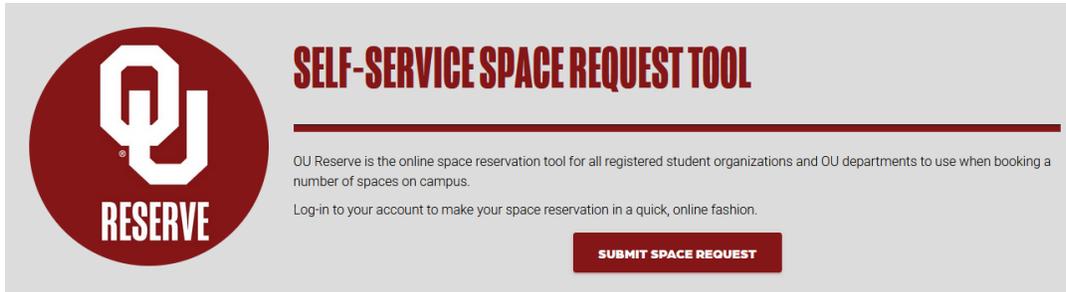


Go to <https://www.ou.edu/scheduling/reserve/oureserve>

Click on “Submit Space Request”

This will open Mazevo, the new scheduling software.



This will direct you to sign in using your 4x4 and password

Once signed in click on “Add New Request” to the left-hand side of the screen



Input the event information on the next screen and click next

The image shows the 'ADD NEW REQUEST' form. The title 'ADD NEW REQUEST' is at the top. Below it is the section 'EVENT INFORMATION'. There are four input fields: 'Event Name (Required)' is a text input field; 'Event Type (Required)' is a dropdown menu; 'Organization' is a dropdown menu; and 'Number Of People' is a spinner input field. At the bottom of the form are two buttons: 'Cancel' and 'Next >'. The 'Next >' button is highlighted in a darker red color.

On the next screen, input the date and time. You can select more than one date, or repeat days using the drop-down menu.

EVENT INFORMATION: test 2

Back

WHEN

Start Time (Required) 12:00 AM to End Time (Required) 12:15 AM

Repeat
Specific Dates

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Selected Dates
Fri 9/26/25
Clear All Dates

Cancel **Next >**

On the next screen, you will need to select Tulsa Campus as the building. (Norman campus buildings will also be listed).

Check the box next to "Tulsa Campus Room Request Form" and hit next

EVENT INFORMATION: test 2, WHEN: 12:00 AM to 12:15 AM - Fri Sep 26, 2025

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WHERE

Building (Required)
Tulsa Campus **Find Rooms** Favorite Rooms Only

Available Rooms

Select	Room	Room Type
<input type="checkbox"/>	Tulsa Campus Room Request Form	Multi-Purpose

On the last page, answer the event questions and hit submit.

EVENT INFORMATION: test 2, WHEN: 12:00 AM to 12:15 AM - Fri Sep 26, 202

QUESTIONS

Is signage needed for your event? (Required)

What room(s) are you requesting? (Required)

Answer

Is IT assistance needed before the event? (Required)

Purpose of event: (Required)

This space is located on the Tulsa campus. Please ensure you are wanting to host

Please provide a detailed event description (Required)

Answer

This will send the request to me via Mazevo. I will then be able to go in and assign you a room. The confirmation will be sent to your email directly from Mazevo.

Thank you!