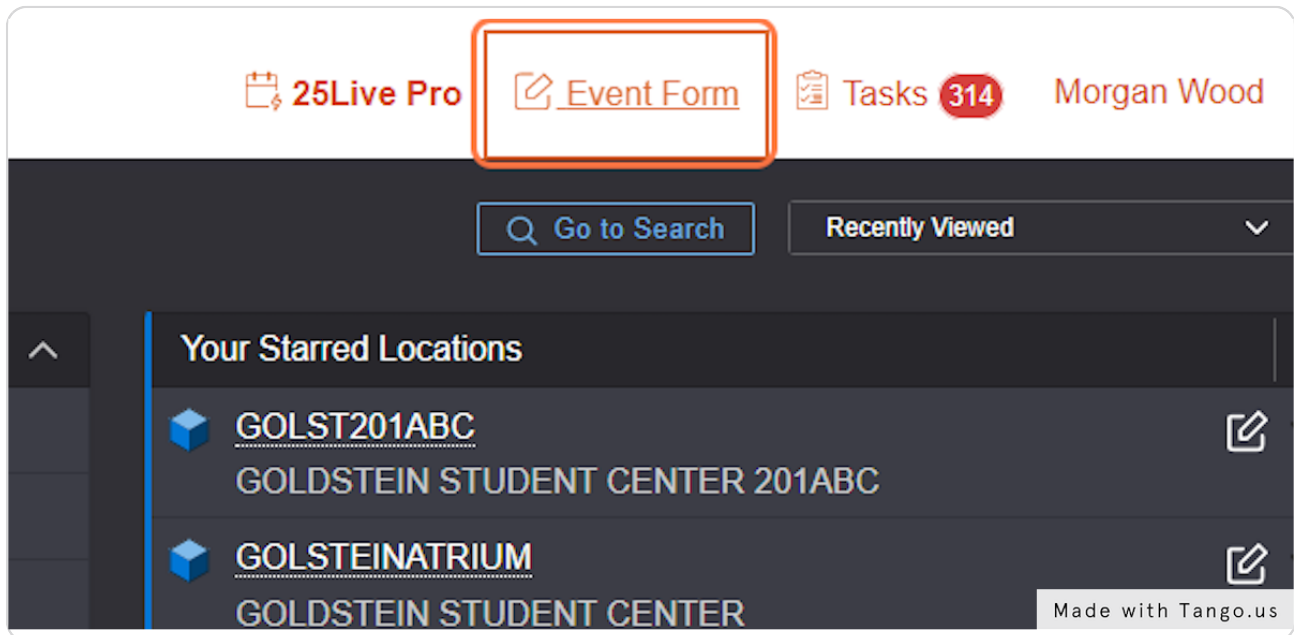
January 10, 2023

STEP 1

Log in to the 25Live website

STEP 2

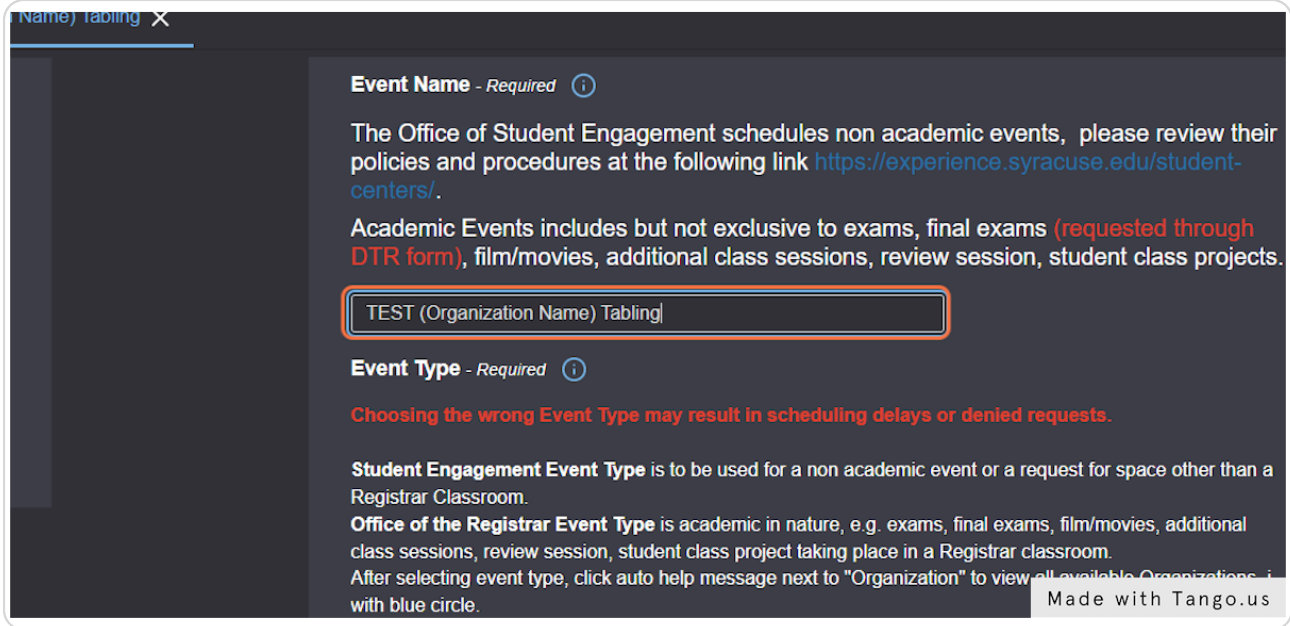
Click on "Event Form"



STEP 3

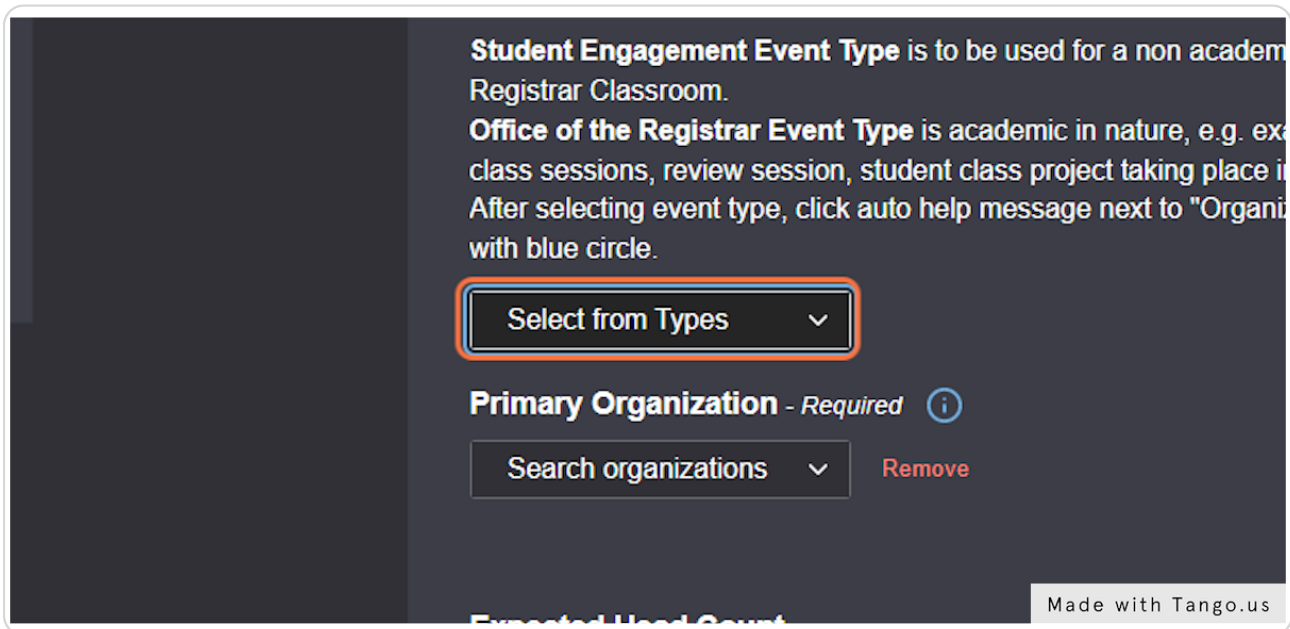
Type "(Organization Name) Tabling"

Please write in your organization's name or abbreviation, a title, and the word "tabling"



STEP 4

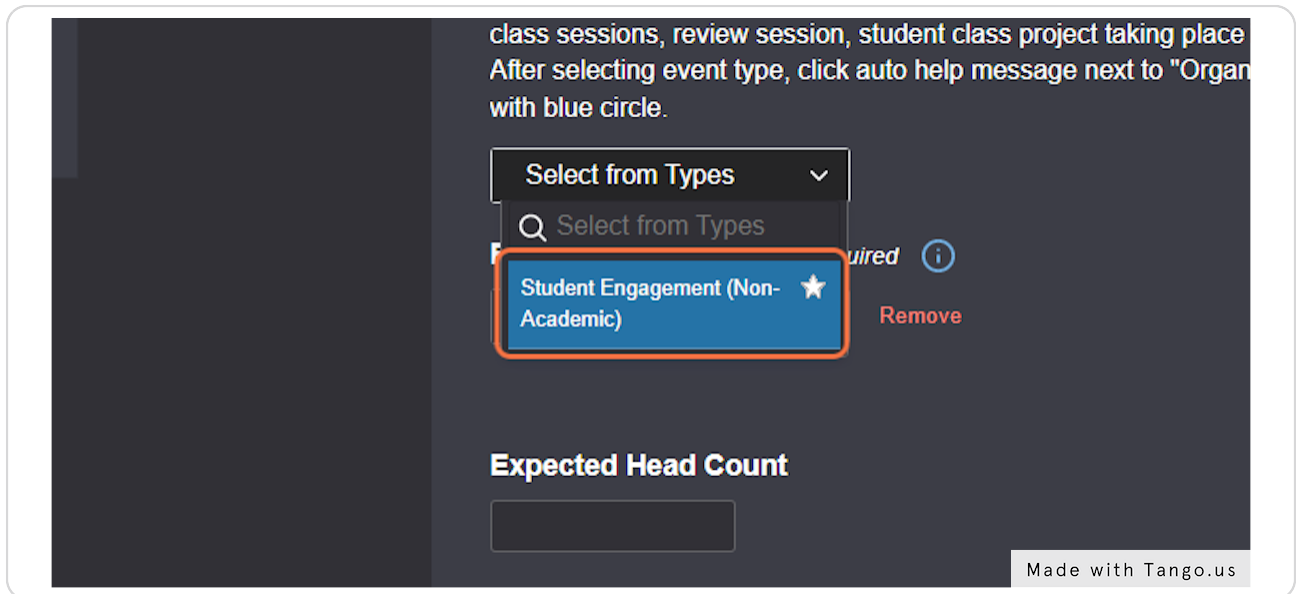
Click on the drop down for "Event Type"



STEP 5

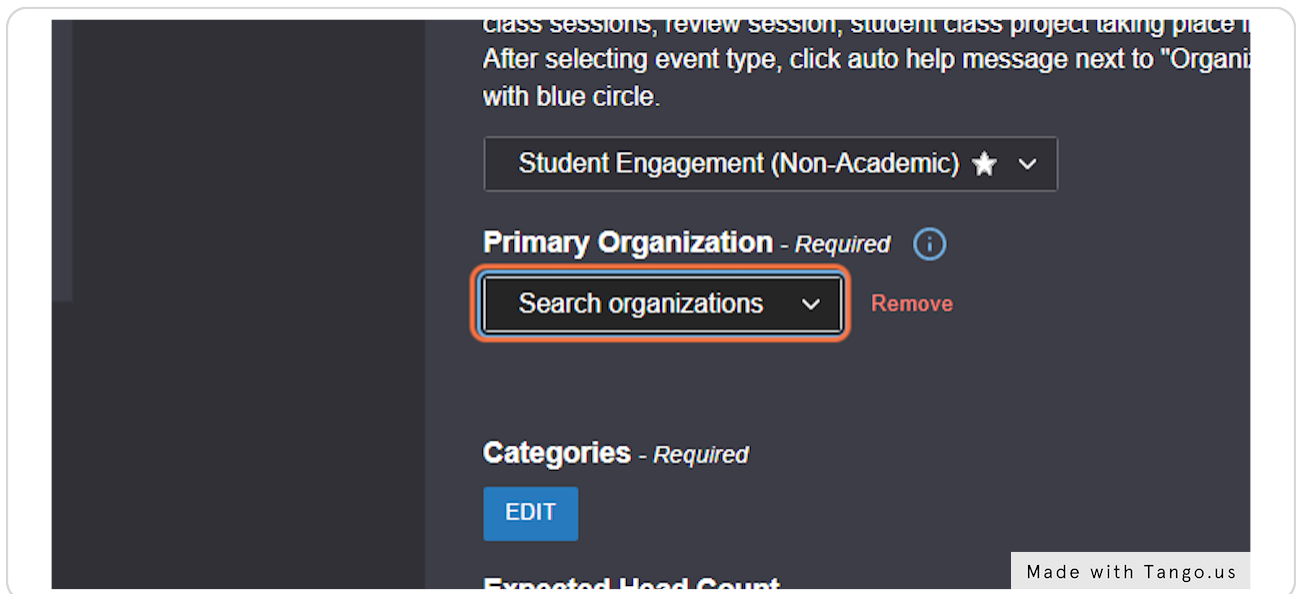
Click on "Student Engagement (Non-Academic)"

You will always use "Student Engagement (Non-Academic)"



STEP 6

Click on "Search organizations"



STEP 7

Search and Click on the option that best describes your organization

There are several categories for you to choose from. Please select the one that best fits your organization's ideals. The following categories are what we are using currently:

Media/Publication

Performing & Creative Arts

Public Service/Outreach

Cultural/Ethnic

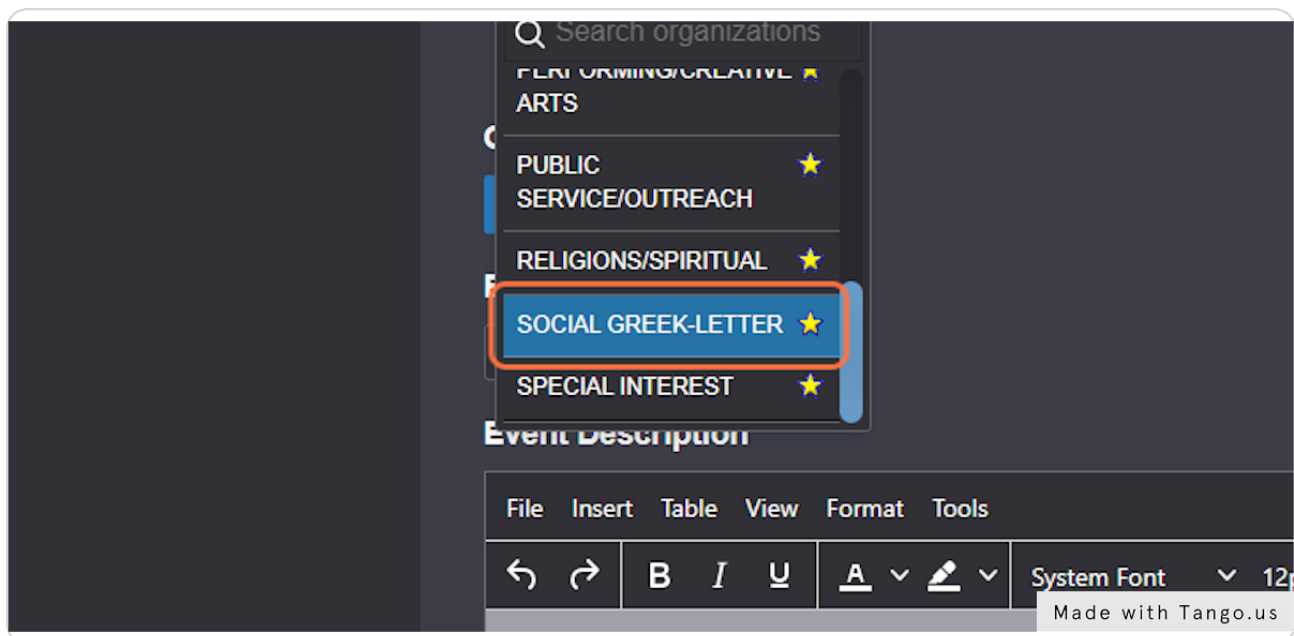
Honors/Academic/Professional

Religious/Spiritual

Club/Intramural Sports

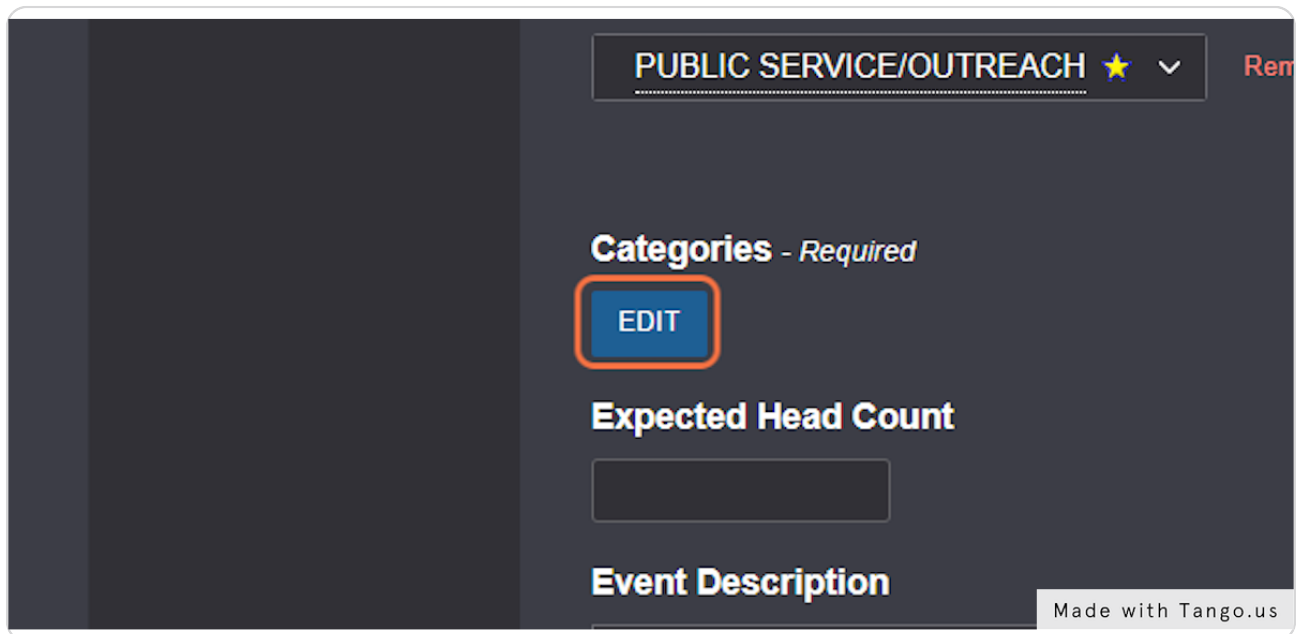
Special Interest

Greek orgs, please use: "Social Greek-Letter"



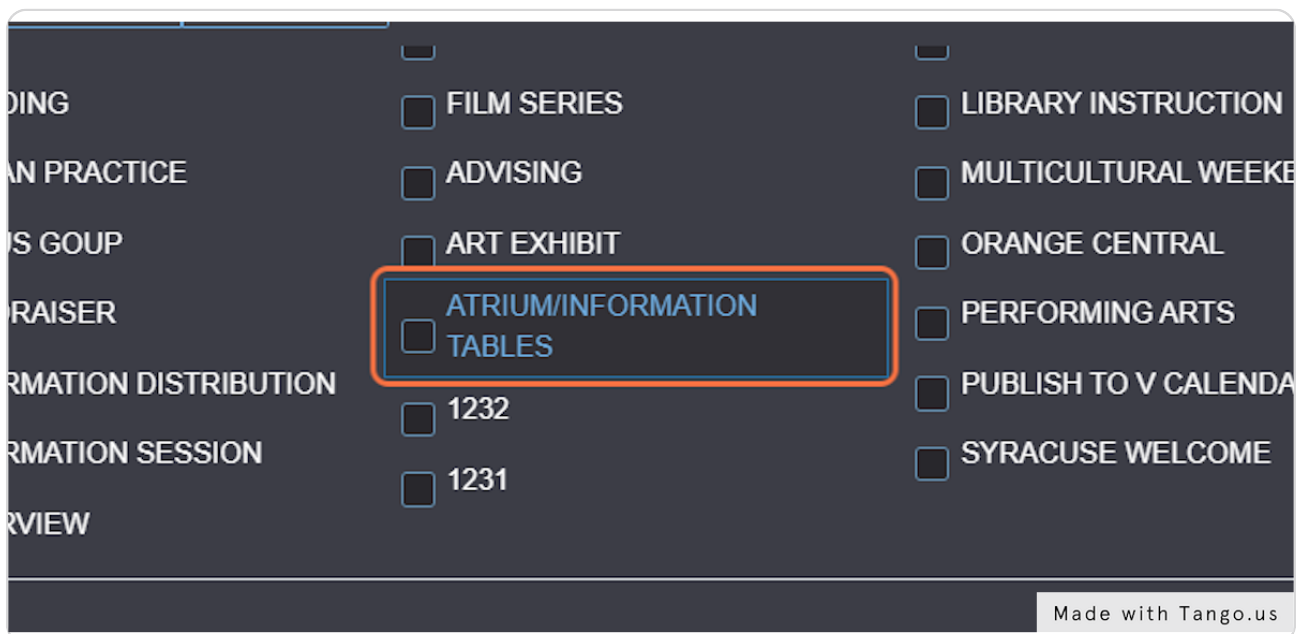
STEP 8

Click on Edit Categories



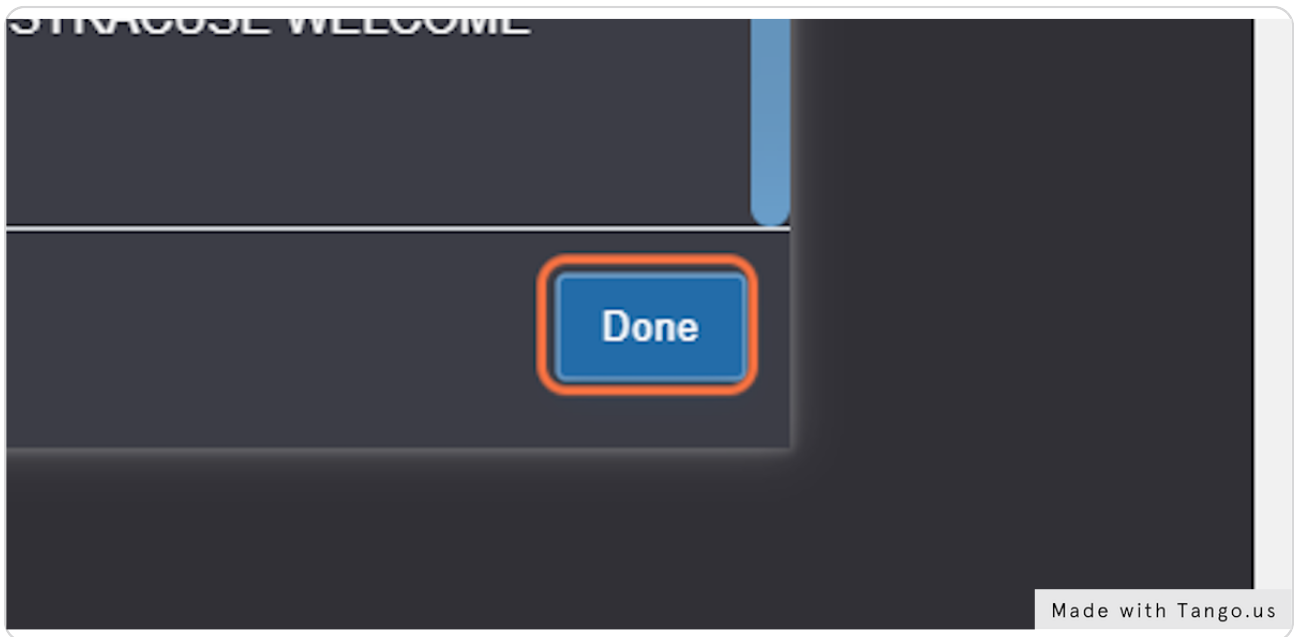
STEP 9

Click on "Atrium/Information Tables"



STEP 10

Click on Done



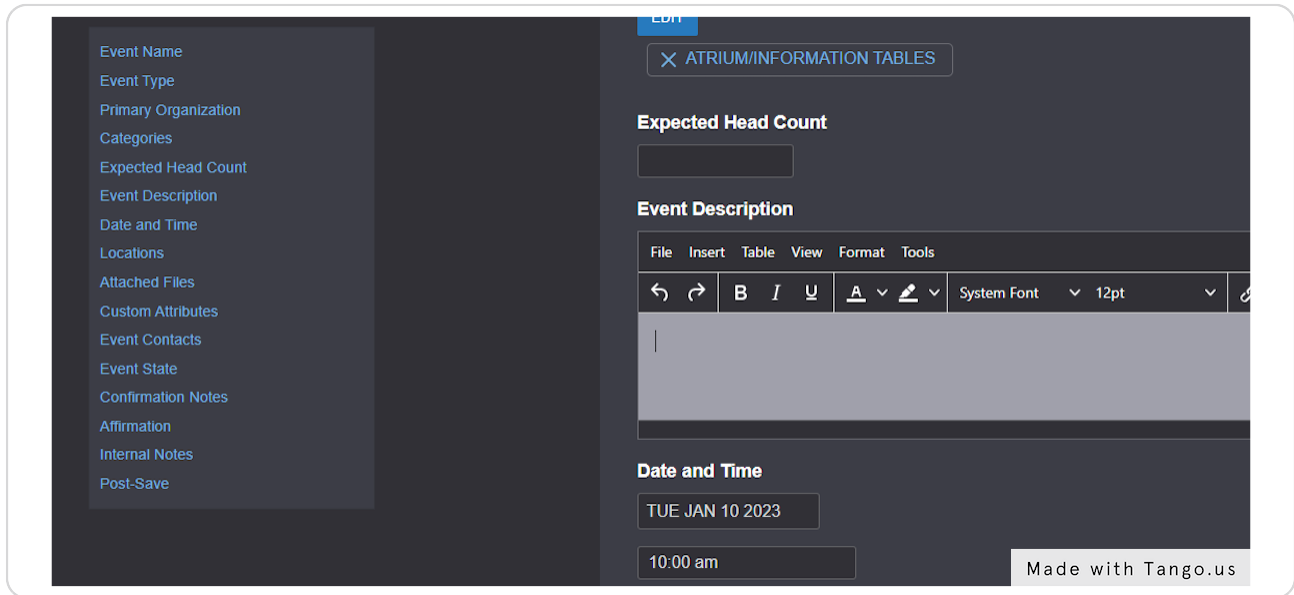
STEP 11

Skip Expected Head Count for tables

STEP 12

Provide a description of your event

Please include any materials you will be distributing or the event you are promoting. Please also include if you would like to play music at your table.

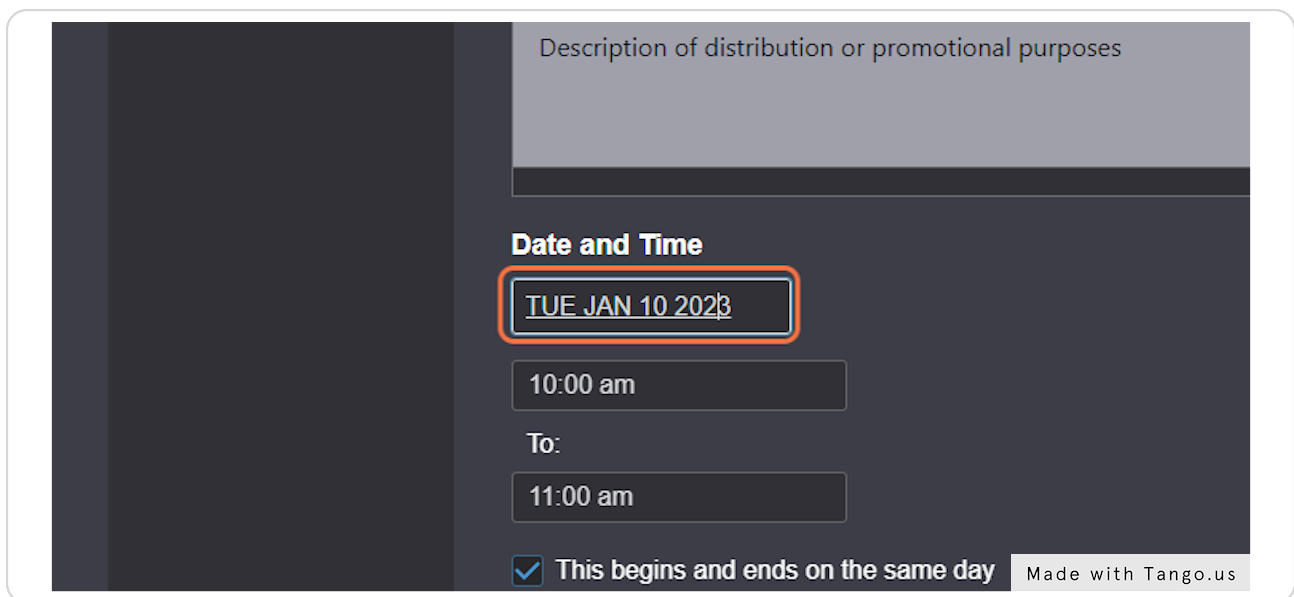


The screenshot shows a dark-themed user interface for creating an event. On the left is a vertical sidebar with a list of fields: Event Name, Event Type, Primary Organization, Categories, Expected Head Count, Event Description, Date and Time, Locations, Attached Files, Custom Attributes, Event Contacts, Event State, Confirmation Notes, Affirmation, Internal Notes, and Post-Save. The main area is titled 'EDIT' and contains a close button 'X ATRIUM/INFORMATION TABLES'. Below this are three sections: 'Expected Head Count' with an empty input field, 'Event Description' with a rich text editor toolbar (File, Insert, Table, View, Format, Tools) and a text area, and 'Date and Time' with two input fields: 'TUE JAN 10 2023' and '10:00 am'. A 'Made with Tango.us' watermark is in the bottom right corner.

STEP 13

Click on datetime input

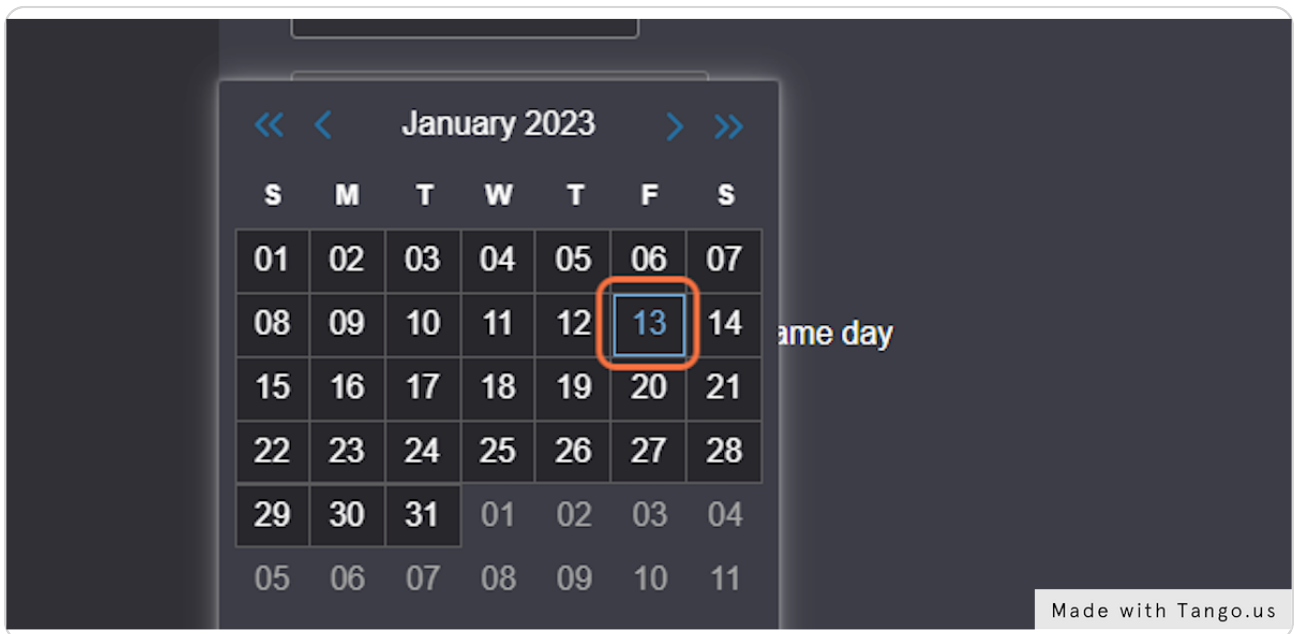
Select the date you would like to table



This screenshot is a close-up of the 'Date and Time' section from the previous image. It shows a text area at the top with the placeholder text 'Description of distribution or promotional purposes'. Below it, the 'Date and Time' section has a date input field containing 'TUE JAN 10 2023', which is highlighted with an orange rectangular box. Underneath the date field is a time input field with '10:00 am'. Below that is a 'To:' label followed by another time input field with '11:00 am'. At the bottom of this section is a checked checkbox with the text 'This begins and ends on the same day'. A 'Made with Tango.us' watermark is in the bottom right corner.

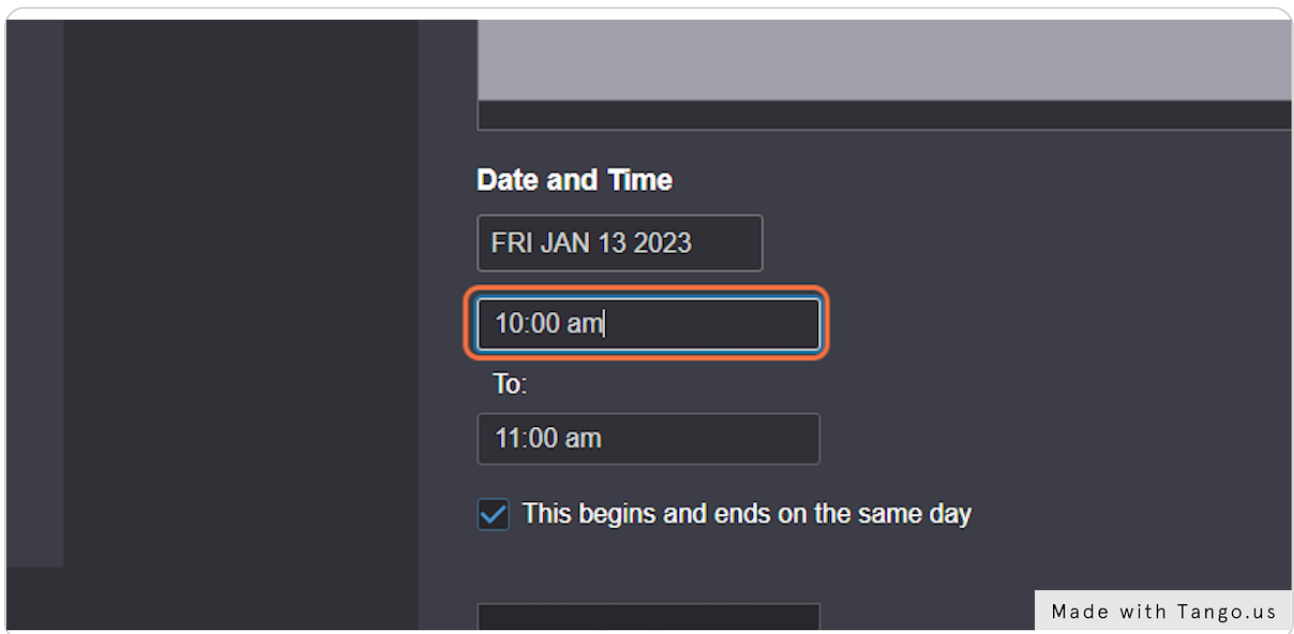
STEP 14

Click on the date



STEP 15

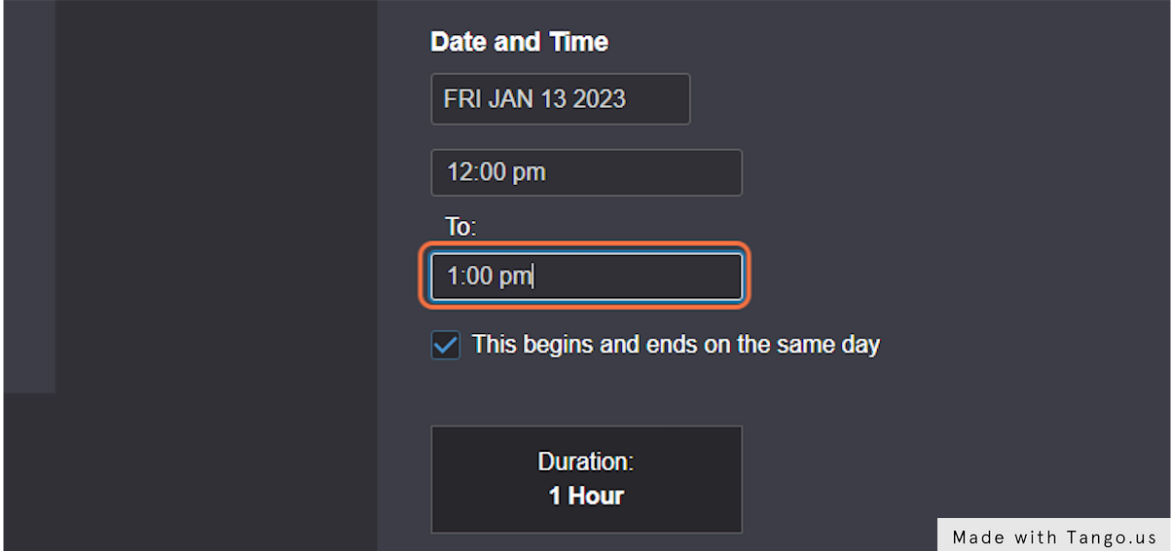
Click on Start Time



STEP 16

Click on End Time

Please limit your tabling to 3 hours. If you would like to extend



Date and Time

FRI JAN 13 2023

12:00 pm

To:

1:00 pm

This begins and ends on the same day

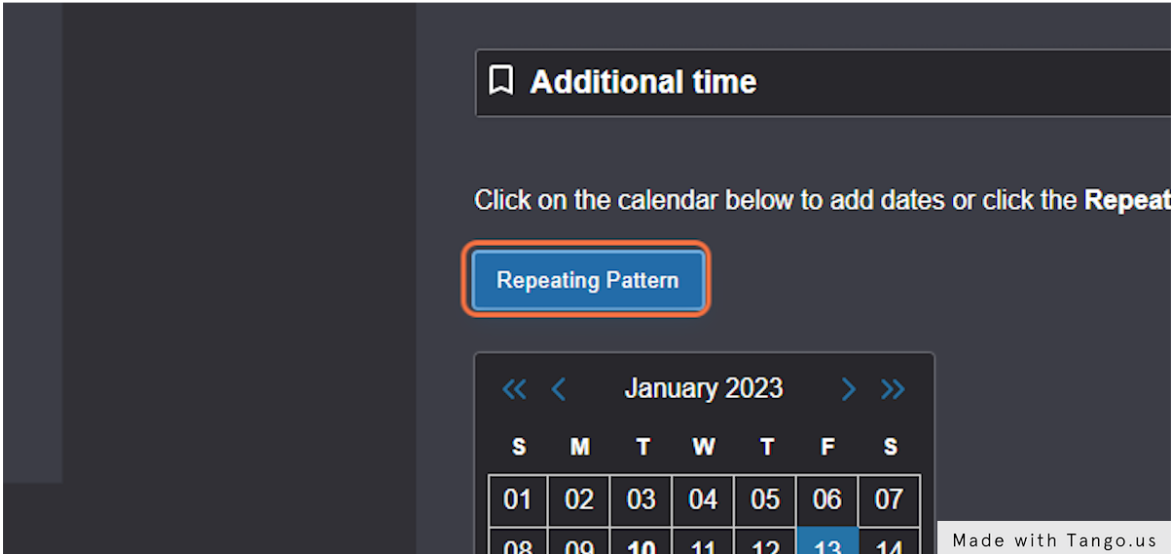
Duration:
1 Hour

Made with Tango.us

STEP 17

OPTIONAL: Click on Repeating Pattern

Only use this function if you would like to reserve several days. Please keep in mind that there are only 15 tables total, and several organizations. We may limit tabling reservations if you abuse this power.



Additional time

Click on the calendar below to add dates or click the **Repeat**

Repeating Pattern

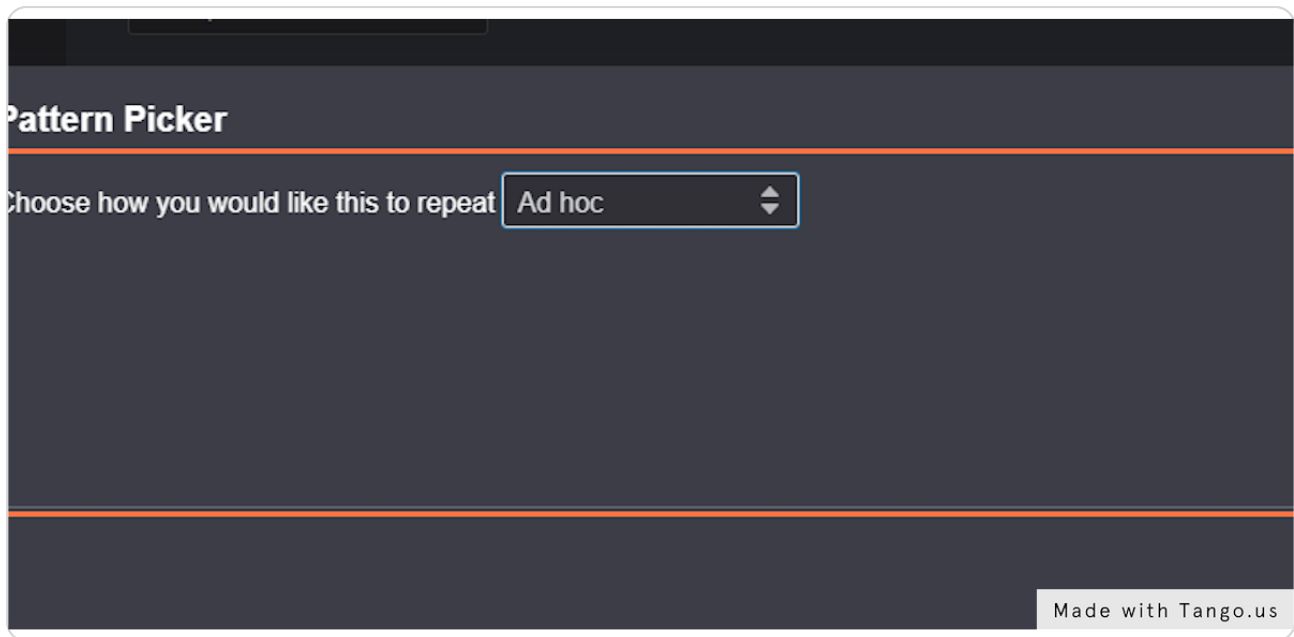
<< < January 2023 > >>

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14

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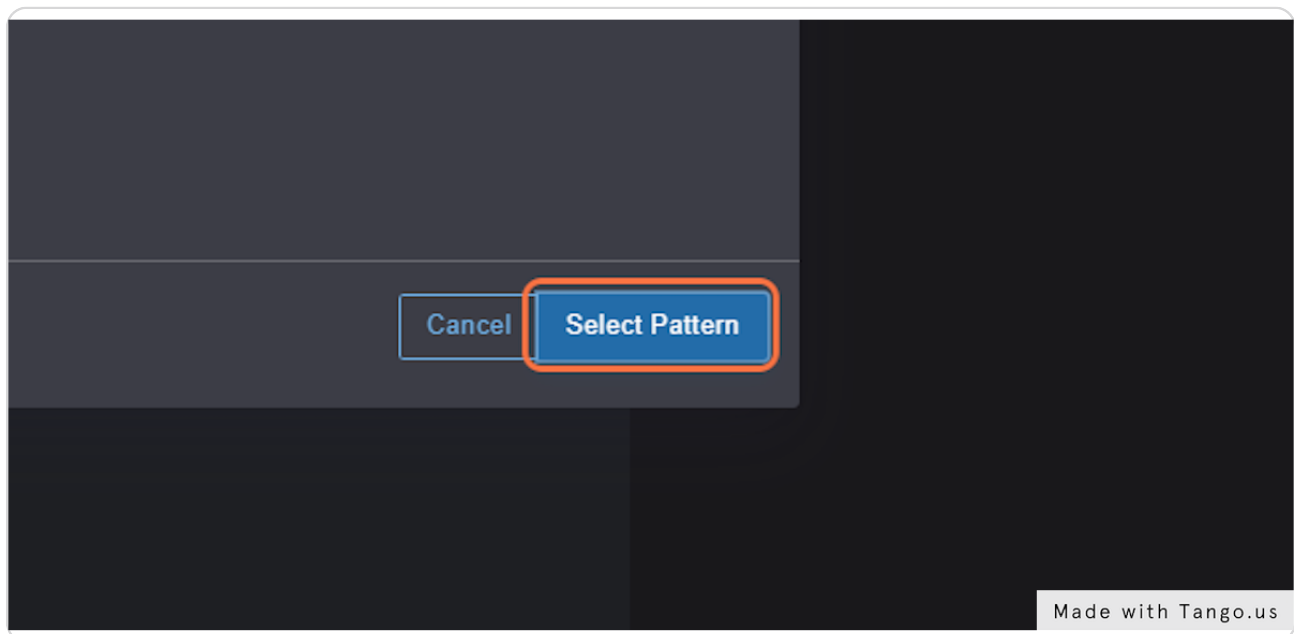
STEP 18

Click on Ad hoc



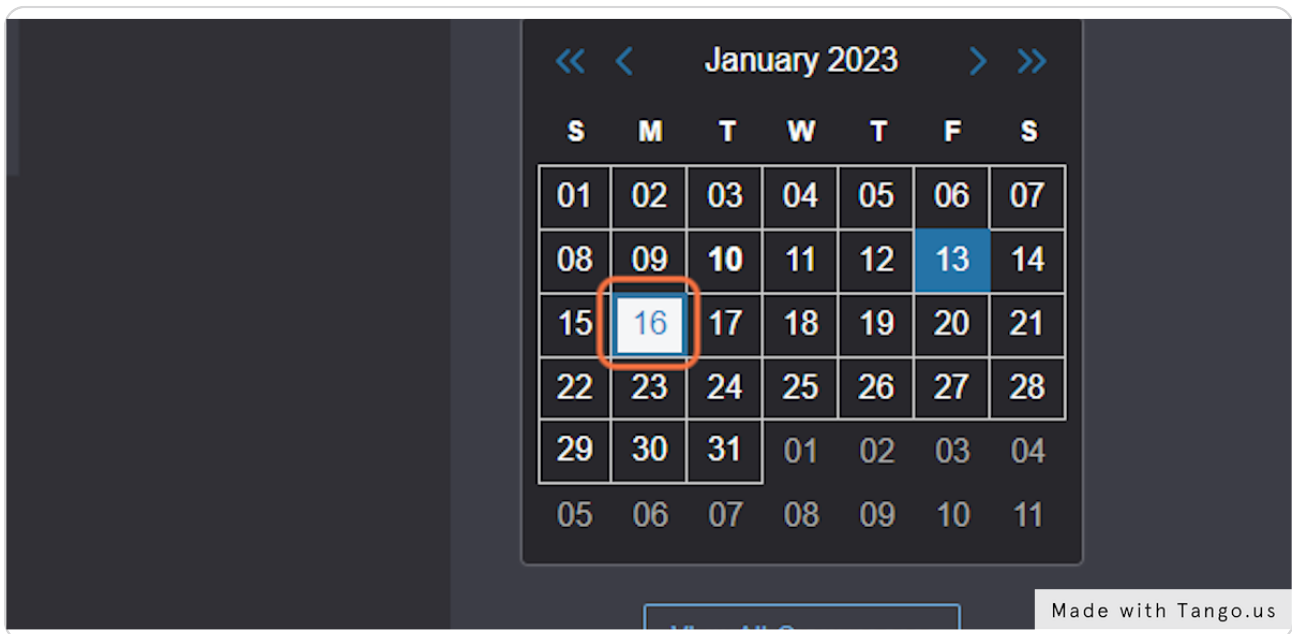
STEP 19

Click on Select Pattern



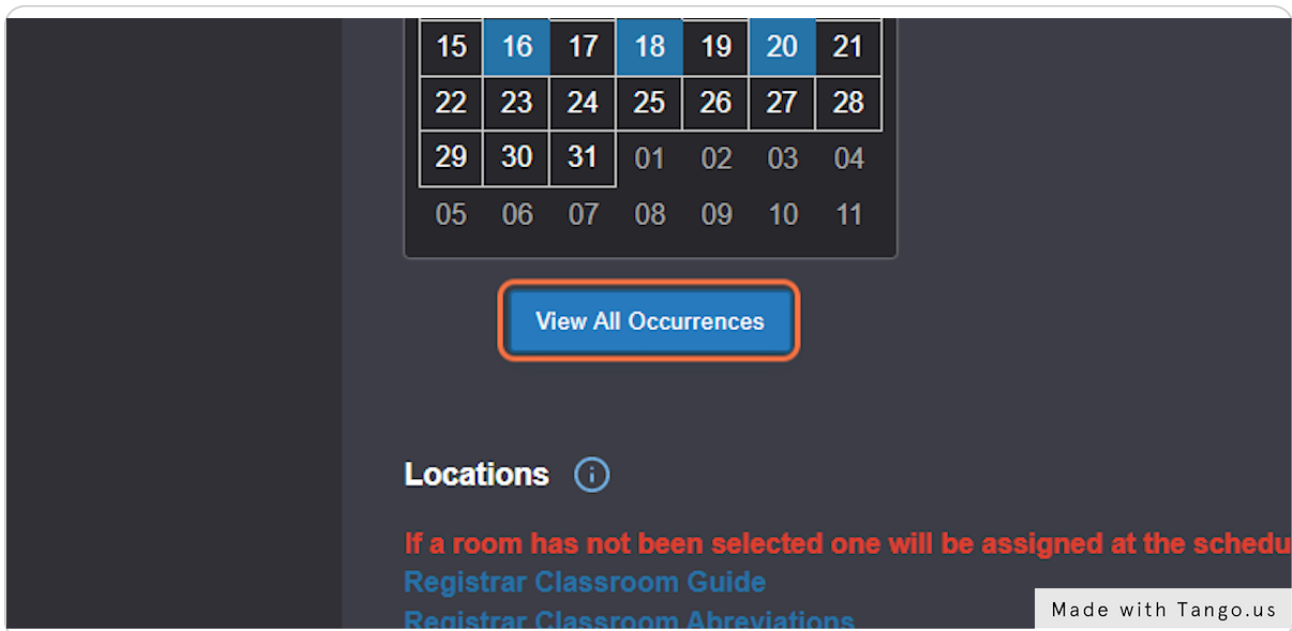
STEP 20

Click on the desired dates



STEP 21

Click on View All Occurrences to confirm all of the dates and times are correct



STEP 22

Click on Close

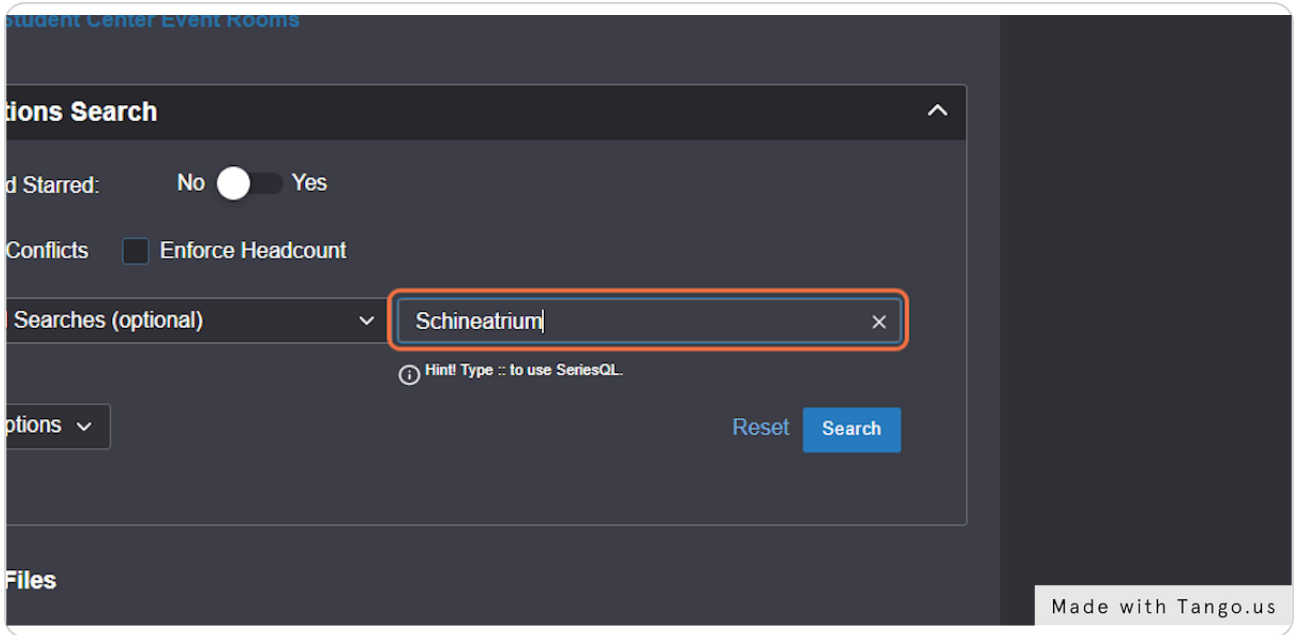


STEP 23

Type "Schineatrium"

Several options will pop up. Here is the list of available tables:

- schineatriumtable1
- schineatriumtable2
- schineatriumtable3
- schineatriumtable4
- schineatriumtable5
- schineatriumtable6
- schineatriumtable7
- schineatriumfundraisingtable8
- schineatriumfundraisingtable9
- schineatriumtable10
- schineatriumfundraisingtable11
- schineatriumtable12
- schineatriumtable13
- schineatriumtable14
- schineatriumfundraisingtable15



STEP 24

Click on Request

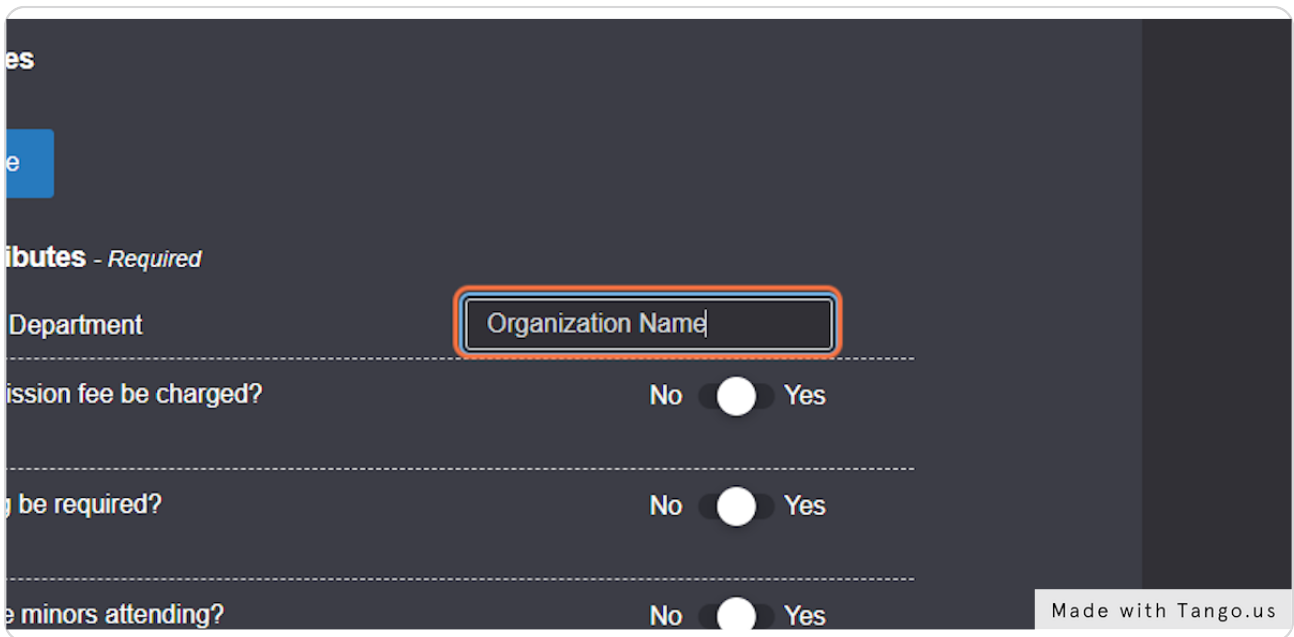
The image below shows "Reserve", but your screen should show a blue button labeled "Request"

Reserve	SCHINEATRIUM MUSICTABLE7	SCHINE STUDENT CENTER ATRIUM MUSIC TABLE
Reserve	SCHINEATRIUM TABLE1	SCHINE STUDENT CENTER ATRIUM 1
Reserve	SCHINEATRIUM TABLE10	SCHINE STUDENT

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STEP 25

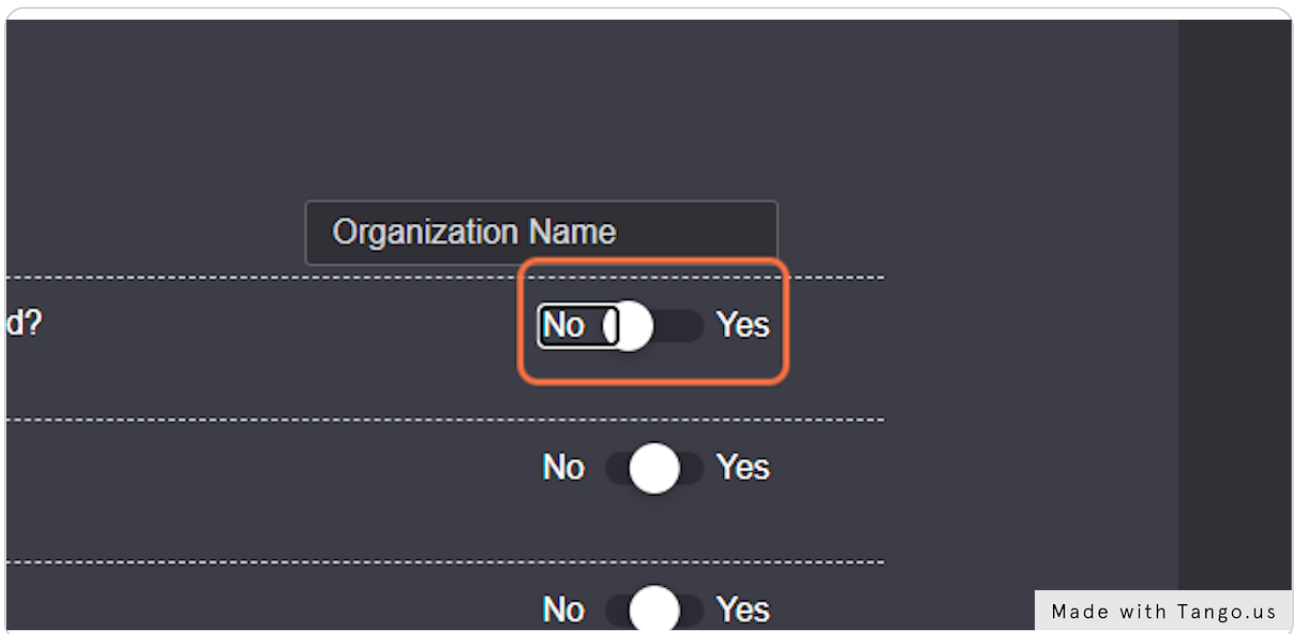
Type "Organization Name" next to Sponsoring Department



A screenshot of a dark-themed form. At the top left, the text "es" is visible. Below it, a blue button with the letter "e" is partially shown. The text "tributes - Required" is followed by a "Department" label. To the right of this label is a text input field containing "Organization Name", which is highlighted with an orange border. Below the input field are three rows of toggle switches. The first row is labeled "ission fee be charged?" with "No" and "Yes" options. The second row is labeled "g be required?" with "No" and "Yes" options. The third row is labeled "e minors attending?" with "No" and "Yes" options. A "Made with Tango.us" watermark is in the bottom right corner.

STEP 26

Select "No"



A screenshot of the same dark-themed form. The "Organization Name" input field is now empty. The first toggle switch, labeled "d?", is highlighted with an orange border and is set to "No". The other two toggle switches remain in the "Yes" position. The "Made with Tango.us" watermark is in the bottom right corner.

STEP 27

Select "No"

Organization Name

d? No Yes

No Yes

No Yes

community be attending?

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STEP 28

Select "No"

d? No Yes

No Yes

No Yes

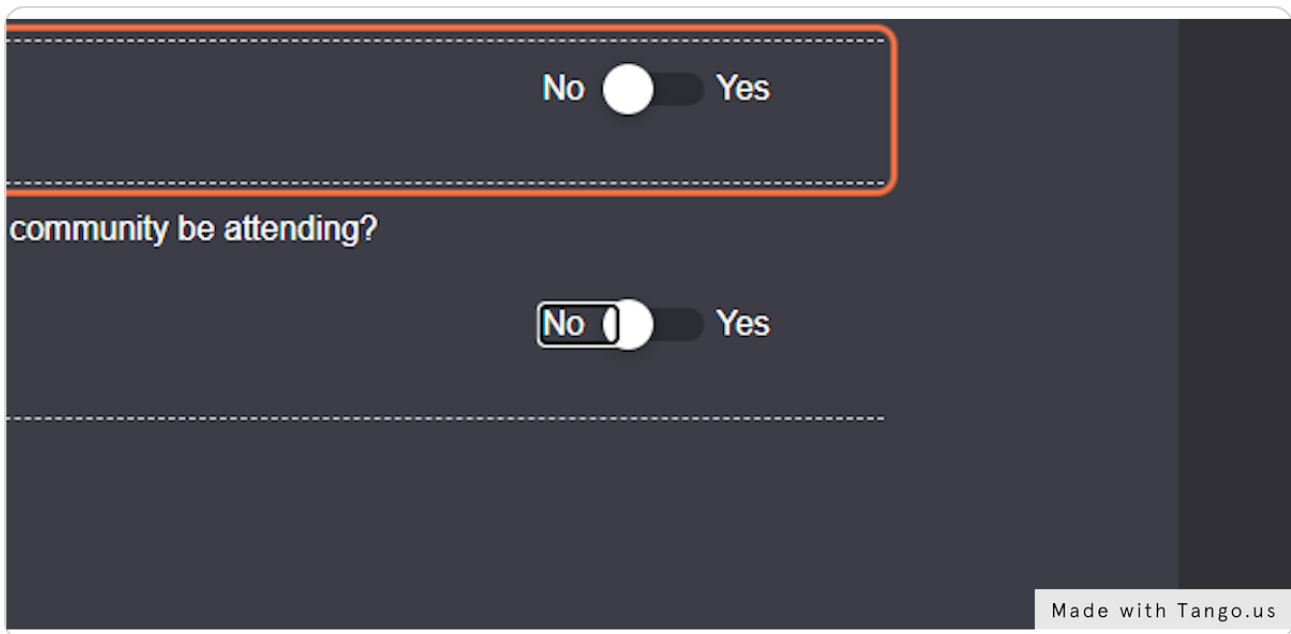
community be attending?

No Yes

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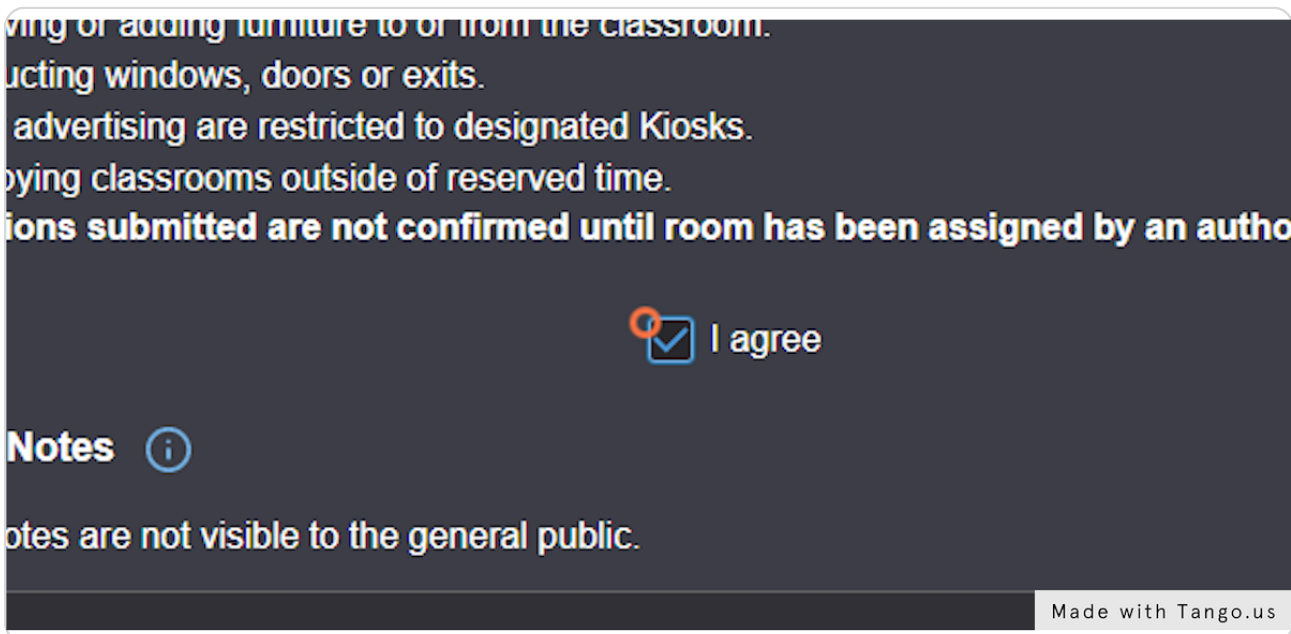
STEP 29

Select "No"



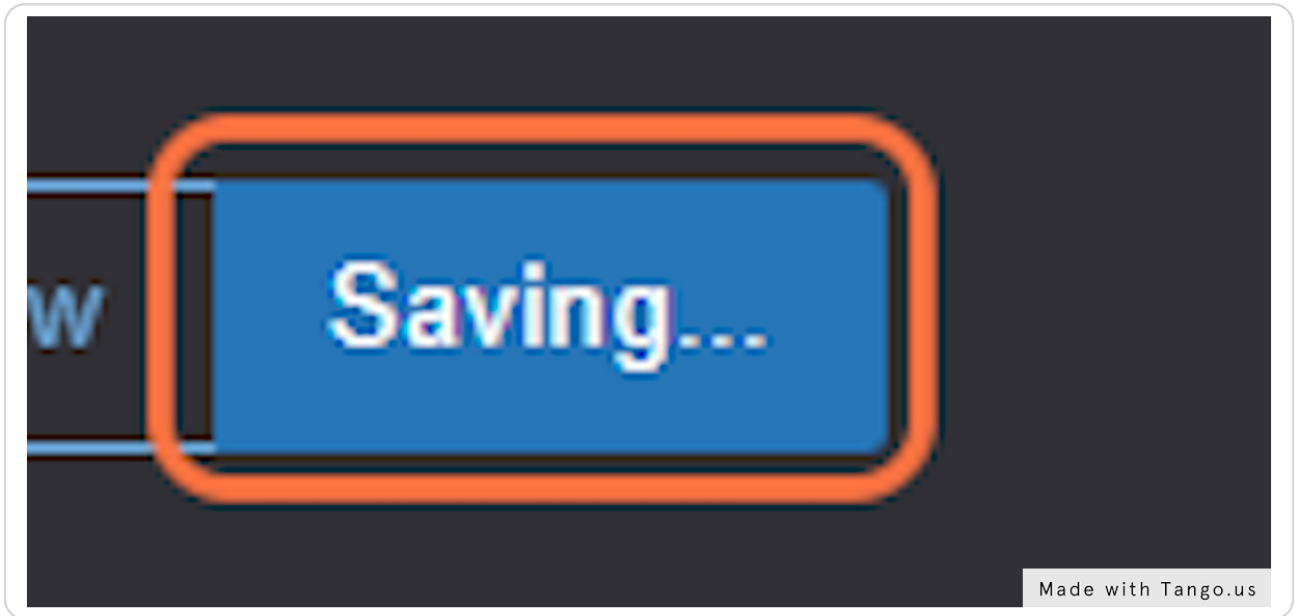
STEP 30

Read the policies and when done, check I agree



STEP 31

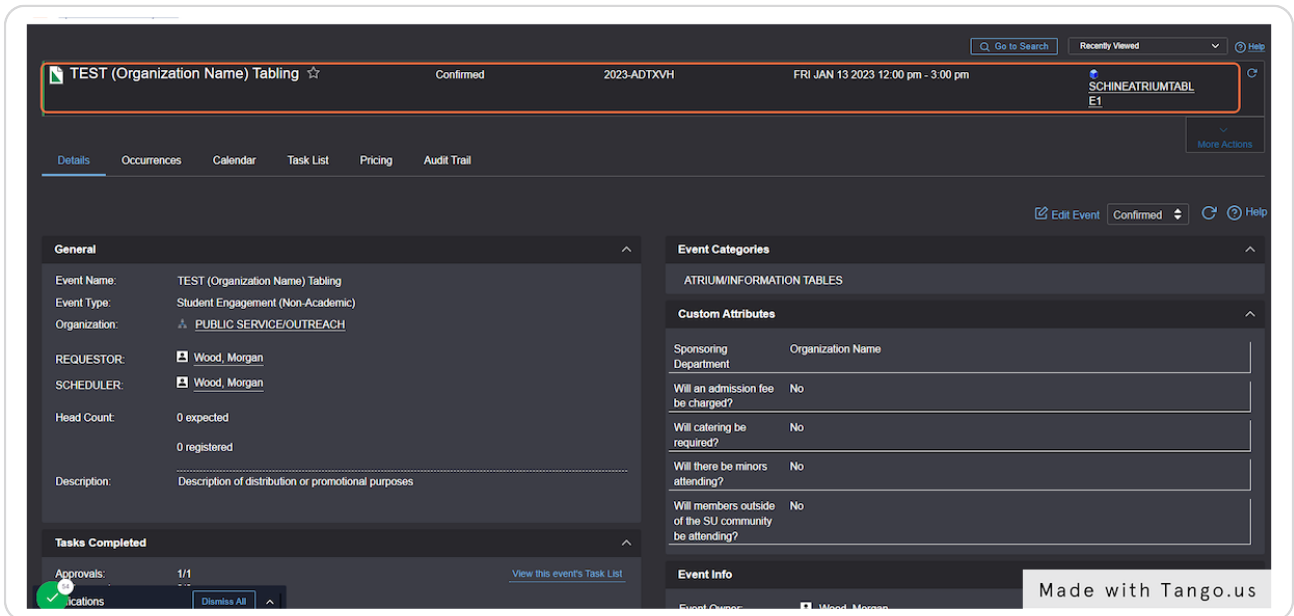
Click on Save



STEP 32

Successfully submitted!

When you reach this screen, it means that your request was successfully submitted! Please await an email from a Student Engagement staff to confirm your reservation.



Created in seconds with

Tango