EMS Training Tutorial

How to make an online reservation
Why Online Reservations

• Online reservations are the first to be processed.
• It is faster on both your end and ours.
• Ensures information is all correct, such as contact information.
Where to Find Meeting Room Requests

Step 1: Go to the Wisconsin Union website at https://union.wisc.edu/

Step 2: At the top of the page, hover your mouse over the “Host Your Event” tab.

Step 3: Select the “Request a Reservation” option.

Step 4: At the top of the “Request a Reservation” page, choose the first option, which is “Log In to Request a Meeting Space.”
EMS Home Page:

- At the bottom of the EMS home page will be information on starting your reservation request.
- This information includes:
  - Our office times and contact information
  - The proper template you will need for your reservation
  - Additional AV and equipment pricing
EMS: Online Reservation System

EMS Functions:
• Under “Home” on the left side of the page are a number of other EMS functions.
  • Selecting “Create a Reservation” will bring you to the template page for your event
  • Selecting “My Event” will bring you to a list of reservations you have made through EMS.
    • Information, such as event status and reservation numbers can also be found on this page.
  • Selecting “Events” will bring you to the full list of events happening in the Wisconsin Union buildings, campus classrooms, the Student Activity Center (SAC), or outdoor spaces.
    • This list is also known as the “T.I.T.U.,” or “Today in the Union.”
Creating Your Reservation

How to create your reservation:

Step 1: Select the correct reservation template

• The “Campus Classroom Request” template will be used for education buildings, such as Humanities or Computer Sciences
• The “Wisconsin Union Meeting Room Request” will be used for meeting spaces between both Memorial Union and Union South.
  • You will be able to specify your building preference further in the process.
Creating Your Reservation: Meeting Rooms

This is what the first tab (the “Rooms” tab) on the online form for a Union meeting room will look like
Creating Your Reservation: Meeting Rooms

**Online Request Form:**

Step 1: Fill out the date and time of your event.
Step 2: Add how many people will be attending this event.
Step 3: Hit the search button.

Step 4: After hitting search, Memorial Union and Union South will show up as options. Choose the Green plus sign next to whichever building you want your event to be in.

- Please note that space may not always be available in the building you choose.
Creating Your Reservation: Meeting Rooms

Step 5: Once you select the green plus sign, this pop-up will appear. Now you can choose what kind of setup you would like for your event

- You can find examples of setups on the Wisconsin Union website under “Host Your Event: Spaces and Facilities.”
- Room selections will be made mainly based off the number of people attending and the room setup selected.

Step 6: Click the “Add Room” button after you choose the setup type.

Step 7: The pop-up will disappear and you can click “Next Step in the right corner.”
Creating Your Reservation: Meeting Rooms

The second tab of the online reservation form is the “Services” tab. On this tab you can select AV needs, such as a laptop or projection package. If you need additional AV or equipment, you can add this information on the next tab.

Step 8: Once adding the AV needed (if any is needed) hit “Next Step” again.
Creating Your Reservation: Meeting Rooms

This is the third, and final, tab for the online reservation form.
Creating Your Reservation: Meeting Rooms

Step 9: Fill in the name of the event and what type of event it is.

Step 10: Select the group or department this event is for by hitting the magnifying glass to the right of the “Group*” bar.
   • This step can be tricky, but there is a way to make it easy. If you search “%” with a keyword from your group name following it, all opinions for that keyword will appear.
   • If this for a Wisconsin Union department, always type in “WU department name” to find your group.

Step 11: When group has been selected, hit close.
Creating Your Reservation: Meeting Rooms

Step 12: Once you select a group add the primary contact information for your event.

- If your name is not listed in the contacts, choose “temporary contact and insert your name in the “1st Contact Name*”

Step 13: If you have any additional notes or request that were not in the online form you may list them in the “additional Information/Notes section.

Step 14: Select if you would like food or not at your event.

*These last two steps are not required to submit form
Creating Your Reservation: Meeting Rooms

Step 15: Click the “Create Reservation” button on the bottom right side of page. This pop-up will appear after. Select “OK” and your event has been created!