

Reserving Space at the Mississippi State Capitol

1. Visit our portal log-in page at <https://ues.skire.com/portal> (Internet Explorer is required)
2. Log in using the following information: (username and password are both case sensitive)
 - a. **Username:** mscapreserve
 - b. **Password:** **This password will change every month**

Please visit <http://www.dfa.state.ms.us/Content/NewCapschedule.htm>

The current password will be in *red text* on the left side of this page

3. Click New (in the top left corner, under the blue bar and above the red words)
 - a. Select "Capital Reservation Request"
 - i. Fill out the form that comes up

1. The following fields are required:

1. Event Title
2. Primary Event Type
3. Event Purpose

ORGANIZATION DETAIL BLOCK

4. Organization Name
5. Organization Phone #
6. Organization Address
7. Organization City
8. Organization State
9. Organization Zip

CONTACT DETAIL BLOCK

10. Address Different from above? if yes is selected then the following fields will be required:

- a. Primary Contact
- b. Primary Address
- c. Primary City
- d. Primary State
- e. Primary Zip
- f. Primary Phone #
- g. Primary Email

11. Address Different from above? If no is selected then the following fields will be required:

- a. Alternate Contact
- b. Alternate Phone #
- c. Alternate Email

REQUESTED SCHEDULE BLOCK

12. Event Date
13. Access Time for Setup
14. Event Start Time
15. Event End Time
16. Tables Needed
17. Chairs Needed

REQUESTED LOCATION BLOCK

18. None Required

STATE CAPITAL RESERVATIONS POLICIES AND PROCEDURES BLOCK

19. Requestor ID (if other contact is selected then the following fields will be required:

- a. Other Contact Name
- b. Other Phone #
- c. Other Email

20. I agree

COMMENTS BLOCK

21. None required

- b. When the reservation form has been completed please use the "Submit" button in the top left hand corner of the popup to submit your reservation.

If you have any questions or difficulty with reserving space at the State Capitol please do not hesitate to contact Meg Lake at LakeM@dfa.state.ms.us or 601-359-5031.