# Tango

# 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](#)

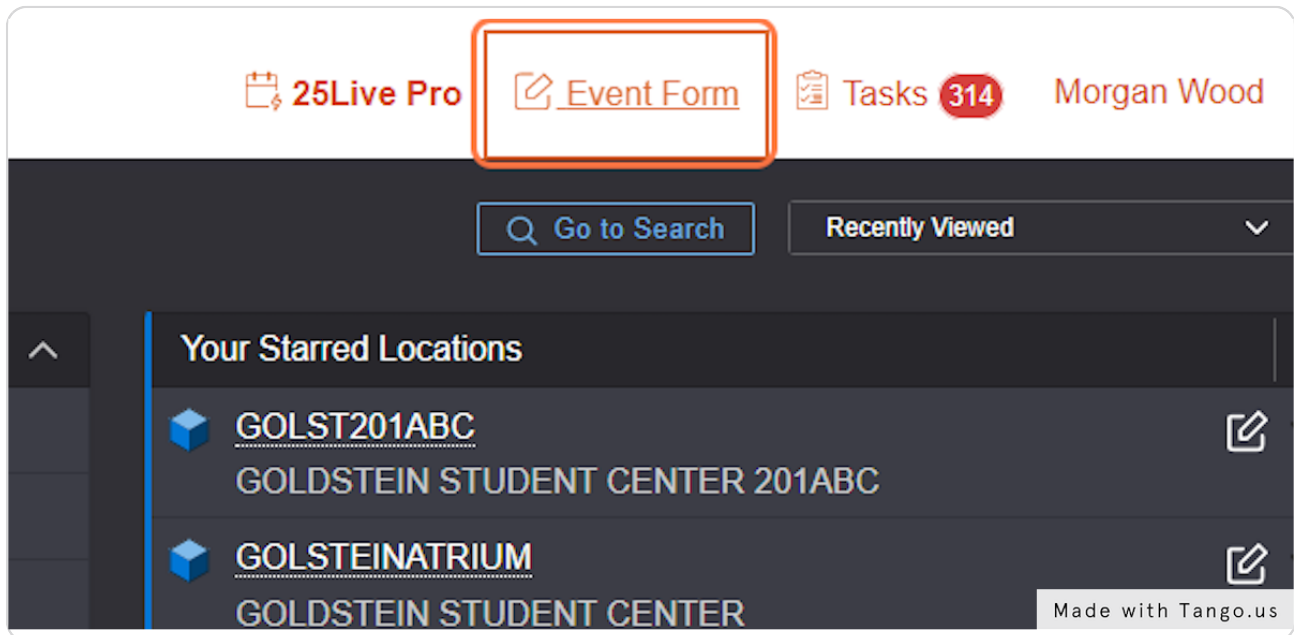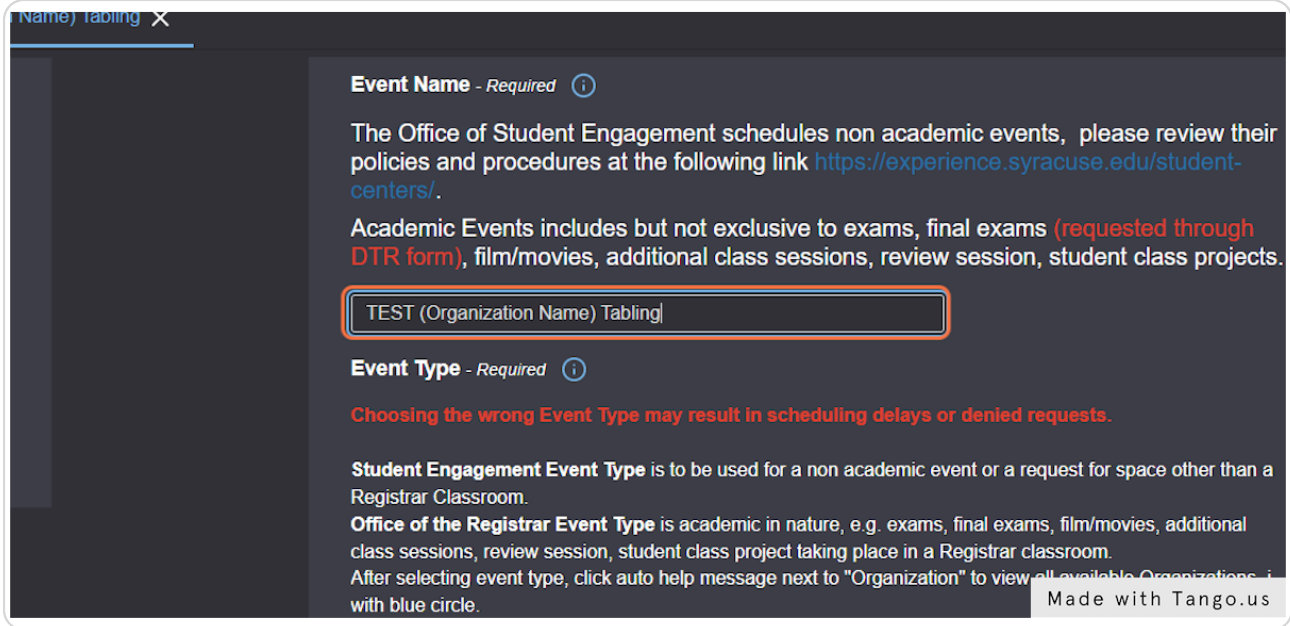| Created by | Creation Date | Last Updated |
|---|---|---|
| Mo Wood | January 10, 2023 | January 10, 2023 |

STEP 1

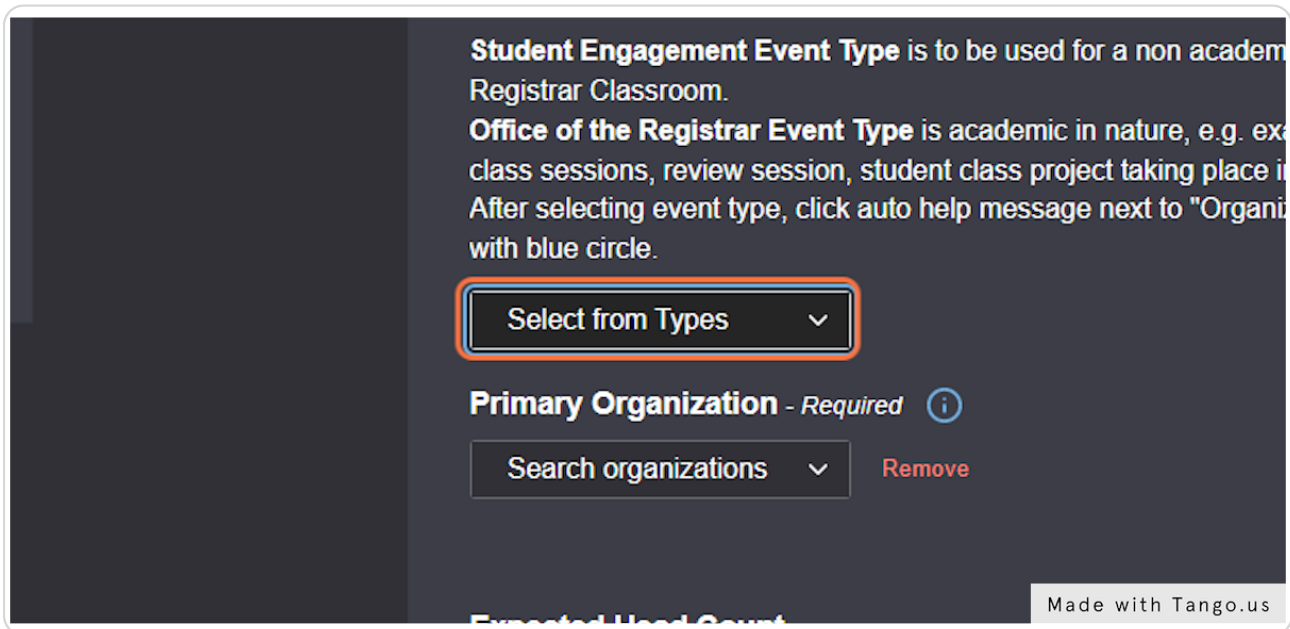## Log in to the 25Live website

STEP 2

## Click on "Event Form"

## Type "(Organization Name) Tabling"

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

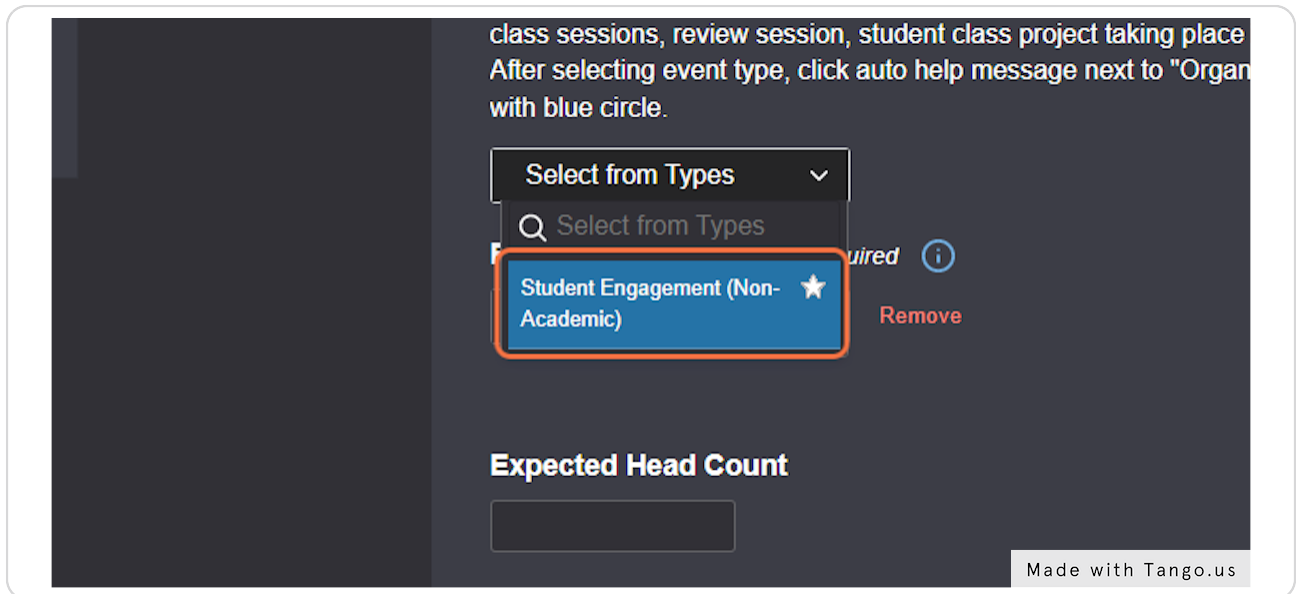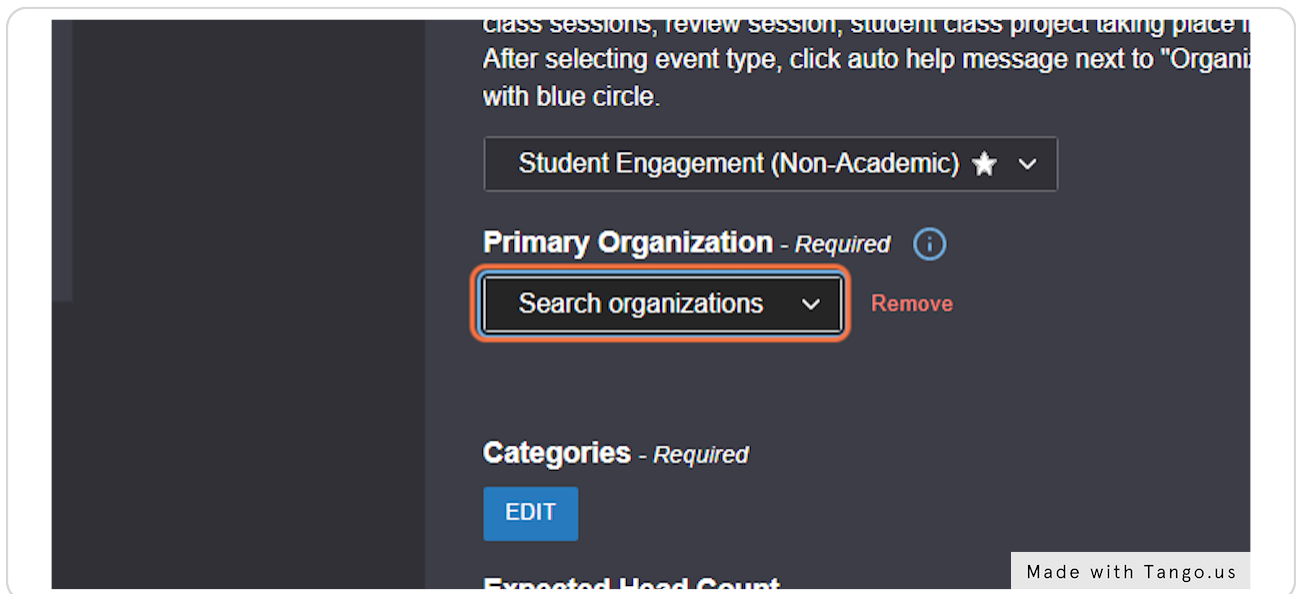## Click on the drop down for "Event Type"

## Click on "Student Engagement (Non-Academic)"

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

## Click on "Search organizations"

## 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
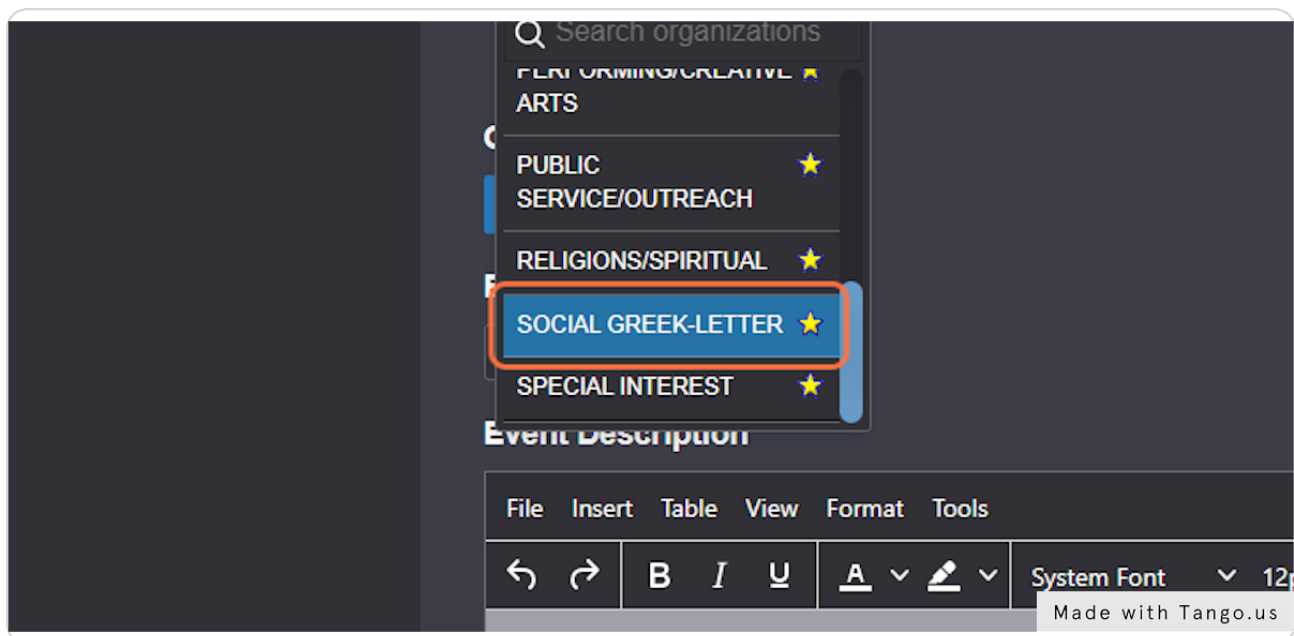Performing & Creative Arts
Public Service/Outreach
Cultural/Ethnic
Honors/Academic/Professional
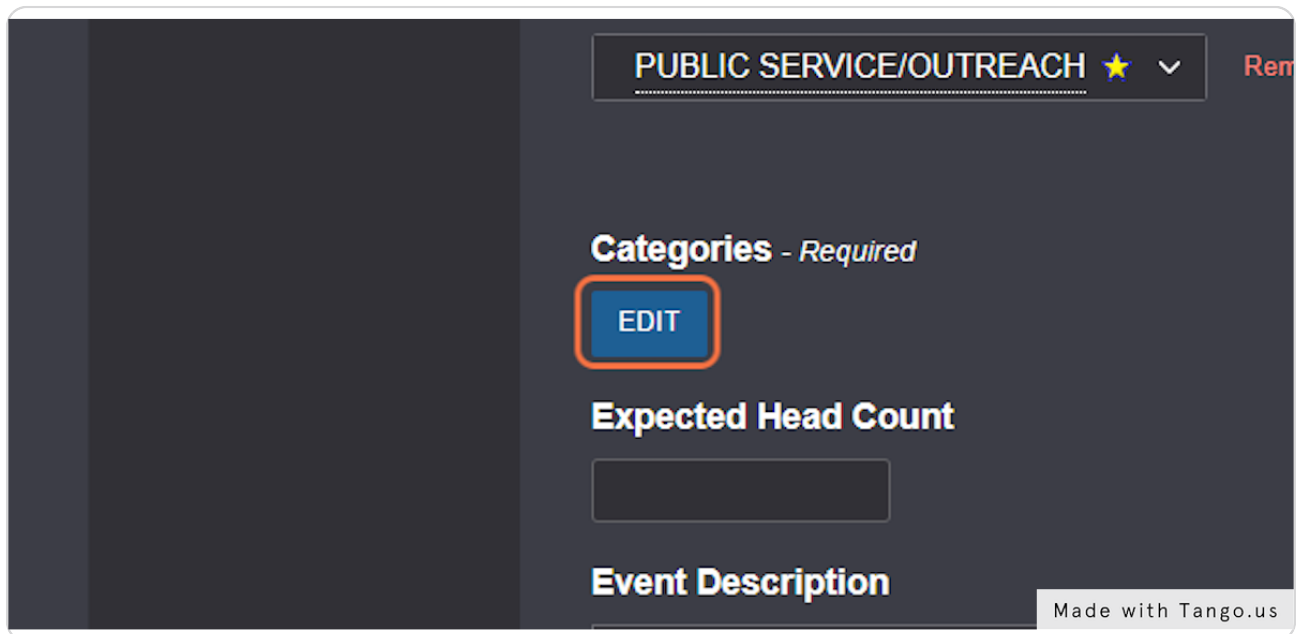Religious/Spiritual
Club/Intramural Sports
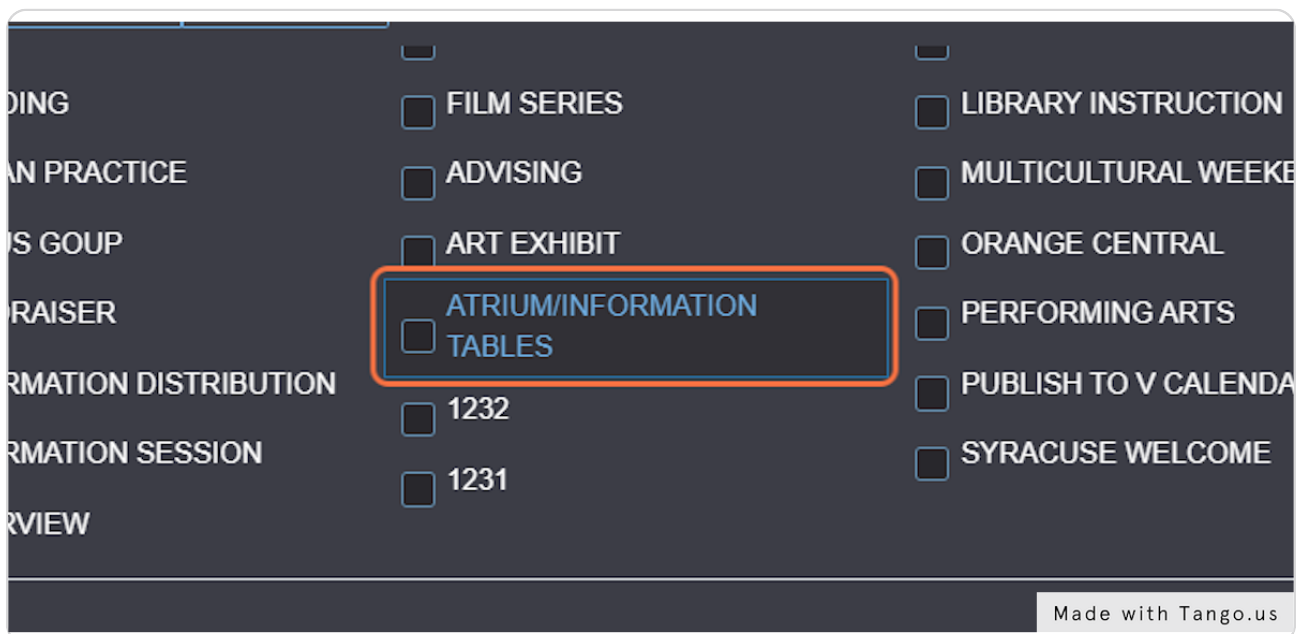Special Interest

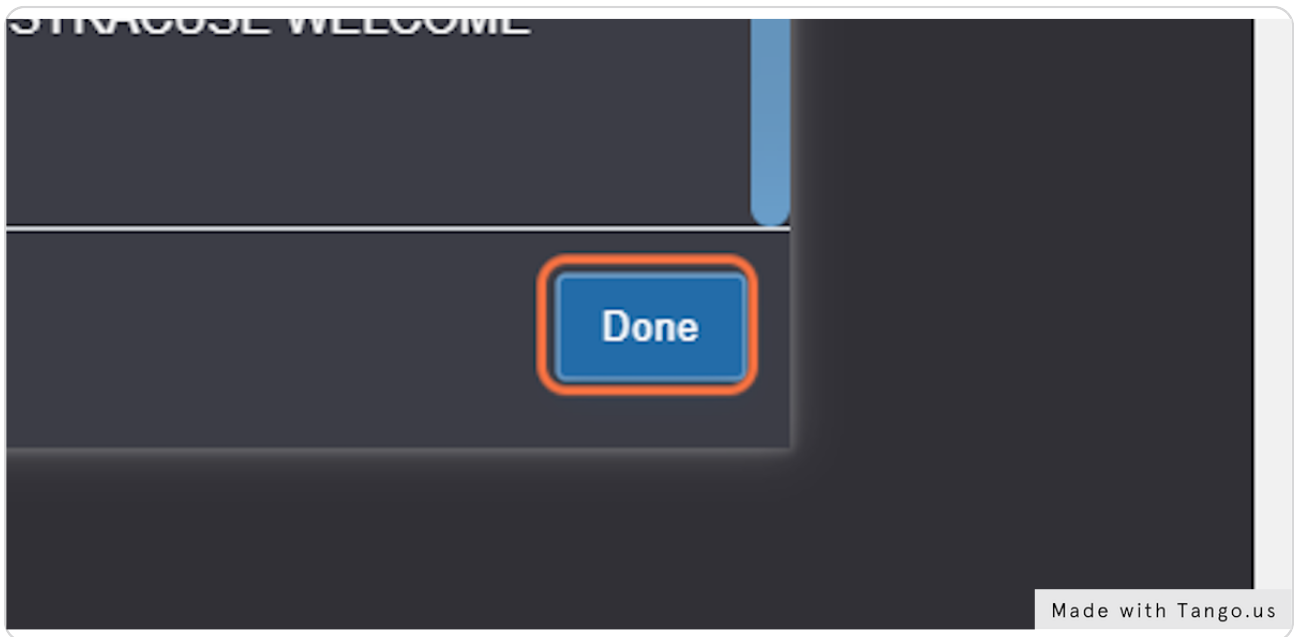Greek orgs, please use: "Social Greek-Letter"

## Click on Edit Categories

## Click on "Atrium/Information Tables"

## Click on Done
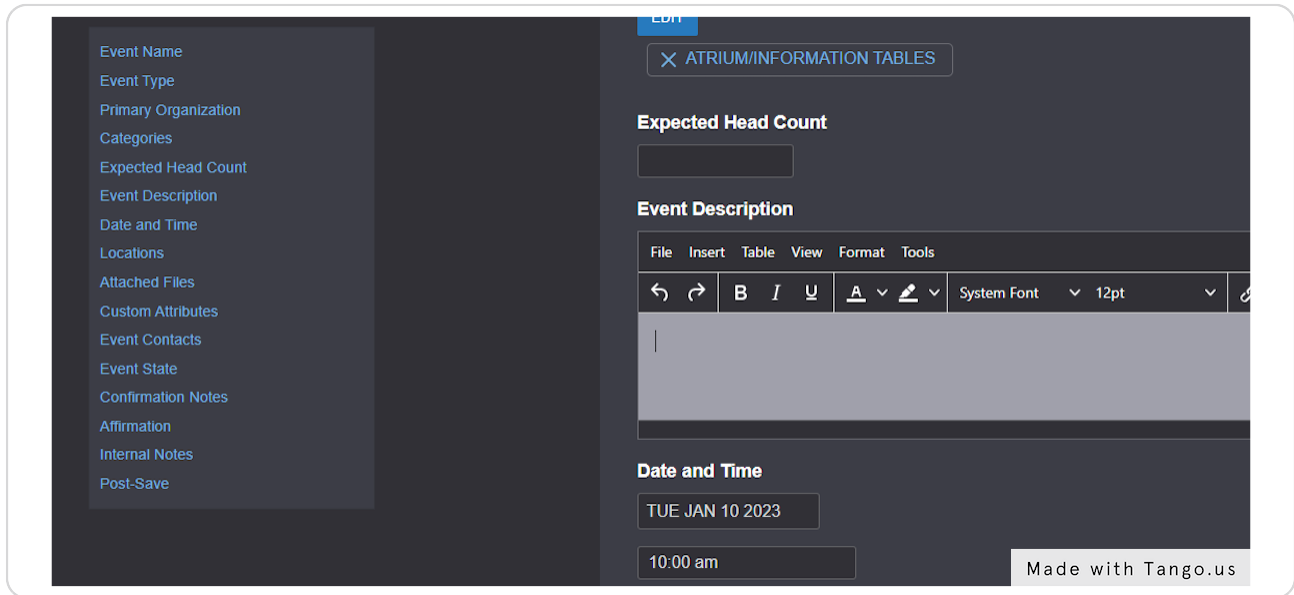
## Skip Expected Head Count for tables

## 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.
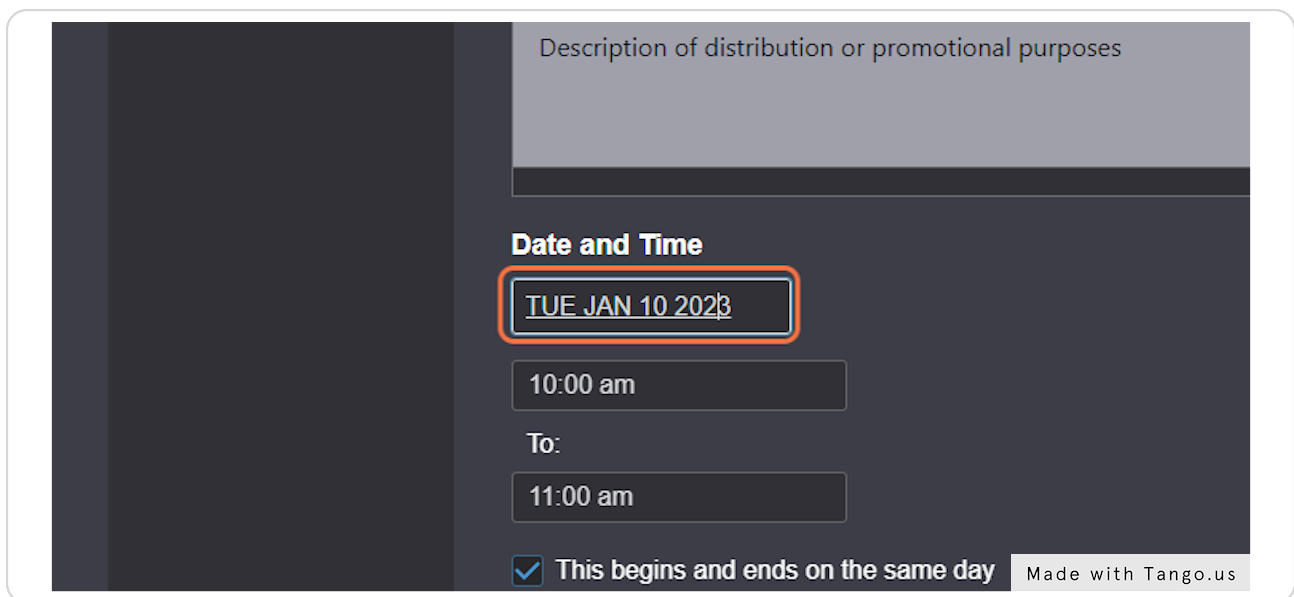
## Click on datetime input

Select the date you would like to table
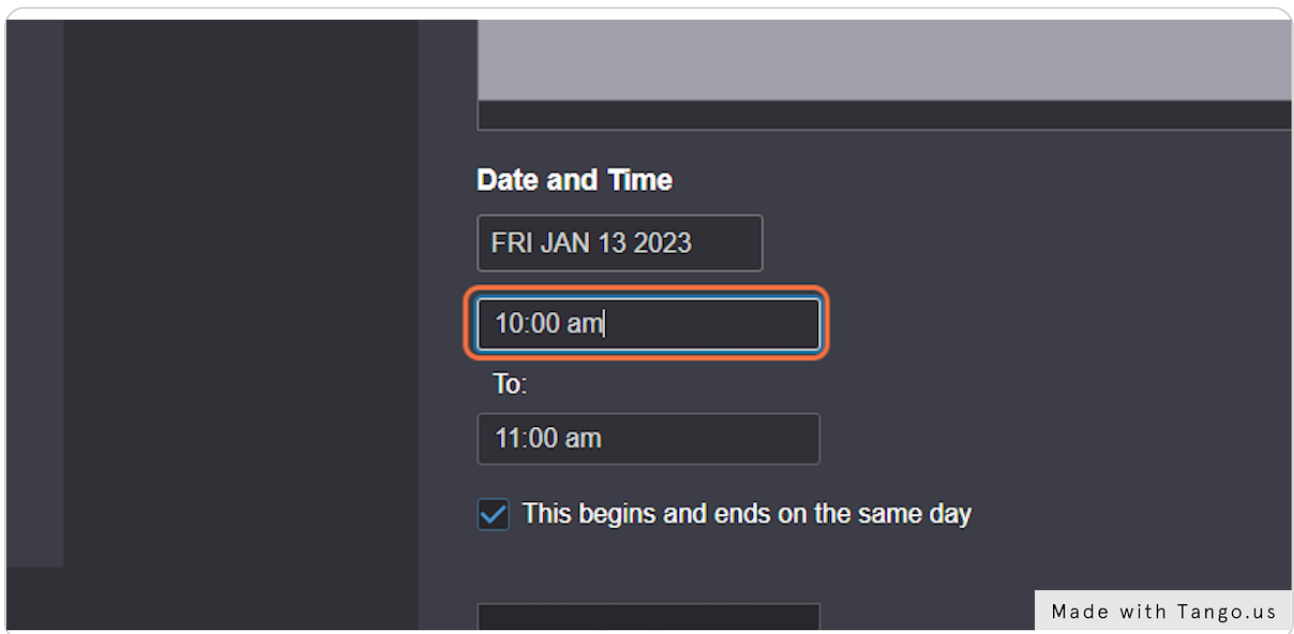
## Click on the date

## Click on Start Time
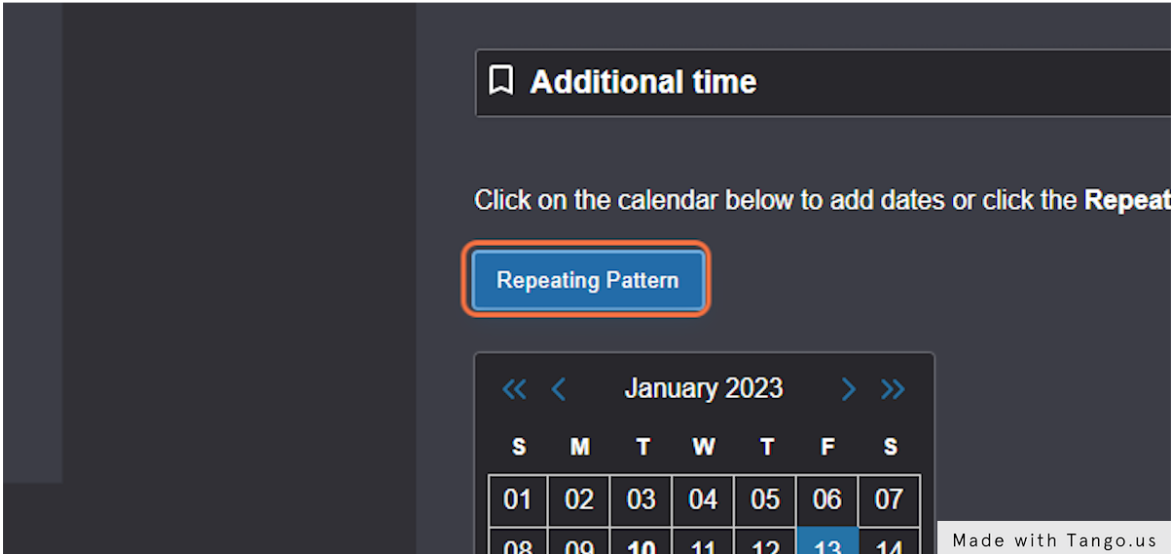
## Click on End Time

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

## 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.

## Click on Ad hoc
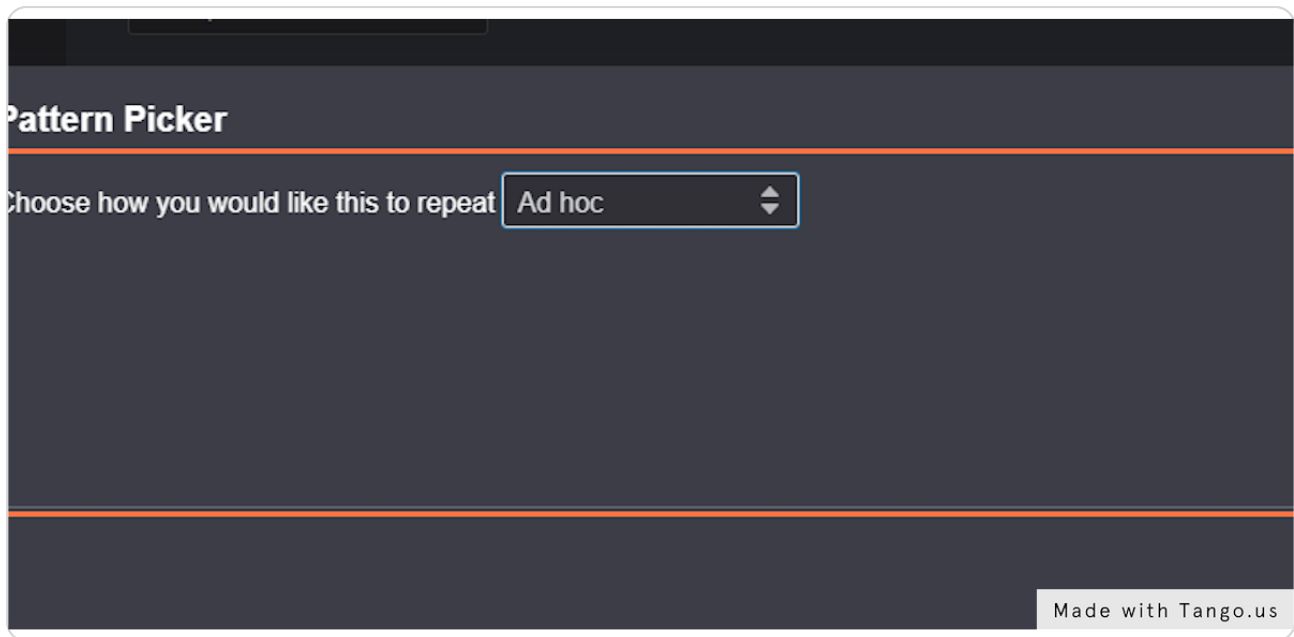
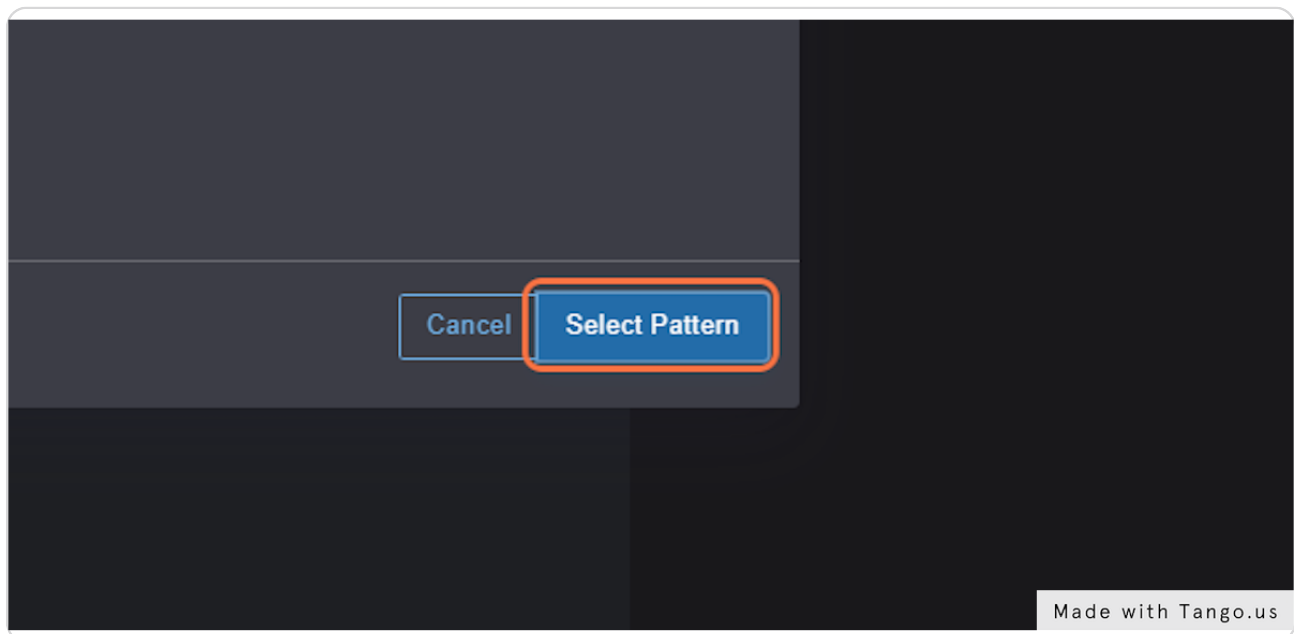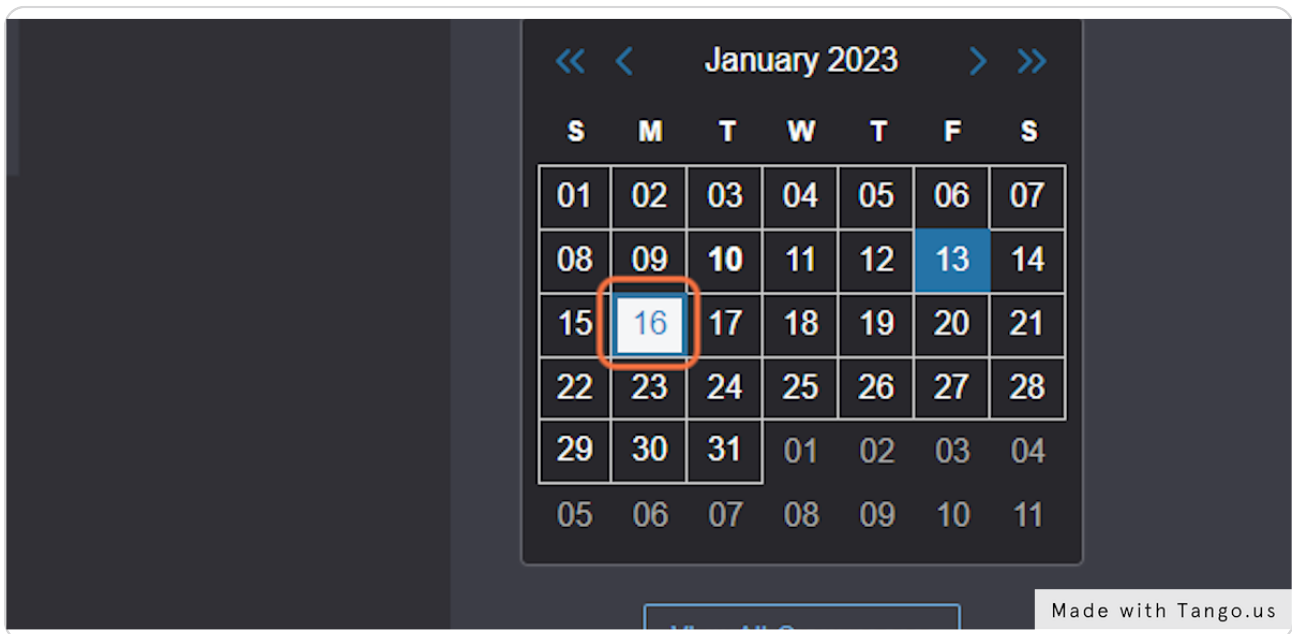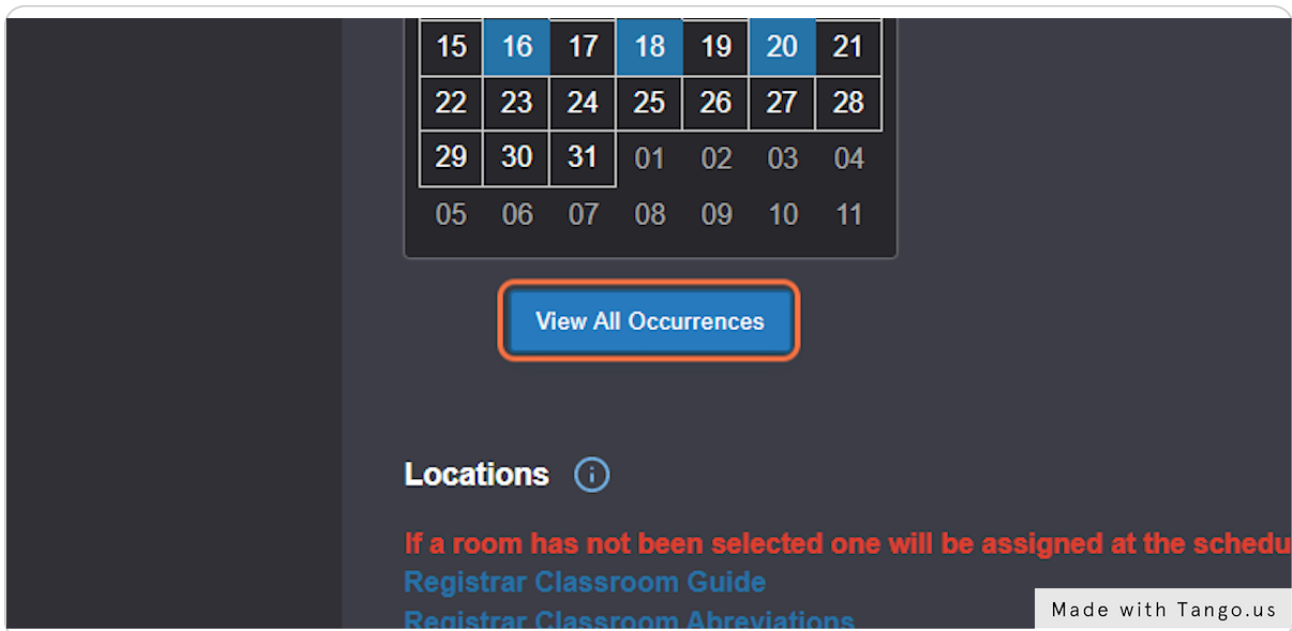## Click on Select Pattern

## Click on the desired dates

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

## Click on Close
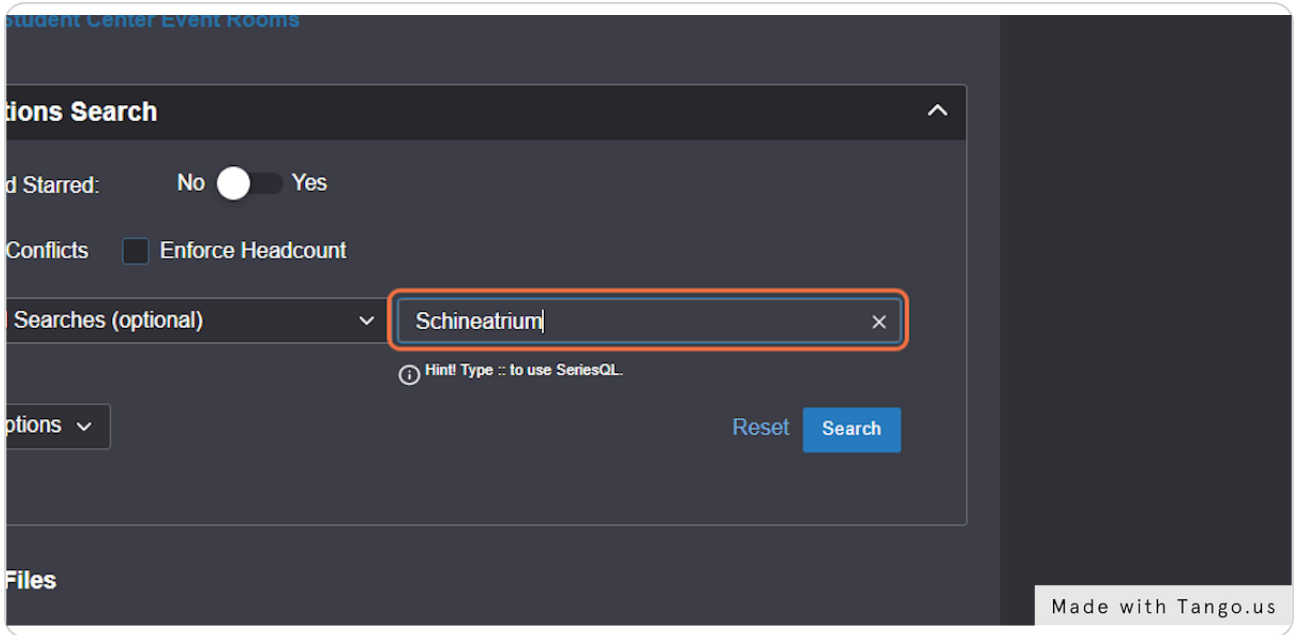
## Type "Schineatrium"

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
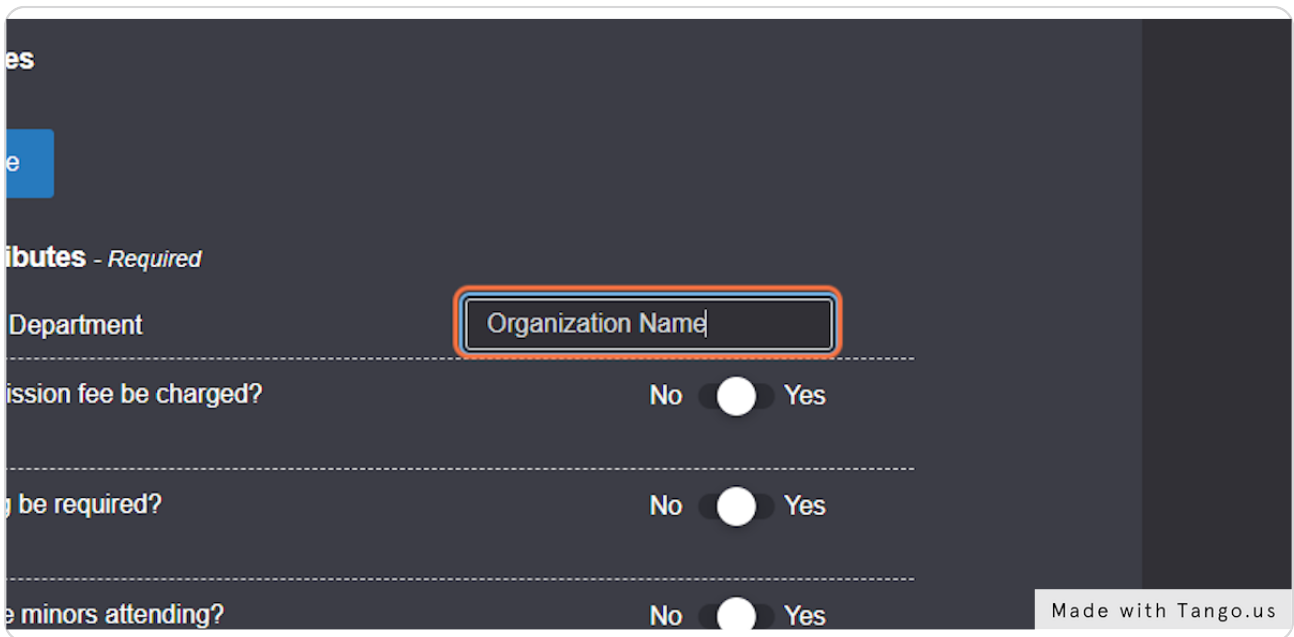schineatriumfundraisingtable15

STEP 24

## Click on Request

The image below shows "Reserve", but your screen should show a blue button labeled "Request"
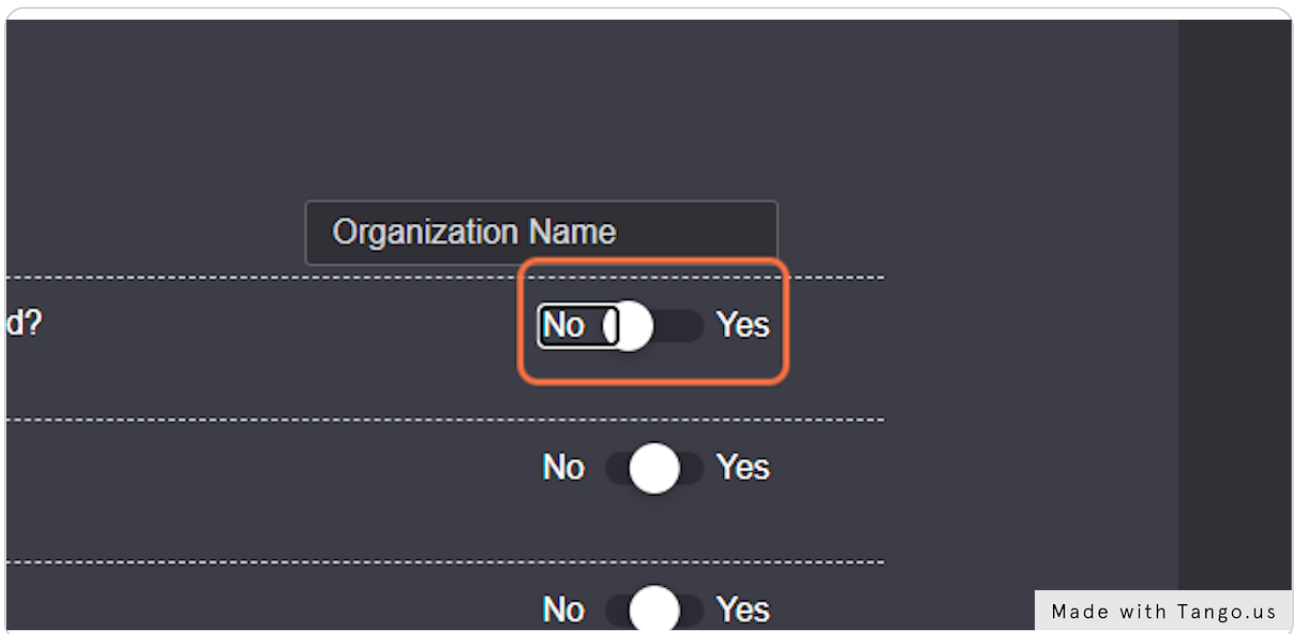
## Type "Organization Name" next to Sponsoring Department

## Select "No"

## Select "No"

## Select "No"

## Select "No"

No ⚪━ Yes

community be attending?

No ◖━ Yes
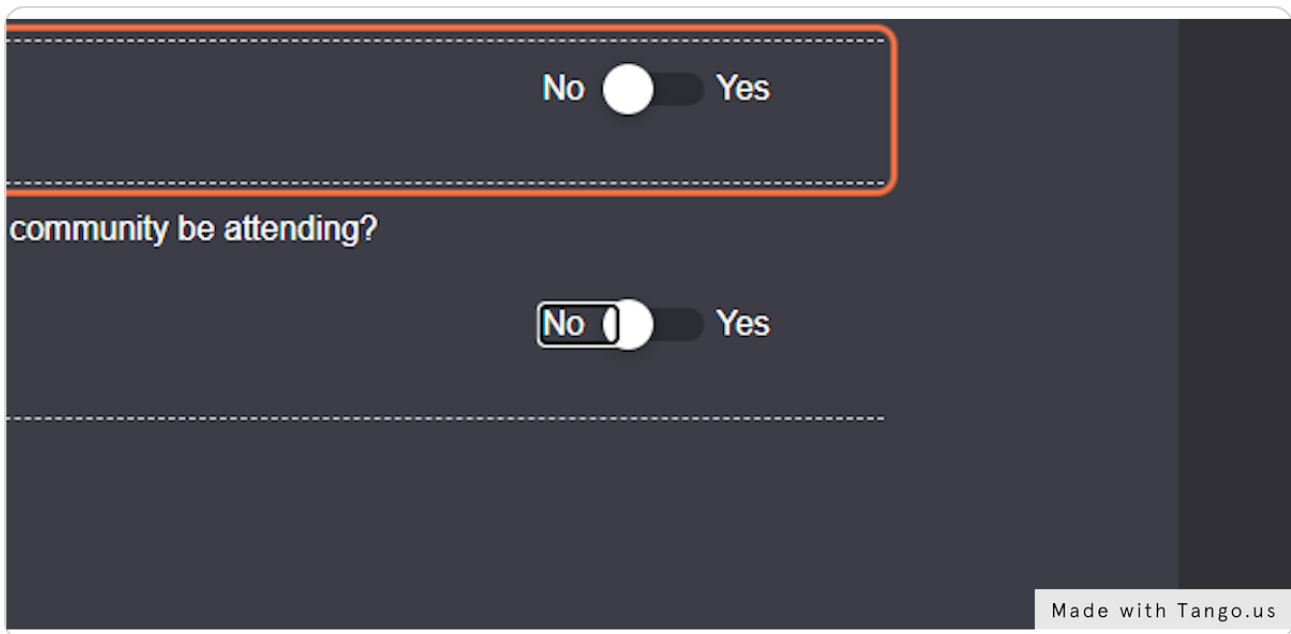
## Read the policies and when done, check I agree

ving or adding furniture to or from the classroom.
ucting windows, doors or exits.
advertising are restricted to designated Kiosks.
bying classrooms outside of reserved time.
**ions submitted are not confirmed until room has been assigned by an autho**

☑ I agree

**Notes** ⓘ

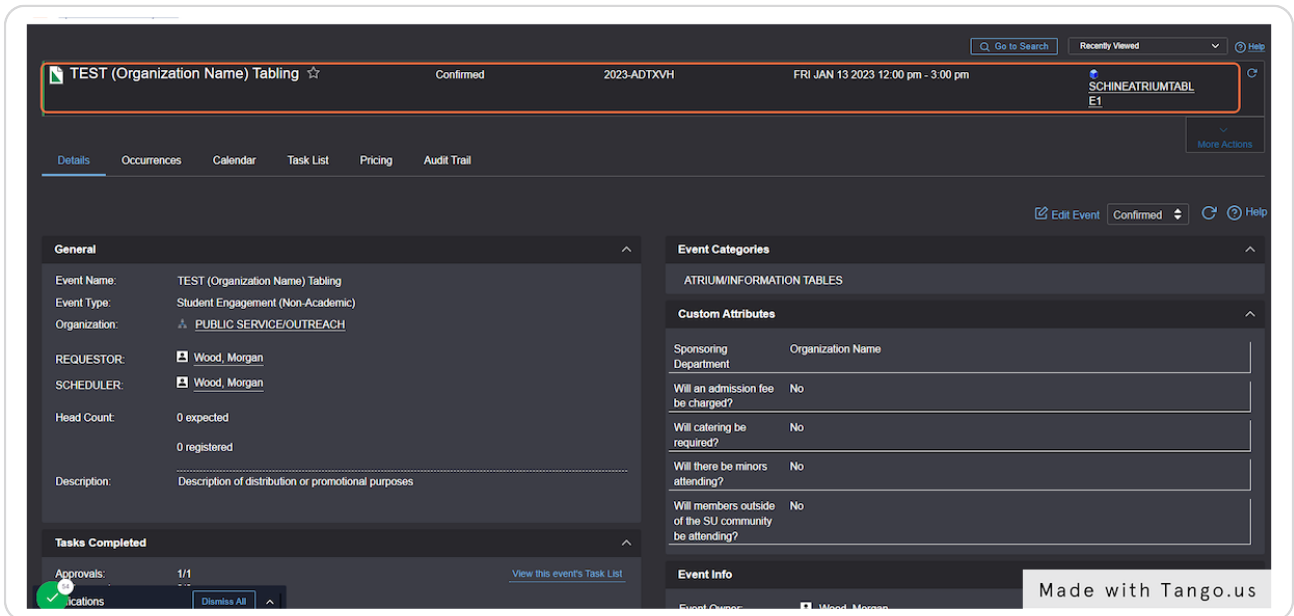otes are not visible to the general public.
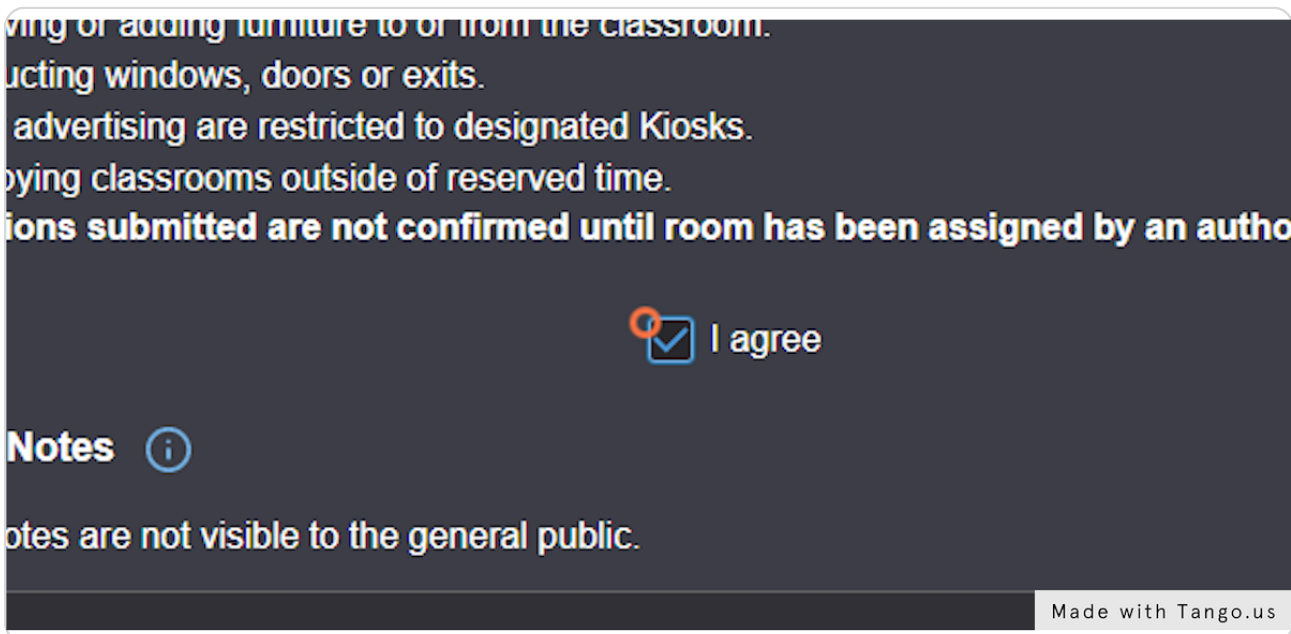
## Click on Save
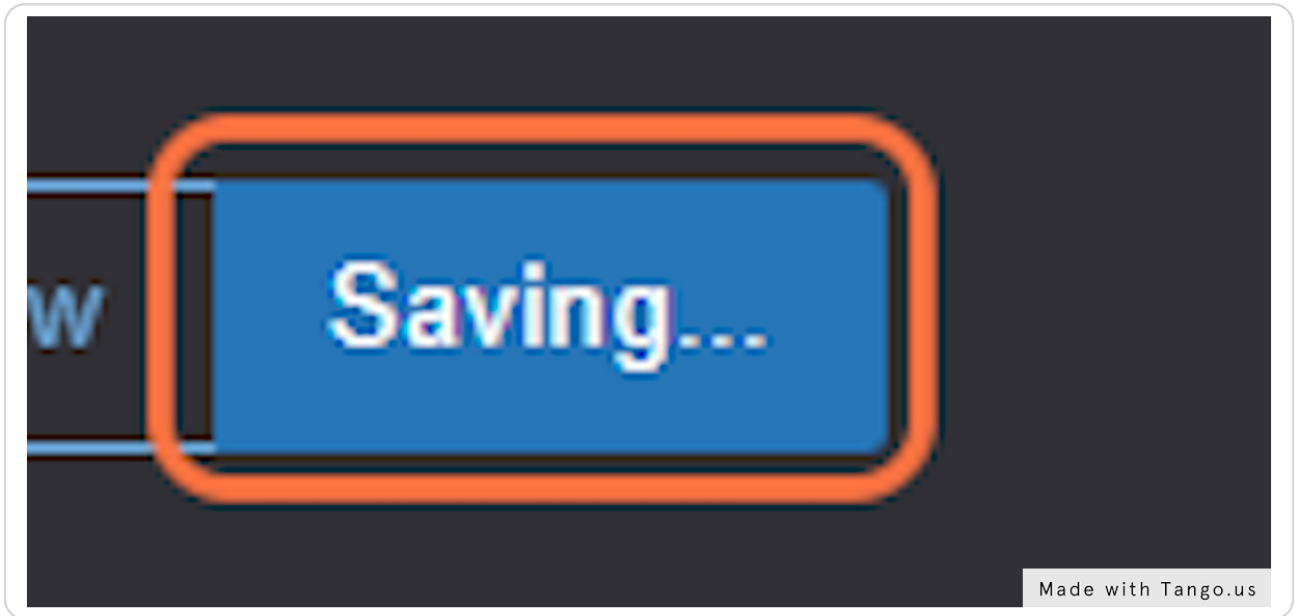
## Successfully submitted!

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