Campus Event Services Office
Online Booking 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: 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
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.

Tip: If you cannot see the ‘Number of People’ counter please click the drop down arrow at ‘Let Me Search For A Room’
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.”
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 is 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!
Where to Find Banquet 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.”