

How do I post an event and/or reserve a room?

1. Log into SPIKE (<http://spike.wharton.upenn.edu>) and click on “Calendar”.
2. Search SPIKE for the best time/date for your event to avoid conflicts with other events and increase attendance at your event.
 - No club events may conflict with Wharton Leadership Lectures (typically on Thursdays, between 4:30-6:00pm, unless otherwise noted) or with an MBA Career Management EIS which focuses on the same industry or function
 - The MBA Program Office and the MBA Career Management Office reserve the right to delete any event that is found to conflict or is deemed inappropriate or offensive
3. Click on “New Wharton Event” and complete all fields on the event form
 - Check the “private” box if your event is in the planning stages or if your event should not be seen by the entire Wharton community. Only the event poster and a select group of MBAPO and MBACM staff members classified as administrators will be able to see events marked as private
4. Be sure to select ALL the appropriate “tags” for your event (these can be found on the right side of the screen under the “Wharton Event Tags/Categories” heading).
 - Each club event should have at least four tags. All club events will have the “MBA” and “WGA Club” tags. Professional clubs will also have the “Professional” tag and the tag for the specific club name, while Athletic clubs will also have the “Athletic” tag and the tag for the specific club name, etc. For example, an IM club event, would have the following tags: MBA—WGA Clubs—Professional—Investment Management
 - For co-sponsored events, select the name of all clubs involved in the event
 - Tags increase the visibility for club events since students can search the calendar by event tags and can subscribe to a RSS feeds based on event tags
 - If an event is a private, closed-list, invite only employer event, be sure to click on the “Private Event” button to keep it hidden from the public view. Only the poster of the event and other administrators will be able to view private events, for purposes of avoiding conflicts when scheduling new events
5. Submit your event
 - If you need to reserve a room at Wharton, select “Continue to Room Request”. This will take you to the online room reservation form
 - *Room requests must be submitted 3 business days before your event. Facilities CAN NOT accommodate last minute requests. Space is subject to availability.*
 - Completing the room request form does not guarantee you a room at Wharton
 - Once a room has been assigned to an event, you will receive an email from Facilities that includes the room number. *It is your responsibility to enter this room number into your SPIKE listing*
 - If a room reservation at Wharton is not required, select “Save Event Only”. Your event will immediately be placed on the SPIKE calendar

How do I edit or delete a club event?

This is required when you add the room number received from facilities to your event posting.

1. Log into SPIKE (<http://spike.wharton.upenn.edu>) and click on “Calendar”
2. Click on the event to view the event details
3. Click on the edit or delete link, which is located next to the “Export to Personal Calendar” link
 - Only the person who posted the event and select administrators in the MBAPO and MBACM office can edit or delete the event
4. Enter the necessary changes and click on “Save Event Only”.

NOTE: If you need to change the date or time of your event, you must either:

- Delete the current event and create a new event including the completion of a new room request form. ALSO you must email Carl Piraneo (piraneo@wharton.upenn.edu) in facilities to cancel your previous room reservation
- Edit the current event and click “Continue to Room Request” to request a room at the new time/date. ALSO – you must email Carl Piraneo (piraneo@wharton.upenn.edu) in facilities to cancel your previous room reservation

Failure to follow these steps may result in charges for unused classroom space.