

# Scheduling your first request with SPIRIT

Requests can be made in advance at any time during the day or night.

The form has three main sections that must be completed.

## 1. Enter your name and institution

If you have used the *SPIRIT Scheduler* on this telescope before, select your name from the drop-down list.

If this is your first time, create a yourself as a new 'project'



**IMPORTANT: Ensure the project title includes your institution and full name:**

Example 1: *UWA Phys 3003 Alice Smith*

Example 2: *Willetton SHS, Tom Jones*

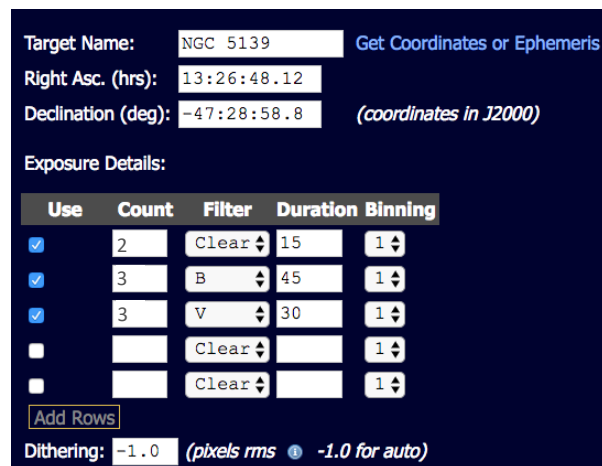
## 2. Enter the target and imaging details

The format and use should be familiar to you if you have used *SPIRIT* before.

Enter target name and select [Get Coordinates](#) or manually enter the object's J2000 coordinates. Enter your image count, filter and exposure details.

**BEGINNERS: Basic requests should not exceed 1 hour of total exposure time per target.**

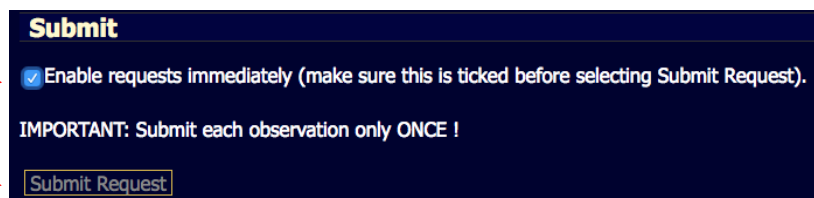
**IMPORTANT: Before proceeding, double check your target and exposure details.**



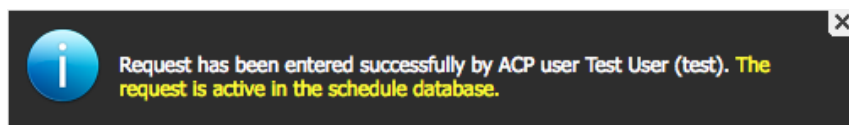
## 3. Submit your request

Ensure this box is checked

Click "Submit" ONCE.



Success !



For further information on how to receive automated email alerts, download images etc., refer to the guide *Advanced Scheduling with SPIRIT* available on the Guides and Documents page of the *SPIRIT Web Site*.