

## Entering Setup Instructions for Resources

- On the resources section of the event wizard, select the resources you would like for your event

**Find and select EVENT RESOURCES.**

★ Your Starred Resources...

🔍 Search by Resource Name...

Saved Searches...

Advanced Search...

Categories: FS - Facility Services

Search

FS - Lawn Sprinklers Turned Off	∞
FS - On Call Maintenance Service	∞
FS - Podium	1/1
FS - Power Panel	3/3
FS - Recycle Container	20/20
FS - Room Setup Request	∞
FS - Room Takedown Request	∞

Refresh

**Selected Resources**

▲ **FS - Room Setup Request** ✓ ☆ ✕  
Selected Occurrences: All Occurrences  
Conflicts: None  
[View and Modify Occurrences](#)

▲ **FS - Blue Plastic Chair** ✓ ☆ ✕  
Selected Occurrences: All Occurrences  
Conflicts: None  
[View and Modify Occurrences](#)

- To enter resource quantity and setup instructions, click the link called “View and Modify Occurrences”

**Selected Resources**

▲ **FS - Room Setup Request** ✓ ☆ ✕  
Selected Occurrences: All Occurrences  
Conflicts: None  
[View and Modify Occurrences](#)

▲ **FS - Blue Plastic Chair** ✓ ☆ ✕  
Selected Occurrences: All Occurrences  
Conflicts: None  
[View and Modify Occurrences](#)

### Entering Setup Instructions for Resources

- Change the quantity of resources and enter setup instructions.

FS - Blue Plastic Chair: Modify Selected Occurrences				
<input type="checkbox"/> Assign?	Date	Quantity	Avail/Total	Setup Instructions
<input checked="" type="checkbox"/>	Wed Apr 29 2015	5	54/134	Please arrange the chairs in rows facing the door.