

# Faculty and Staff: How to create an Alcohol Request

Step 1) Visit the Portal [www.myconcordia.ca](http://www.myconcordia.ca)

Step 2) Click on 'Auxiliary Services'

The screenshot shows the MyConcordia portal interface. At the top, there are navigation links for 'My Front Page', 'Campus Services', 'Home', 'Help', and 'Sign out'. The main header features the 'MYCONCORDIA' logo and the University of Concordia crest. Below the header, there are several sections: 'MyConcordia Menu', 'System Announcements', and 'My Moodle Courses'. In the 'MyConcordia Menu' section, the 'Auxiliary Services' item is highlighted with a red box, and a red arrow points to it with the text 'Click Here'. The 'System Announcements' section contains a notice about a networking event for the winter and spring, mentioning Canada's 150th birthday and listing speakers like Chief Justice of Canada and Lord Bihiku Parekh. The 'My Moodle Courses' section states that the user is not associated with any courses and provides a link to access Moodle.

Step 3) Select 'MyEvents Reservations'

The screenshot shows the MyConcordia portal interface with the 'Auxiliary Services' menu expanded. The 'Main Menu' section is visible, showing a list of services under the 'Auxiliary Services' category. The 'MyEvents Reservations' item is highlighted with a red box, and a red arrow points to it with the text 'Click Here'. Other services listed include 'Allego Rideshare Board', 'Key Management System', 'Locker Rentals', 'Staff Parking', 'Artis Link', and 'Mail Management System'. The 'MyConcordia Menu' on the left side of the page is also visible, showing the 'Auxiliary Services' section expanded.

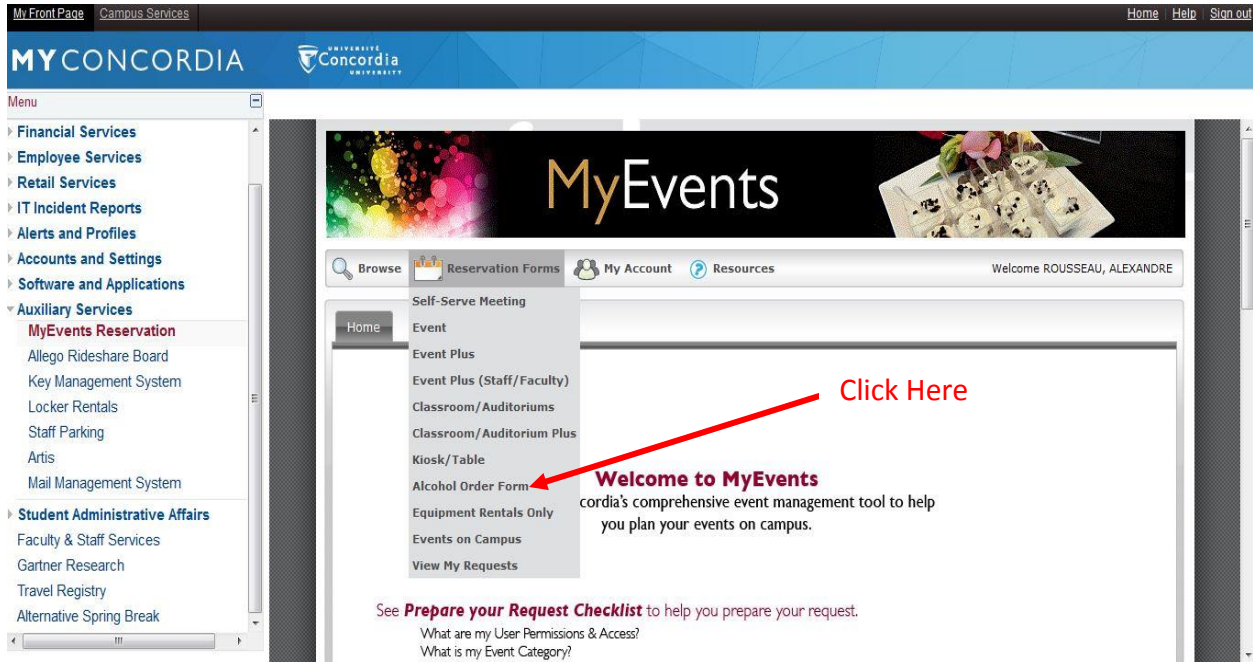
Step 4) Click on 'Start MyEvents'

The screenshot shows the MyEvents homepage. At the top, there is a navigation bar with 'My Front Page' and 'Campus Services' on the left, and 'Home', 'Help', and 'Sign out' on the right. Below this is the 'MYCONCORDIA' logo and the University of Concordia logo. A left-hand menu lists various services, with 'MyEvents Reservation' highlighted. The main content area features a large banner with the text 'MyEvents' and 'Welcome to MyEvents, Hospitality Concordia's comprehensive event management tool to help you plan your events on campus.' Below the banner are three buttons: 'Alcohol at Events', 'Food at Events', and 'University Resources'. A red arrow points from the text 'Click Here' to a dark red button labeled 'Start MyEvents'.

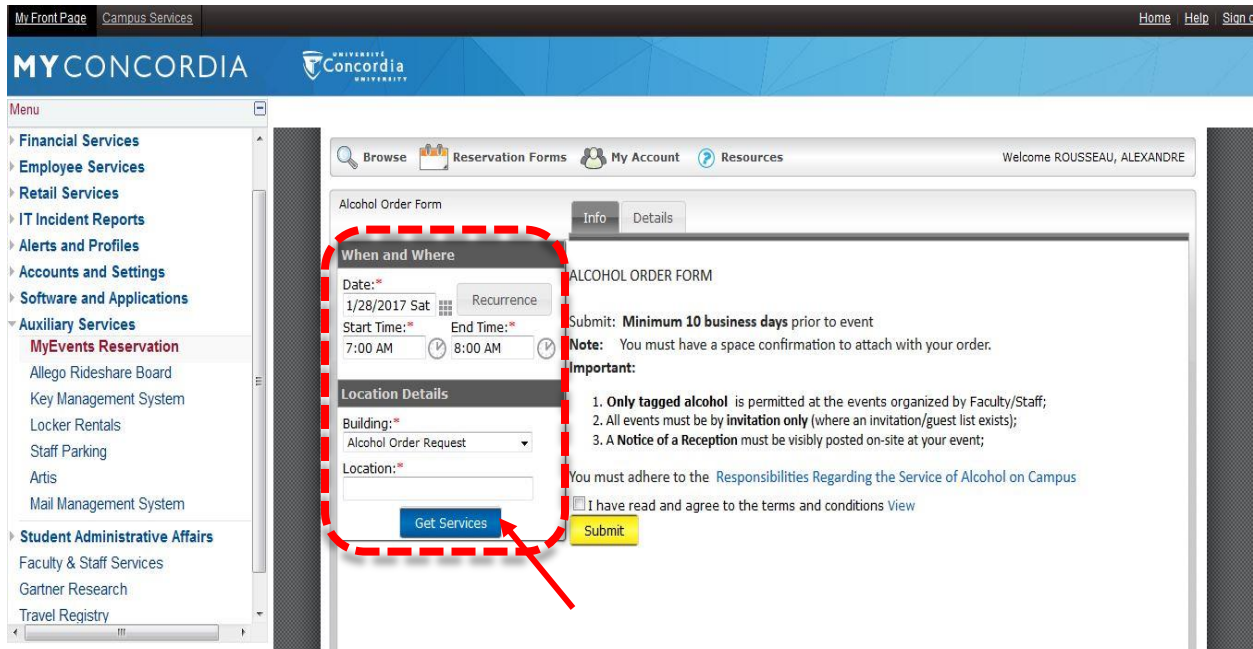
Step 5) Select 'Reservation Forms'

The screenshot shows the 'Reservation Forms' page within the MyEvents system. The top navigation bar is the same as in the previous screenshot. The left-hand menu is also visible. The main content area has a header with 'MyEvents' and a sub-header with 'Browse', 'Reservation Forms', 'My Account', and 'Resources'. A red arrow points from the text 'Click Here' to the 'Reservation Forms' link. Below the header, there is a 'Home' button and a large empty space. At the bottom, there is a 'Welcome to MyEvents' message and a link to 'Prepare your Request Checklist'.

Step 6) Click on 'Alcohol Order Form'



Step 7) Fill in the 'When and Where' and 'Location Details' Section only. Afterwards, click on 'Get Services'



Step 8) Fill in the Details of the Alcohol Order

The screenshot shows the 'MyEvents' interface. The 'Alcohol Order Form' is displayed with a 'Details' tab selected. The form is divided into several sections: 'When and Where' (Date, Start/End Time, Recurrence), 'Location Details' (Building, Location), 'Event Details' (Event Name, Event Type), 'Group Details' (Group, Requestor, Phone, Fax, Email), and 'Other Information' (Description). A red box highlights the 'Event Details', 'Group Details', and 'Other Information' sections. A red arrow points to the 'Details' tab.

Step 9) Ensure that you've read the terms and click on agree. Once the Form is complete, click on 'Submit'

The screenshot shows the 'University Bar Inventory' form. It lists various beer and wine options with checkboxes and prices. Below the inventory list is a 'Billing Information' section with a text input field for a budget code. At the bottom, there is a checkbox for 'I have read and agree to the terms and conditions' and a yellow 'Submit' button. A red arrow points to the 'Submit' button.

Click Submit