HOW TO RESERVE COURSES FOR
VENTURE OUT
Welcome to the new Venture Out online request process. This quick guide will help you walk through the few steps required to request a course.

To request a course, first go to [http://ventureout.missouri.edu/request](http://ventureout.missouri.edu/request).
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Start by selecting the type of course and length. Don’t know what kind of course you want? Click course descriptions on the right-hand side of our request page. This will tell you about our different programs.
If you are looking to see if we are available on any given day, then click on **course availability** on the right-hand side of the page.
After you select your course type and length, pick your date and start time. Click continue to move on.

**Note:** you won’t be able to pick a start time that conflicts with another course we have at Venture Out.
Next, provide us with more information about your group, and what you would like to get out of the course. If you want to go back to pick a different time, type of course, or length, just click **change**.
Once you are ready, click **submit request** at the bottom of the page!
Finally, look at the confirmation page. From here you can **cancel**, **reschedule**, or **edit course information** if you realized you forgot something.
You can also register for an account. This will save all your information for the future.

If you’d like to add this course to your calendar, just click one of the calendar options. You’ll also be able to forward that event on to your participants.
An email confirming the request will come to your inbox shortly after you submit your request. If you do not get it, check your junk mail. The request confirmation will come from scheduling@acuitiescheduling.com. One of the beauties about our new software is you can now view, edit, or cancel your course without having to call or email us. These options are emailed to you and should look like this:

- View Appointment Details
- Add to iCal/Outlook Calendar
- Add to Google Calendar
Venture Out will email you in 2-5 business days with a contract for your group course. Once you have received a contract from us, double check the details (we’re only human, there might be a mistake), sign the contract, and send it back to us via email, snail mail, or fax mail. When we get your contract, we will email you to confirm your group reservation.

Here is our email, address, and fax number for you to return your contract.

**Email:** ventureout@missouri.edu

**Address:** MU Venture Out
2500 MU Student Center
Columbia, MO 65211

**Fax Number:** 573-884-7335