Quick Reference Guide – Coursedog - Facilty Request
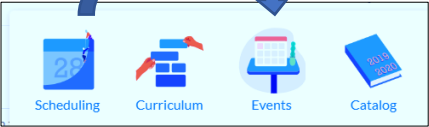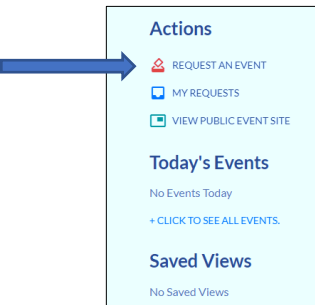**Internal Meetings & Events**

Log into Coursedog at: **app.coursedog.com** using your
BCC Email Address
You will be redirected to Brookdale's Coursedog
login page: **BCC Email Address**
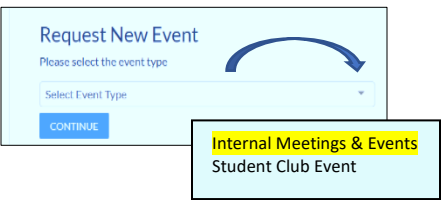   **NetID Password**

Please refer to the:
Coursedog Events End User Guide
for detailed information and directions on how to
access these additional facility requests forms:

- Conference & Events at Lincroft
- Conference & Events at Regional Locations
- Exhibit/Performance
- Student Club Event
- Non-Credit

Upper Right Corner

1.

HELP CENTER

2.

Scheduling   Curriculum   Events   Catalog

3.

Actions

🖋 REQUEST AN EVENT
🖥 MY REQUESTS
🖥 VIEW PUBLIC EVENT SITE

Today's Events

No Events Today
+ CLICK TO SEE ALL EVENTS.

Saved Views

No Saved Views

4.

Request New Event

Please select the event type

Select Event Type   ▾

CONTINUE

Internal Meetings & Events
Student Club Event

5. **Internal Meetings & Events - Facility Request Form**
   Fill out all required fields indicated in **red** for successful submission.
   - **Contact Name**
   - **Event Name**
   - **Type of Event**
   - Event Description
   - **Expected Head Count**
   - **Meetings & Locations**
   - Department
   - Private Event
   - Additional Event Information
   - Attachment

You can search rooms by:
- **Availability**
- **Type**
- **Features**

6.

✉ SUBMIT EVENT REQUEST

7.

Coursedog will automatically send emails confirming
the creation of a request, approval or rejection, and
a final PDF file reviewing details of your request.