

HOW TO RESERVE BSC DIGITAL SIGNAGE

Part 1

- Log in to your Book It account
- On the toolbar scroll over the request forms tab
- Scroll down to **BSC Digital Signage Request**
- Next fill in the information on the left side of the screen under **When and Where**
 - Select the **Date** you wish to start displaying your signage; you do not need to select recurrence or multiple days
 - You do not need to change the **Start Time & End Time**
- Next fill in the information on the left side of the screen under **Location Details**
 - You do not need to change the **Building**, it can remain as “No Building Needed”
 - Under **Location**, type in Brower Student Center
- When done click on the **Get Services** button

Part 2

- Next fill in the information for **Event Details, Group Details, Attachments, Other Information, Student Center – Digital Signs, and Billing Information**
 - For **Attachments**, please make sure you are following BSC Digital Signage Design Requirements and attaching file types that are either .jpg, .png, or .mp4, or .mov.
 - Please note Google Chrome does not allow you to upload an attachment. Please use another web browser.
 - For Billing Information, please click the magnifying glass to look up your PS Chartfield #.
- Click **Submit**