

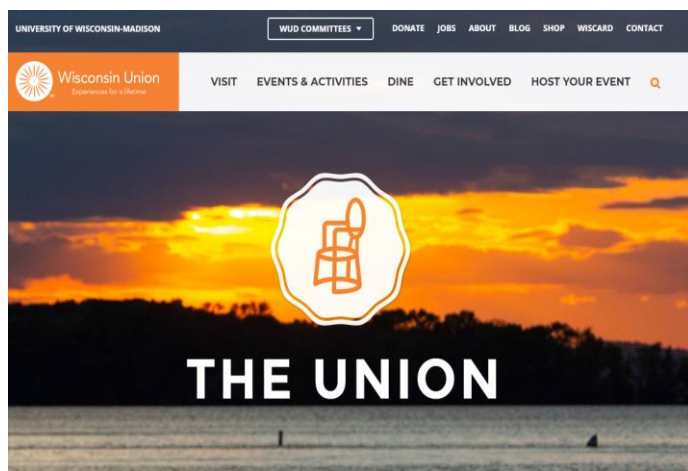
EMS Training Tutorial

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/>

[Home](#) < [Host Your Event](#) < Request a Reservation

REQUEST A RESERVATION

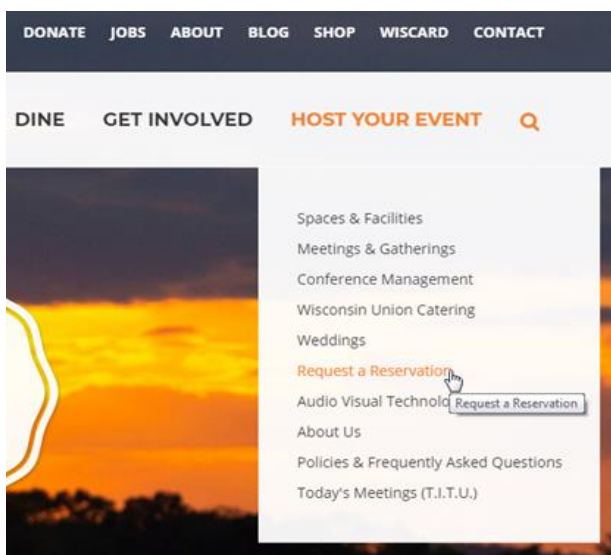
Online Reservations



Meeting Room Request

If you are a Registered Student Organization or a UW-Madison Department, log in here to start your reservation request for Wisconsin Union meeting rooms.

[LOG IN TO REQUEST A MEETING SPACE](#)

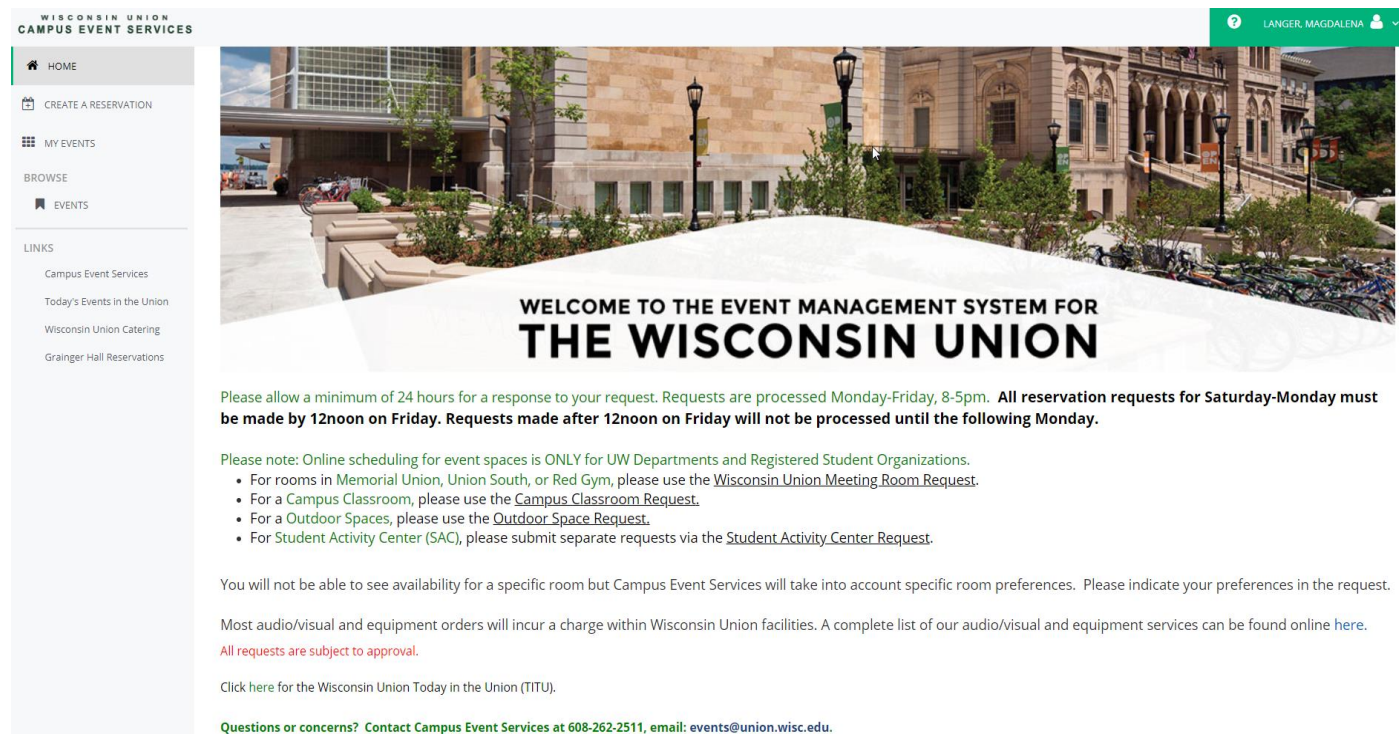


Step 2: At the top of the page, hover your mouse over the “Host Your Event” tab.

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: Online Reservation System



WISCONSIN UNION
CAMPUS EVENT SERVICES

LANGER, MAGDALENA

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LINKS

- Campus Event Services
- Today's Events in the Union
- Wisconsin Union Catering
- Granger Hall Reservations

**WELCOME TO THE EVENT MANAGEMENT SYSTEM FOR
THE WISCONSIN UNION**

Please allow a minimum of 24 hours for a response to your request. Requests are processed Monday-Friday, 8-5pm. All reservation requests for Saturday-Monday must be made by 12noon on Friday. Requests made after 12noon on Friday will not be processed until the following Monday.

Please note: Online scheduling for event spaces is ONLY for UW Departments and Registered Student Organizations.

- For rooms in Memorial Union, Union South, or Red Gym, please use the [Wisconsin Union Meeting Room Request](#).
- For a Campus Classroom, please use the [Campus Classroom Request](#).
- For a Outdoor Spaces, please use the [Outdoor Space Request](#).
- For Student Activity Center (SAC), please submit separate requests via the [Student Activity Center Request](#).

You will not be able to see availability for a specific room but Campus Event Services will take into account specific room preferences. Please indicate your preferences in the request.

Most audio/visual and equipment orders will incur a charge within Wisconsin Union facilities. A complete list of our audio/visual and equipment services can be found online [here](#).
All requests are subject to approval.

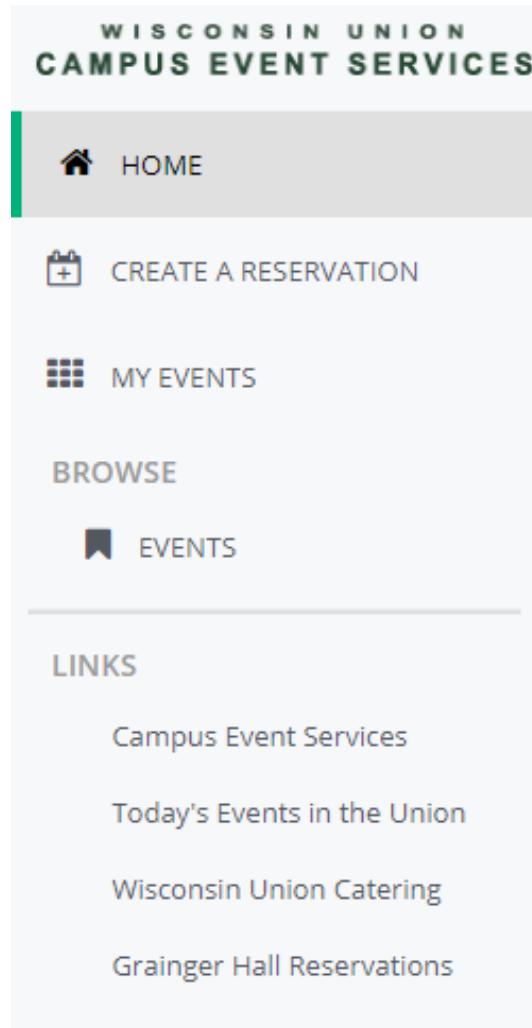
[Click here](#) for the Wisconsin Union Today in the Union (TITU).

Questions or concerns? Contact Campus Event Services at 608-262-2511, email: events@union.wisc.edu.

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

WISCONSIN UNION
CAMPUS EVENT SERVICES

Room Request

LANGER, MAGDALENA

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LINKS

Campus Event Services

My Reservation Templates

Campus Classroom Requests	book now	about
Outdoor Space Requests	book now	about
Student Activity Center Requests	book now	about
Wheelhouse Studio Room Request	book now	about
Wisconsin Union Meeting Room Request	book now	about

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

The screenshot shows the 'Room Request' interface for the Wisconsin Union Campus Event Services. At the top left, the logo for 'WISCONSIN UNION CAMPUS EVENT SERVICES' is displayed. The page title is 'Room Request'. In the top right corner, there is a user profile section for 'LANGER, MAGDALENA' with a help icon and a dropdown arrow. Below this, a navigation bar shows '1 Rooms' (highlighted), '2 Services', and '3 Reservation Details'. To the right of the navigation bar, there is a 'My Cart (0)' icon and a 'Create Reservation' button. The main content area is titled 'New Booking for Wed Aug 7, 2019' with a 'Next Step' button. The interface is divided into two main columns. The left column contains search filters: 'Date & Time' (Date: Wed 08/07/2019, Recurrence, Start Time: 12:00 PM, End Time: 1:00 PM, Time zone: Central Time), 'Locations' (all, Add/Remove), and 'Setup Types' (no preference, Add/Remove). The right column is titled 'Selected Rooms' and contains the text 'Your selected Rooms will appear here.' Below this is the 'Room Search Results' section with the text 'Rooms matching your search criteria will appear here.' There are two 'Search' buttons at the bottom of the filter sections.

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

Date & Time

Date: Thu 10/31/2019

Start Time: 8:30 PM End Time: 9:30 PM

Create booking in this time zone: Central Time

Locations: (all)

Let Me Search For A Room

Setup Types: (no preference)

Number of People: 25

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.

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST **SCHEDULE**

Favorite Rooms only.

	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Rooms You Can Request																	
Memorial Union (CT) Cap																	
<input checked="" type="checkbox"/> Memorial Union ... 2000																	
<input type="checkbox"/> Memorial Union Meeting Room																	
<input checked="" type="checkbox"/> Union South Meeti... 2000																	

Availability Legend

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

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

25

Setup Type *

- Setup: Circle of Chairs
- Setup: Classroom
- Setup: Cleared Room
- Setup: Conference Table
- Setup: Custom Diagram
- Setup: Dining
- Setup: Herringbone
- Setup: Square
- Setup: Theater Seating
- Setup: U Shape

9 10 11 12 PM 1 2 3 4 5 6

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

✕ Wisconsin Union Meeting Room Request ⓘ

🛒 My Cart (1)

Create Reservation

1 Rooms

2 Services

3 Reservation Details

Services For Your Reservation

Next Step

Production- AV ⓘ

Start Time [CT]

8:30 PM

End Time [CT]

9:30 PM

Service Type

Audio Visual

Computer

UPDATED Laptop Computer (Mac)

UPDATED Laptop Computer (PC)

Video

UPDATED Meeting Room Projection Package

Services Summary

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

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

Additional Information ?

Additional information/notes

Outside food is not permitted in Wisconsin Union/Red Gym meeting rooms. Would you like to order food for your event? If so, an event planner will follow-up with your request for more information shortly.

This is the third, and final, tab for the online reservation form.

Creating Your Reservation: Meeting Rooms

Event Details

Event Name *

TEST RESERVATION

Event Type *

Meeting

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

Group Details

Group *



Groups you can book for



%hist



Art History Gradforum

Art History Society (AHS)

Art History, Dept of

Diamondway Buddhist Student Meditation Group (DWB)

History of Science, Dept of

History of Science/Medicine/Tech Grad Council

History, Dept of

SGL-USA Buddhist Badgers

Wisconsin Historical Society

City

Close

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

1st Contact

(temporary contact) ▼

1st Contact Name *

Maggie Langer

1st Contact Phone *

608.262.2511

1st Contact Email Address *

events@union.wisc.edu

Additional Information

Additional information/notes

Would like a Whiteboard as well

Outside food is not permitted in Wisconsin Union/Red Gym meeting rooms. Would you like to order food for your event? If so, an event planner will follow-up with your request for more information shortly.

NO ▼

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*”

*These last two steps are not required to submit form
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.

Creating Your Reservation: Meeting Rooms

Help

Thank you for your space **request**. Your request has been received and will be processed. Please allow **a minimum of (1) business day** for a response to your request. More time may be needed as there may be specific questions regarding your request. Your space needs will be reviewed and the best possible space available will be assigned. **Specific room assignments will not be confirmed until (1) week prior to your event.**

**Requests are processed Monday-Friday, 8-5pm. Please note: All reservation requests for Saturday - Monday must be made by 12noon on Friday. Requests made after 12noon on Friday will not be processed until the following Monday.*

Thank you,
Campus Event Services Office
(608) 262-2511
events@union.wisc.edu

OK

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!