In the Event Wizard, click on the space you’ve selected so that it shows under “Selected Locations”, so that you can see the dates that have conflicting reservations, then click 'View or Modify Occurrences' (just under the location name). Un-check the date(s) where there is a conflict. Click ‘Save Changes.’

1. Click here

2. UN-check the dates on which there is a conflict; leave checked the available dates, then ‘Save Changes.’
Pull up another location and click it over to ‘Selected Locations.’ Click ‘View or Modify Occurrences’ for this location and un-check the dates you do not need this space (i.e., the dates you just indicated you will use the first location). Click ‘Save Changes’ to close the ‘View or Modify …’ box.

3.

Repeat by entering a key part of another location name in the “Search by Location Name” field, click over to the right, and then click “View and Modify Occurrences.”

4.

Check ONLY the date/s you want to use this space. Click ‘Save Changes.’
Complete the remaining fields of your request. You can repeat these steps as many times as are needed to find a location for all the dates you need.

5.

Look here to see which space is requested on which dates.