How to Book a Shuttle Bus:

**1.** Go to the TSU Calendar System: <http://www.tnstate.edu/calendarsys>

**2.** Log in using your tnstate username and password

**3.** Under “Reservation Templates,” choose Departmental Facility

Request,” (select “Book Now” on the right of the screen)

**4.** Enter the date, start time and end time

**5.** Under Locations: Please choose “Outdoor Area”

**6.** Under Set-up Types: Please choose “None Required”

**7.** Enter your attendance select “Find Space”

**8.** A list of areas will pop-up to your right, choose “TSU Shuttle” by

clicking on the blue plus button

**9.** Click “Continue” and proceed to enter the necessary details

**10.** Under “Add Services,” prompt will ask if you will need transportation, click “Yes”