Student Activity Center Request Tutorial

How to make an Online Reservation
Where to find SAC Room Requests

Step 1:
• Go to the Union website found 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:
• On the Request a Reservation Page, the SAC request form will be found under “Meeting Room Request”. Please select “Log In to Request” to start the reservation.
EMS: Online Reservation System

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

Please allow a minimum of 24 hours for a response to your request. Requests are processed Monday-Friday, 8-4:30 pm.

All reservation requests for Saturday-Monday must be made by 12 PM on Friday. Requests made after 12 PM on Friday will not be processed until the following Monday.

A tutorial on requesting meeting room space can be found here.
A tutorial on requesting campus classroom space can be found here.
A tutorial on requesting a literature table can be found here.
A tutorial on requesting outdoor space can be found here.
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: SAC

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 Memorial Union and Union South
- The “Student Activity Center Meeting Room” is for rooms on the 3rd and 4th floor of the SAC in East Campus Mall
Creating Your Reservation: SAC

**Step 2:** Add Date and Time Information
- Select recurrence if you have multiple dates for the semester to reserve

**Step 3:** Add how many people will be attending the event
- Tip: If you cannot see the “Number of People” counter, please click the drop-down arrow on the “Let Me Search for a Room” tab. A room will not populate if this is not filled out.

**Step 4:** Hit “Search”

**Step 5:** After hitting search, the list of rooms will populate. Choose the green plus sign next to whichever room you want your event to be in.
- Please note that specific rooms will not populate if your guest count is over the room’s capacity
Creating Your Reservation: SAC

**Step 6:** Once you select the green plus sign, this pop-up will appear. Now you can choose what setup for the event you would like.

**Step 7:** Click the “Add Room” button after you choose your setup type.

**Step 8:** The pop-up will disappear and you can click “Next Step” in the right corner.
Creating Your Reservation: SAC

**Step 9:** Fill out the name of the event and what type of event it is

**Step 10:** Select the group or department your group is with 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 options for that keyword will appear.

**Step 11:** Fill in the contact information
• If your name is not listed in the contacts, choose “temporary contact” and insert your name in the “1st Contact Name*”
Creating Your Reservation: SAC

Step 12: Click the “Create a Reservation” button on the bottom right side of the page. This pop-up will appear after. Select “OK” after and your event has been created!

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.

Thank you,
Student Activity Center
333 East Campus Mall
(608) 890-2966
sac@asm.wisc.edu