

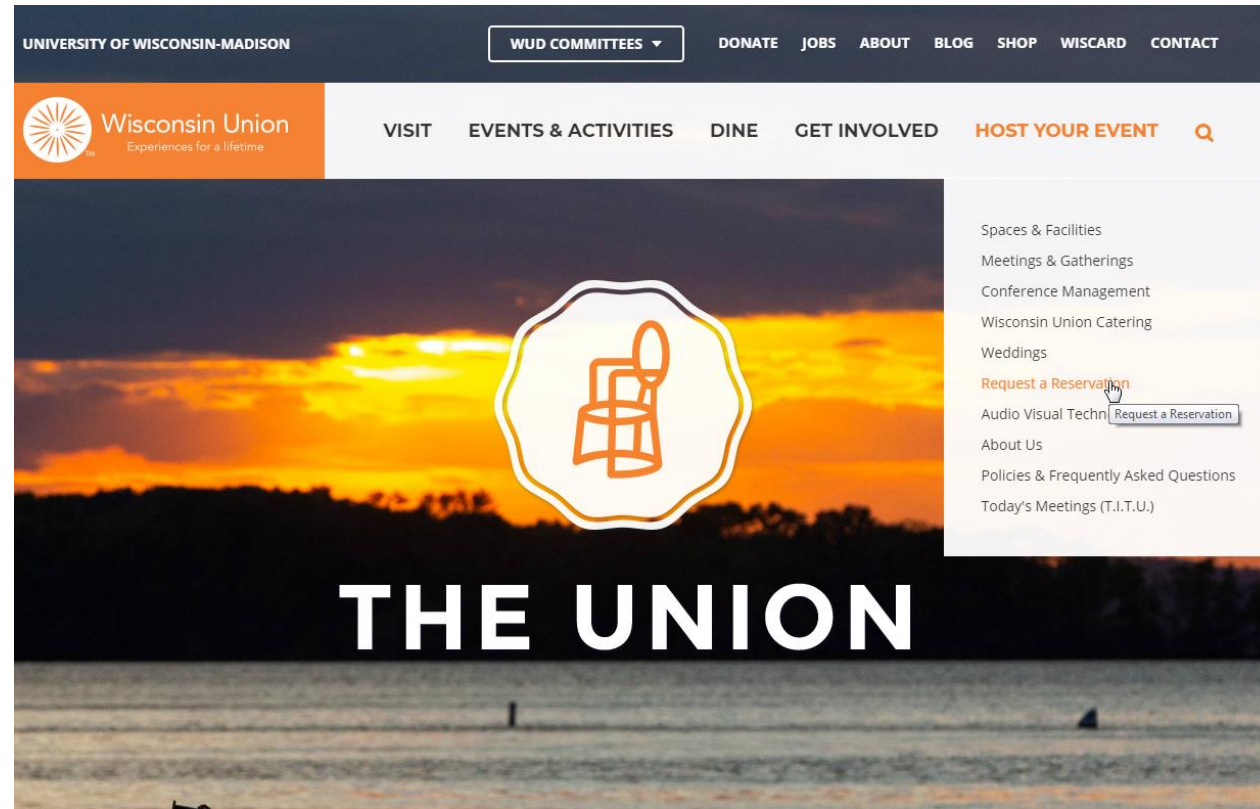
# Campus Classroom Reservation Tutorial

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

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### 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**



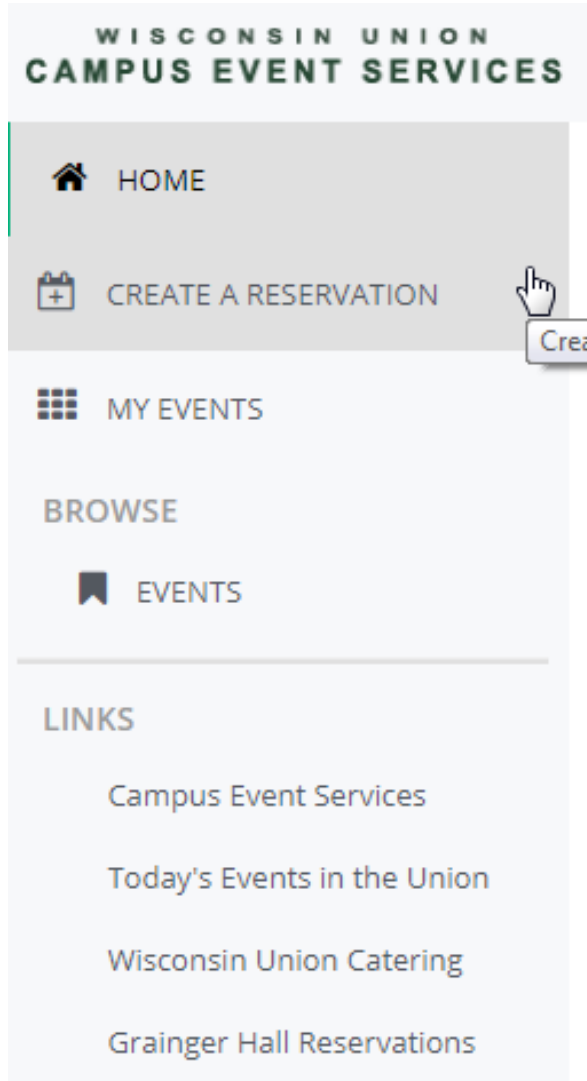
4. Once you hit “Request a Reservation you will be redirected to this page.
5. Under the “Meeting Room Request” option, select “Log in to Request a Meeting Space.”

# 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](mailto: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	<a href="#">book now</a> <a href="#">about</a>
Outdoor Space Requests	<a href="#">book now</a> <a href="#">about</a>
Student Activity Center Requests	<a href="#">book now</a> <a href="#">about</a>
Wheelhouse Studio Room Request	<a href="#">book now</a> <a href="#">about</a>
Wisconsin Union Meeting Room Request	<a href="#">book now</a> <a href="#">about</a>

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

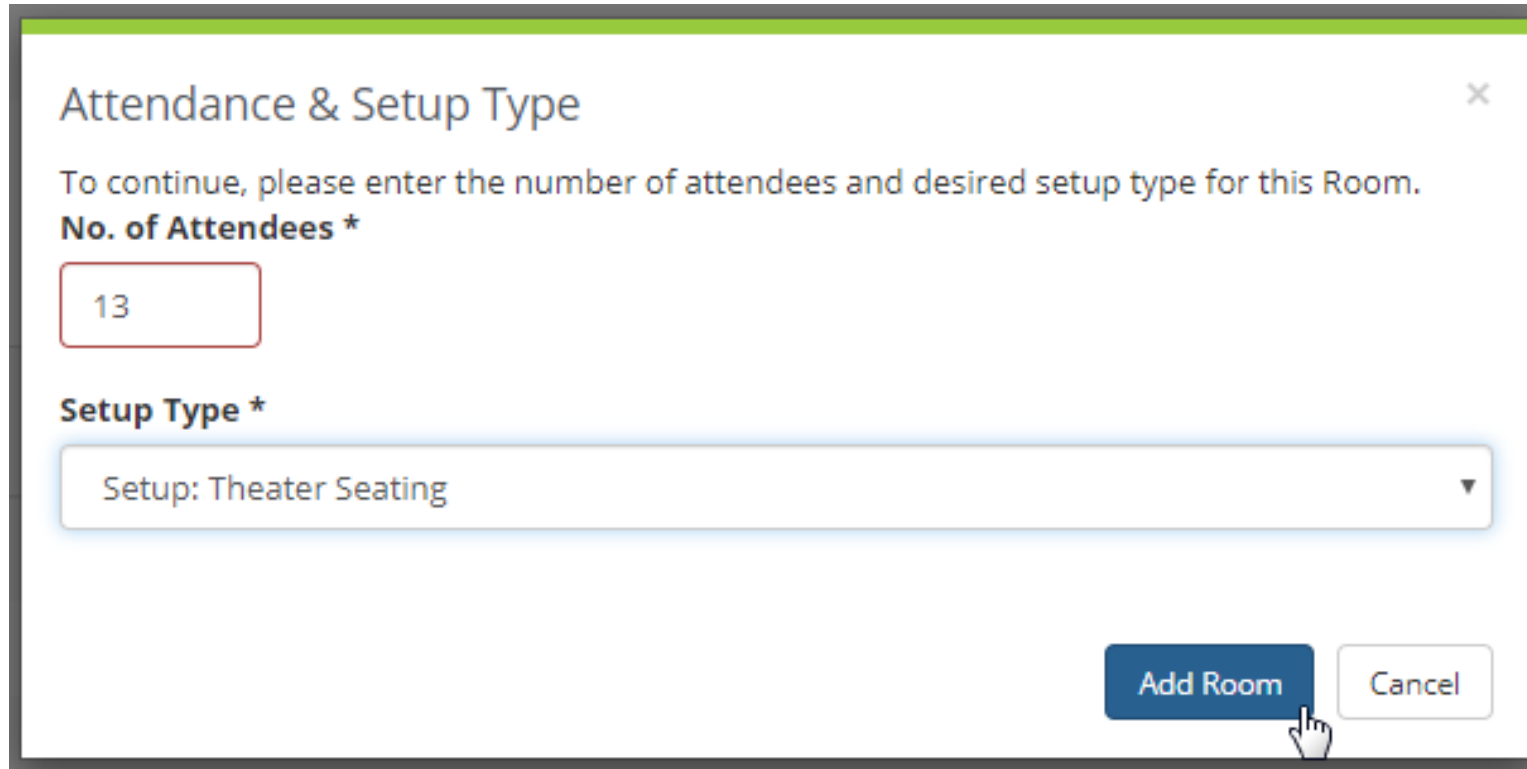
 Classroom requests 2000

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" with a close button (X) in the top right corner. The window contains the following elements:

- Instructional text: "To continue, please enter the number of attendees and desired setup type for this Room."
- Field "No. of Attendees \*": A text input box containing the number "13".
- Field "Setup Type \*": A dropdown menu with the selected option "Setup: Theater Seating".
- Buttons: Two buttons at the bottom right, "Add Room" (blue) and "Cancel" (white with blue border). 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

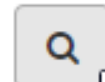
Event Type \*

Meeting

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

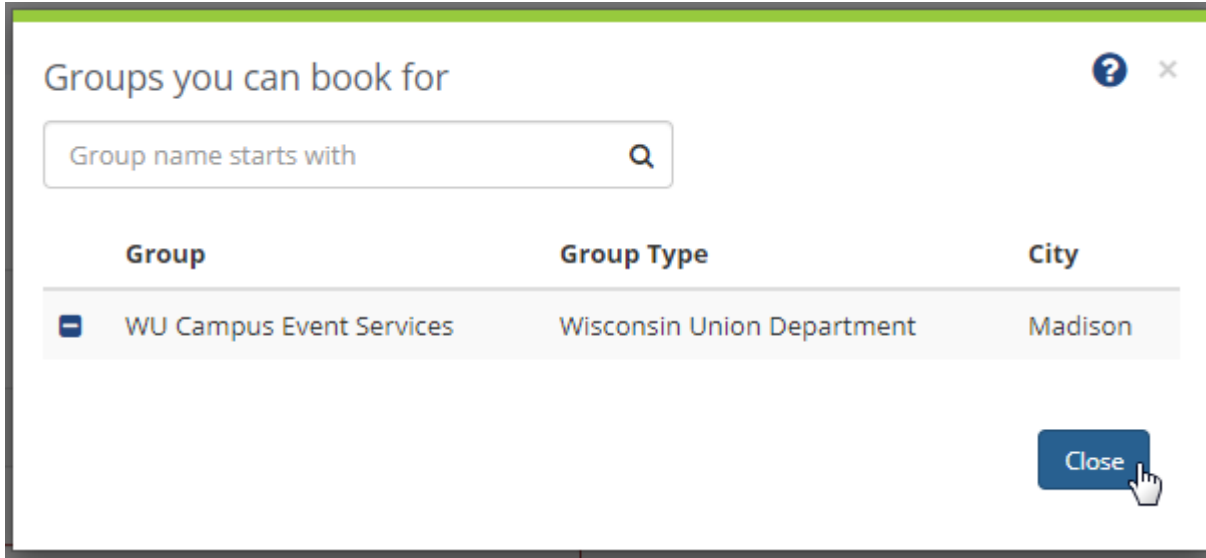
### Group Details

Group \*




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

# How to Create a Reservation



A screenshot of a search pop-up titled "Groups you can book for". It features a search bar with the placeholder text "Group name starts with" and a magnifying glass icon. Below the search bar is a table with three columns: "Group", "Group Type", and "City". The table contains one row with the following data: "WU Campus Event Services" (with a small blue icon to the left), "Wisconsin Union Department", and "Madison". At the bottom right of the pop-up is a blue "Close" button with a hand cursor icon pointing at it. There is also a help icon (question mark in a blue circle) and a close icon (X) in the top right corner of the pop-up.

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

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. Please enter in your RSO or department name that ends with "WU".

**Group \***



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

**1st Contact**

**1st Contact Phone \***

**1st Contact Fax**

**1st Contact Email Address \***

# How to Create a Reservation

**Additional Information**

**Additional information/notes**

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

Yes ▼

Please list your campus building/room preference.

**Do you need the capability of projection in room? \***  

Choose one ▼

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.

**Additional Information** ⓘ

**Additional information/notes**

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

Yes ▼

Please list your campus building/room preference.

**Do you need the capability of projection in room? \***  

Choose one ▼

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

Create Reservation