Kx Calendar
Charter Bus, Golf Cart, & Motorpool Reservations

Step 1. Go to: http://uccskx.uccs.edu/Client/Home/Index
Step 2. Select “FIND A SPACE” on the left side of the web page.

Step 3. Choose: Start Date, End Date, Start Time, End Time, Number of Attendees (total number of passengers including driver), Building/Motorpool (Charter Buses, Golf Cart, Motor Pool Vehicles).

Note: For the “Search Specific Room Name or Leave Blank” box you do not need to enter any information. Leave the default text (E.G: ‘GREEN CONFERENCE HALL’) in the box.
Step 4. Choose “NEXT” button (this will become available after all the required information has been selected/entered in Step 3).
Step 5. Select the Charter Bus, Golf Cart, or Motorpool vehicle you are requesting by clicking the appropriate checkmark(s).
Step 6. Choose “NEXT” button (this becomes available after a Charter Bus, Golf Cart, or Motorpool vehicle has been selected).
Step 7. Enter “Personal Information” (First/Last Name, Email, & Telephone).
Step 8. Enter “Company Information” (the department you work in for the University).
Step 9. Enter “About Event” information (for “Event Title” put in your driving destination).
Step 10. Enter “Other Details” information (select “N/A – Motorpool” and “Other” for the first two questions. Choose “No” or “None” for the rest of the questions not related to Charter Buses, Golf Carts, or Motorpool vehicles).
Step 11. Choose “NEXT” button (the button becomes available when all required questions have been answered under “Other Details”).
Step 12. Review & confirm your Charter Bus, Golf Cart, or Motorpool vehicle request (click “CONFIRM” button after reviewing for accuracy).
Step 13. Save reservation request for your records (you will also receive an email from Event Services regarding your submitted online request).