

# Mazevo Quick Guide

*Please note: This guide provides a brief overview of the School of Music's calendar and reservation software, Mazevo. The guide includes general instructions on how to view space availability and how to make space requests.*

*For more complex questions, please click the "?" at the top right hand of the screen while you are logged into Mazevo. The knowledge base has topics that are searchable and indexed.*

## Welcome to Mazevo

Mazevo is the event and reservation request system for the University Of Washington School Of Music. Music majors and School of Music faculty may use this site to browse for availability of space and to request classroom, meeting, and performances spaces in the Music Building and select locations at Meany Hall. To request rooms 212, 216, 219, and 223, you must submit your request to UW Academic Technologies.

## How to Use the System

Log in to this system using your UW email address. You will be redirected to the standard UW netID sign in page to complete your login. To request School of Music spaces, choose "University of Washington, School of Music" from the "Select Organization..." page. To request Academic Technologies spaces (rooms 212, 216, 219, and 223), select "University of Washington, Academic Technologies, Event Services" from that page. Students may request space for degree recitals, rehearsal and meeting spaces as appropriate. Faculty may request spaces for meetings, rehearsal and performance activities and to reserve or browse space for hosting visiting scholars and artists.

## Browse for Spaces or Events

To view availability of specific facilities or dates, select either "Event Book" or "All Events":

- 1) **Event Book:** Choose this option to view a calendar of events in a "month" view
- 2) **All Events:** Choose this option to view a list of available spaces and resources

## Request a Space

To make a space reservation, select "Add New Request" or "Book Room" under the Requests menu:

- 1) **Add New Request:** Use this option for general requests or to have Mazevo find available spaces based on the time and date criteria you have entered.
- 2) **Book Room:** Use this option to directly pick times in 30 minute intervals with options to filter by day and morning, afternoon, evening time blocks. This option is the faster of the two when reserving practice rooms.

## **View Booked Events**

All of your booked events are listed under “My Events”. From here you can modify or cancel events, or added more bookings to an existing event (e.g. add rehearsals to an existing recital reservation).

*Last minute requests and changes (less than 24 hours before the event), MUST be made in person with Maya Ben-Yosef at the Main Office, Room 102.*