

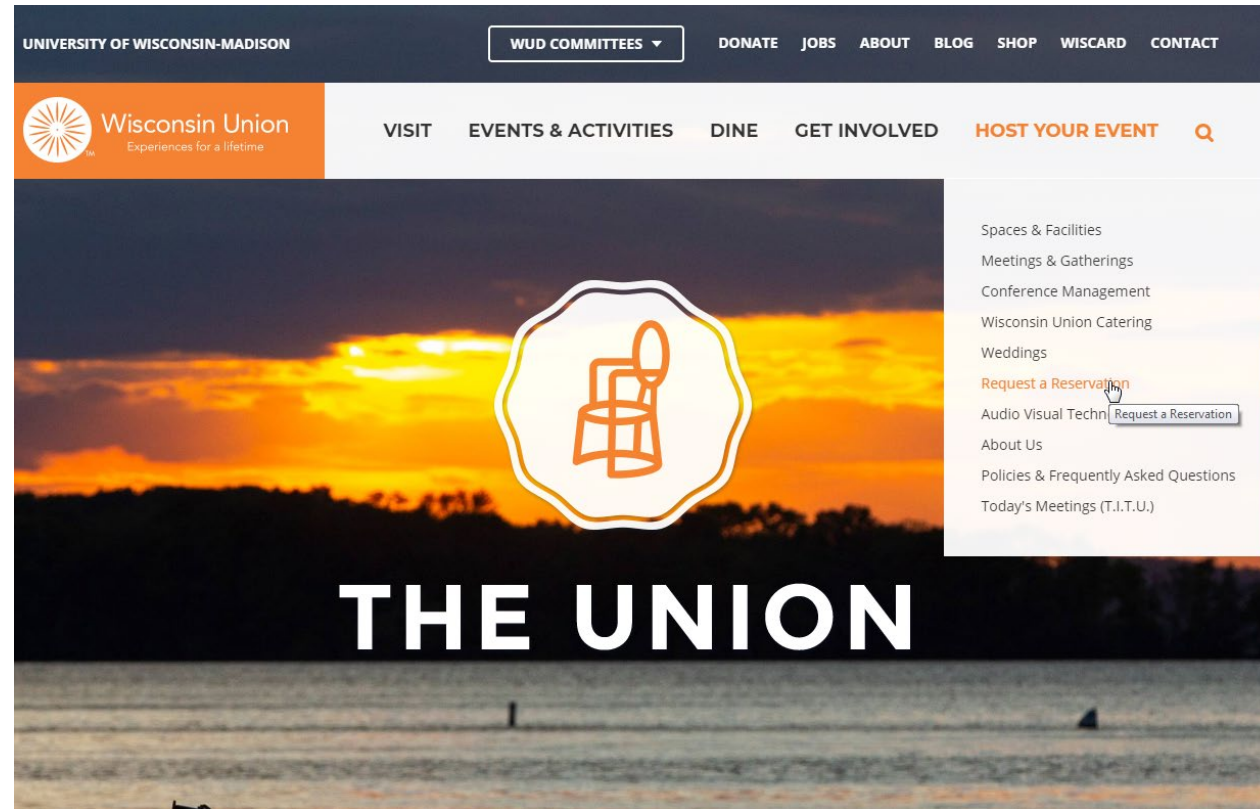
Campus Classroom Reservation Tutorial

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

[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.

Need Help? Take me to space request [tutorial](#)

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

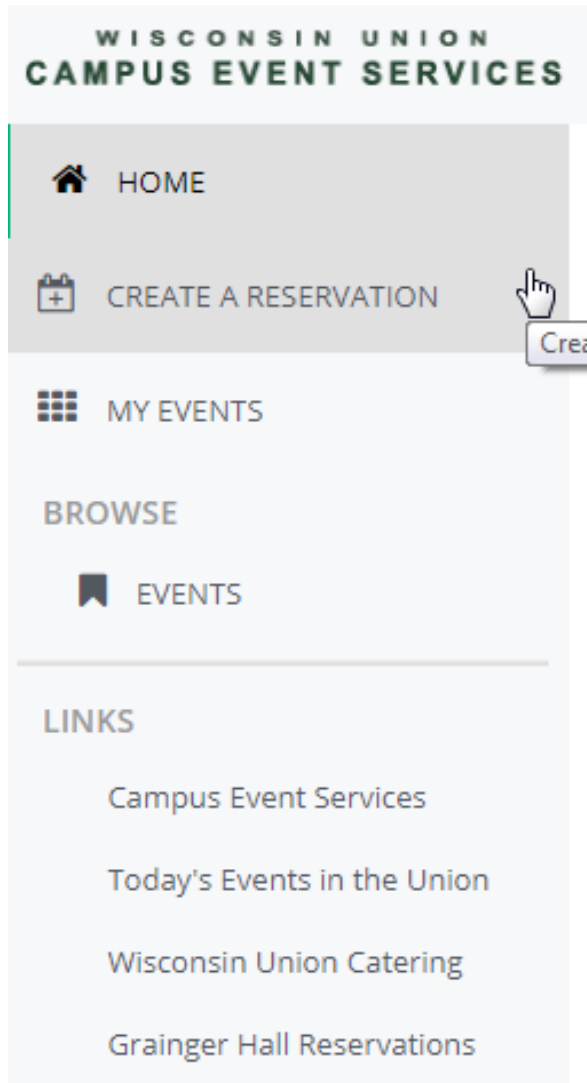
4. Once you hit “Request a Reservation you will be redirected to this page.
5. Under the “Meeting Room Request” option, select “Log in to Request a Meeting Space.”

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.

How to Create a Reservation

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

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

How to Create a Reservation

✕ Campus Classroom Requests ⓘ


My Cart (0) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Thu Oct 31, 2019

Next Step

Date & Time

Date
Thu 10/31/2019  Recurrence

Start Time
5:00 PM  End Time
6:00 PM 

Create booking in this time zone
Central Time

Locations
(all) [Add/Remove](#)

Search

Let Me Search For A Room

Setup Types
(no preference) [Add/Remove](#)

Number of People
13

Search

I Know What Room I Want

Selected Rooms


Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

New Booking for Thu Oct 31, 2019

Date & Time

Date
Thu 10/31/2019  Recurrence

Start Time
5:00 PM  End Time
6:00 PM 

Create booking in this time zone
Central Time

Locations
(all) [Add/Remove](#)

Search

Let Me Search For A Room

Setup Types
(no preference) [Add/Remove](#)

Number of People
13

Search

I Know What Room I Want

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

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST **SCHEDULE**

Favorite Rooms only.


Find A Room

Search

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 7 8 AM 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

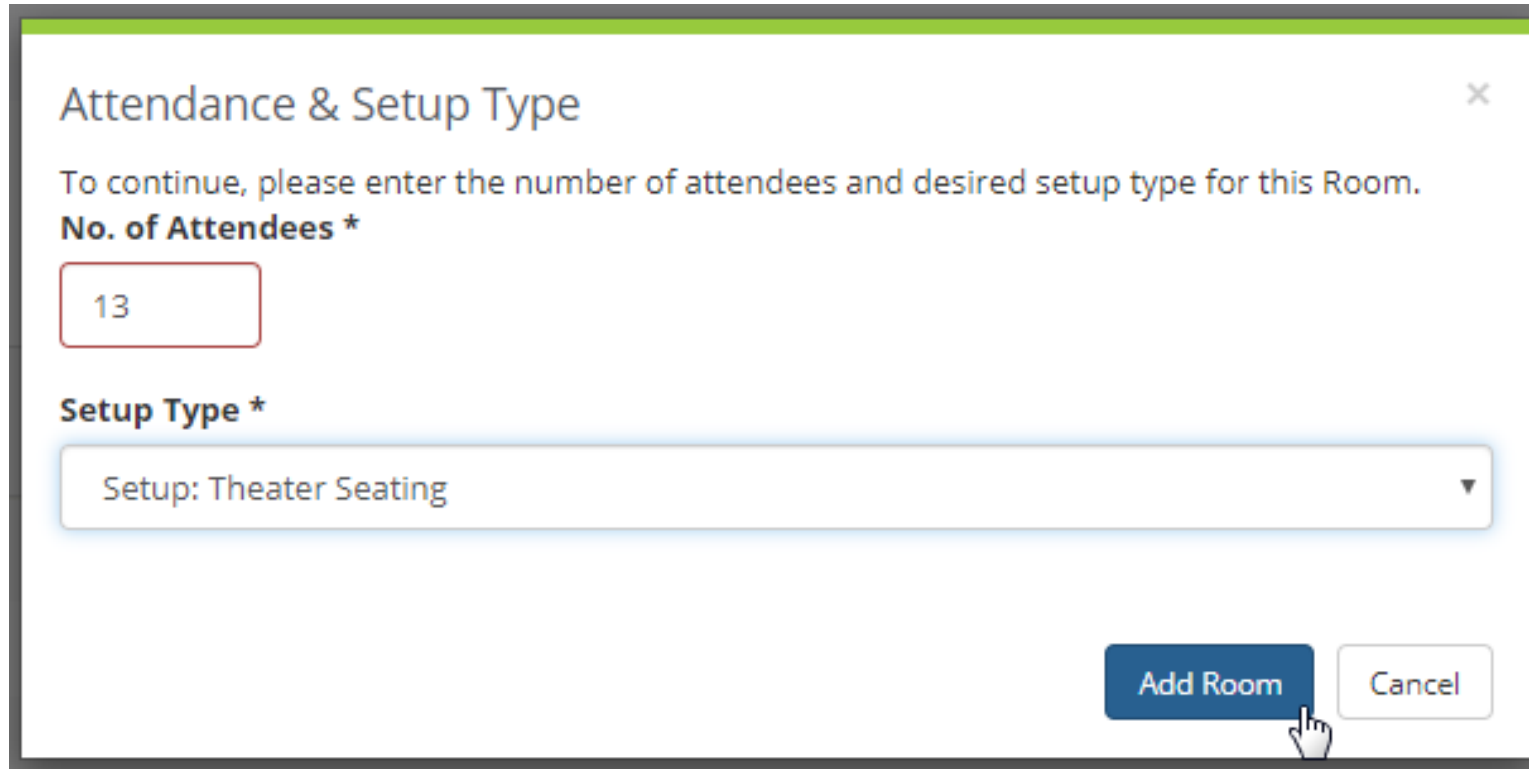
 Classroom requests 2000

Classroom requests

Availability Legend

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.”

How to Create a Reservation



A screenshot of a web application pop-up window titled "Attendance & Setup Type". The window has a close button (X) in the top right corner. Below the title, there is a prompt: "To continue, please enter the number of attendees and desired setup type for this Room." The form contains two main sections: "No. of Attendees *" with a text input field containing the number "13", and "Setup Type *" with a dropdown menu currently showing "Setup: Theater Seating". At the bottom right of the form, there are two buttons: a blue "Add Room" button and a white "Cancel" button. A mouse cursor is pointing at the "Add Room" button.

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."

How to Create a Reservation

× Campus Classroom Requests ⓘ

My Cart (1)

Create Reservation

1 Rooms

2 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *



1st Contact

Additional Information



Additional information/notes

Do you have a campus building/campus room preference? *

Do you need the capability of projection in room? *

Create Reservation

8. You can now go to the “Reservation Details” tab.

How to Create a Reservation

Reservation Details

Event Details

Event Name *

TEST RESERVATION

Event Type *

Meeting

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

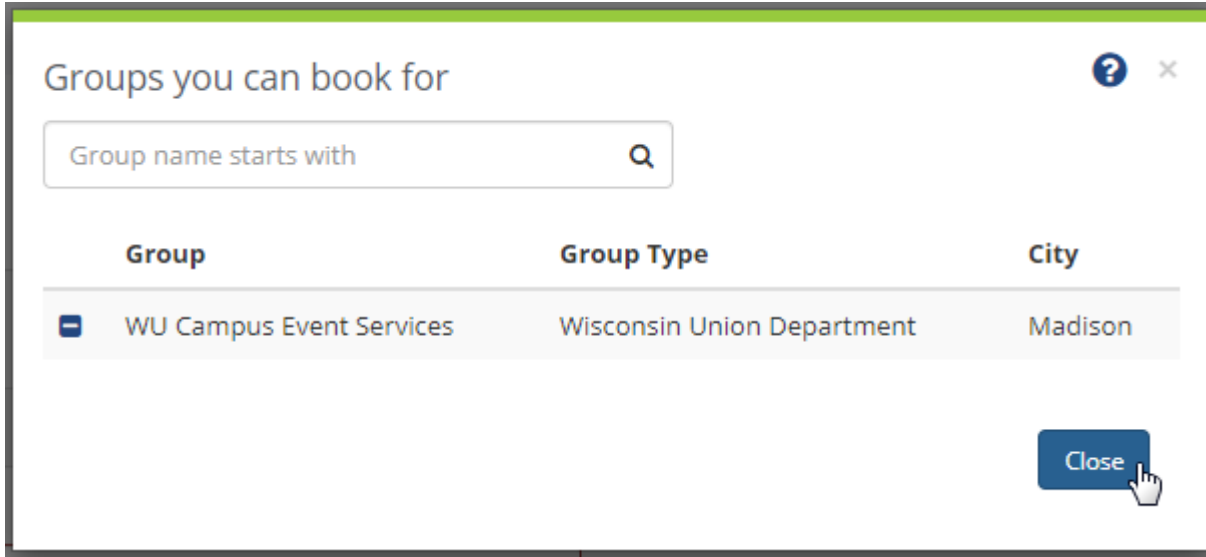
Group Details

Group *




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

How to Create a Reservation



Groups you can book for

Group name starts with

Group	Group Type	City
 WU Campus Event Services	Wisconsin Union Department	Madison

Close

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.

Group *

1st Contact

1st Contact Phone *

1st Contact Email Address *



12. Once you find your group, fill in the contact information.

1st Contact Fax

How to Create a Reservation

Additional Information

Additional information/notes

Do you have a campus building/campus room preference? *

Please list your campus building/room preference.

Do you need the capability of projection in room? *

Additional Information



Additional information/notes

Do you have a campus building/campus room preference? *

Please list your campus building/room preference.

Do you need the capability of projection in room? *

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!

Create Reservation