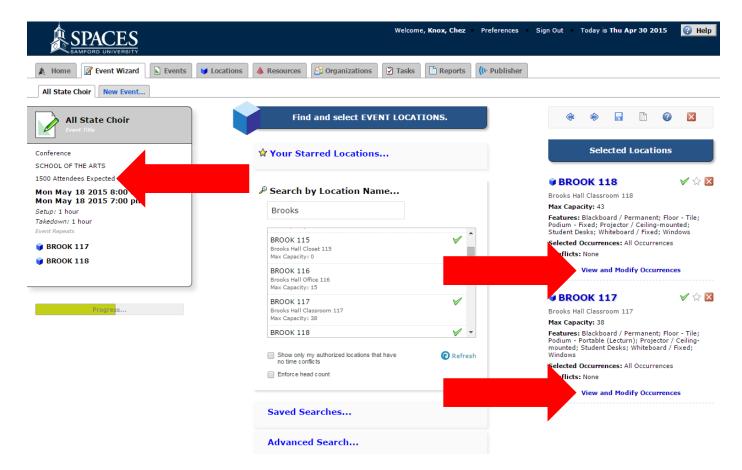
My event has a large number of people coming to campus but they will not all be in one place at the same time. How do I enter this in SPACES?

- Enter the total amount of attendees expected on the headcount section for your event
- When you get to the locations section of the event wizard, choose the rooms you'd like to use
- Once you've chosen the rooms, click the link called "View and Modify Occurrences" under each room and enter the headcount for that room only
- Repeat this for each room you are requesting



Mon May 18 2015 (none) Classroom Desk Rows (none) J	Assign?	Date	Conflicts?	Layout	Setup Instructions	Attendance	Share?
		Mon May 18 2015		Classroom Desk			
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	Hover over confl	icts for more information.					•
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