Campus Classroom Reservation Tutorial

How to reserve a campus classroom
Things To Note:

• The Campus Event Services office and the Curricular Services office work together to confirm general campus classrooms. Due to this, specific rooms may not be confirmed until a week prior to the event date.

• Specific classrooms may not be chosen by the event requestor. The requestor may add a room/building preference to their reservation, and all preferences will be taken into account. However, specific rooms are not guaranteed.

• Some rooms do not apply as “general assignment rooms.” The Campus Event Services office, and the Curricular Services office do not make reservations in these spaces.

• The Campus Event Services office does not reserve any Grainger Hall spaces. To do so, please go to this link: https://bus.wisc.edu/about-us/event-services.

• If you would like to make a reservation in a Wisconsin Union building, please follow the tutorial that is located under the “Meeting Room Request” on the Wisconsin Union, “Request a Reservation” page.
Where to Find EMS

1. Go to the home page on the Wisconsin Union website
2. Hover your mouse over the words “Host your Event.”
3. Select “Request a Reservation”
Where to Find EMS

4. Once you hit “Request a Reservation you will be redirected to this page.
5. Under the “Meeting Room Request” option, select “Log in to Request a Meeting Space.”
How to Create a Reservation

This is the Home EMS Page! This is where you can make multiple online reservations for many different places on the UW campus!
How to Create a Reservation

On the top-left of the page is where you can find the different functions of EMS

- The “My Events” tool will list any reservations that you have created on this system
- The “Events” tool will show you all of the events happening around campus that have been reserved in this system.
- The links will bring you to the information pages of listed option

When making a reservation, you will want to choose the “Create a Reservation” tool.

Helpful Tip!
If you do not see the “Create A Reservation” option please email events@union.wisc.edu with your name, your NetID and your organization. We will need to update your account.
On this page, you can choose what type of request you are looking to make. For this tutorial, we will be following the “Campus Classroom Request.”

1. Select book now that falls next the “Campus Classroom Requests” option
2. On the “Rooms” tab, you will need to fill in the time and date of your event, and the number of people attending, like show in this picture.
How to Create a Reservation

3. Hit search once you fill in the times, date, and number of people.
4. After hitting search, this will appear in the middle of the page.
5. Click on the green plus sign next to where it says “Classroom Requests.”
6. A pop-up will appear that will ask you to fill in the number of attendees and the setup type you would like for your event.
7. After filling in this information you can select “Add Room.”
8. You can now go to the “Reservation Details” tab.
How to Create a Reservation

9. Fill out the “Event Name,” and “Event Type.”

10. Select the magnifying glass next to the “Group” box to search for your group/department.
How to Create a Reservation

11. A pop-up will appear that will allow you to search, and find your group name.
   * If you are having difficulties finding your event try searching the “%” with a keyword from your group’s name following it.

12. Once you find your group, fill in the contact information.
How to Create a Reservation

13. Next, you can fill out any additional information you would like to list about your reservation.
14. You can fill in any specific room/building requests you may have.
15. You can also choose if you will need A/V at your event.

16. Finally, hit the green “Create Reservation” button and you are done!