

# Campus Event Services Office

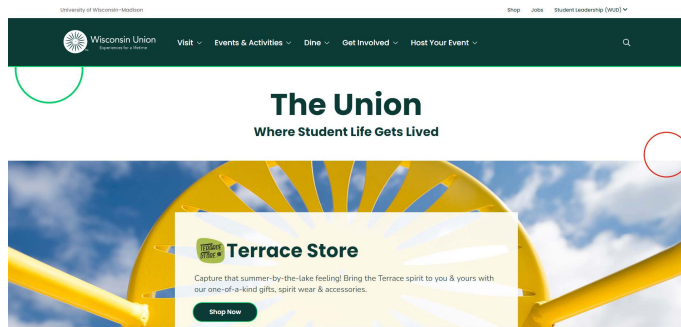
# **Online Booking Training Tutorial**

**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.

## Online Reservations



### Meeting Room Request

If you are part of a Registered Student Organization (RSO) or UW-Madison department, log in here to start your request for a Wisconsin Union meeting room.

Need help? See our Tutorials:

[Event Request Tutorial](#), [Classroom Request Tutorial](#), [Literature Table Request Tutorial](#), [Student Activity Center Request Tutorial](#) or [Outdoor Space Request Tutorial](#).

[Log In to Request](#)

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

## Online Reservations



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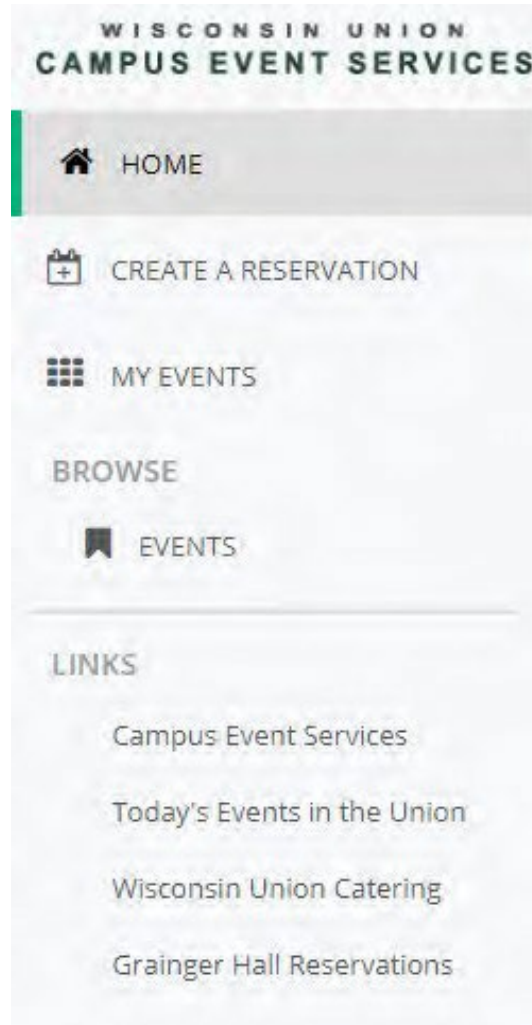
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[Log In to Request](#)

### 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

The screenshot displays the 'Wisconsin Union Meeting Room Request' online form. The header includes the 'WISCONSIN UNION CAMPUS EVENT SERVICES' logo and a user profile for 'LANGER, MAGDALENA'. The main navigation bar shows three steps: '1 Rooms' (active), '2 Services', and '3 Reservation Details'. A 'My Cart (0)' icon and a 'Create Reservation' button are also present. The form title is 'New Booking for Wed Aug 7, 2019', with a 'Next Step' button. The left sidebar contains sections for 'Date & Time' (with date, start/end times, and time zone), 'Locations' (with an 'Add/Remove' link), and 'Setup Types' (with an 'Add/Remove' link). The main content area is titled 'Selected Rooms' and 'Room Search Results', both showing placeholder text. A 'Search' button is located at the bottom of the sidebar.

WISCONSIN UNION  
CAMPUS EVENT SERVICES

LANGER, MAGDALENA

Wisconsin Union Meeting Room Request

My Cart (0) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Wed Aug 7, 2019 Next Step

Date & Time

Date  
Wed 08/07/2019 Recurrence

Start Time End Time  
12:00 PM 1:00 PM

Create booking in this time zone  
Central Time

Locations Add/Remove  
(all)

Search

Let Me Search For A Room

Setup Types Add/Remove  
(no preference)

Number of People  
0

Search

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

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

The screenshot shows the 'Online Request Form' interface. It includes fields for 'Date & Time' (Date: Thu 10/31/2019, Start Time: 8:30 PM, End Time: 9:30 PM, Recurrence button), 'Create booking in this time zone' (Central Time), 'Locations' (all), 'Setup Types' (no preference), and 'Number of People' (25). A red circle highlights the 'Let Me Search For A Room' button, and a red arrow points to it. A 'Search' button is visible at the bottom right.

**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.

Tip: If you cannot see the 'Number of People' counter please click the drop-down arrow at 'Let Me Search For A Room'

Step 3: Hit the search button.

The screenshot shows the 'Room Search Results' page. It includes a 'Selected Rooms' section, a 'Room Search Results' section with tabs for 'LIST' and 'SCHEDULE', and a 'Rooms You Can Request' section. The 'Rooms You Can Request' section shows a table with columns for room name, capacity, and a calendar view. The table lists 'Memorial Union (CT)' with a capacity of 2000 and 'Union South Meeting Room' with a capacity of 2000. A green plus sign is visible next to the 'Memorial Union (CT)' row.

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.
- If you need a specific room, list that later in the "Additional Information" section on the reservation details tab.

# Creating Your Reservation: Meeting Rooms

**Attendance & Setup Type** ✕

To continue, please enter the number of attendees and desired setup type for this Room.

**No. of Attendees \***

25

**Setup Type \***

- Setup: Circle of Chairs
- Setup: Classroom
- Setup: Cleared Room
- Setup: Conference Table**
- Setup: Custom Diagram
- Setup: Dining
- Setup: Herringbone
- Setup: Square
- Setup: Theater Seating
- Setup: U Shape

9 10 11 12 PM 1 2 3 4 5 6

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.

# Creating Your Reservation: Meeting Rooms

✕ Wisconsin Union Meeting Room Request ⓘ

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

Services For Your Reservation [Next Step](#)

Production- AV ⓘ

Start Time [CT] End Time [CT] Service Type

8:30 PM 9:30 PM Audio Visual

Computer

UPDATED Laptop Computer (Mac) UPDATED Laptop Computer (PC)

Video

UPDATED Meeting Room Projection Package

Services Summary

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

1 Rooms

2 Services

3 Reservation Details

Reservation Details

Event Details

Group Details

Additional Information

Event Name \*

Event Type \*

Group \*

1st Contact

1st Contact Phone \*

1st Contact Email Address \*

1st Contact Fax

Additional information/notes

Outside food is not permitted in Wisconsin Union/Red Gym meeting rooms. Would you like to order food for your event? If so, an event planner will follow-up with your request for more information shortly.

Choose one

Create Reservation

This is the third, and final, tab for the online reservation form.

# Creating Your Reservation: Meeting Rooms

Event Details

Event Name \*

Event Type \*

Step 9: Fill in the name of the event and what type of event it is.

Group Details

Group \*

Step 10: Select the group or department this event is for by hitting the magnifying glass to the right of the “Group\*” bar.

- Please enter in your RSO or department name that ends with "WU".
- 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 for a Wisconsin Union department, always type in “WU department name” to find your group.

Groups you can book for

WUD (Wisconsin Union Directorate)

WUD Alternative Breaks

WUD Art Committee

WUD Cuisine

WUD Distinguished Lecture Series

WUD Film Committee

WUD Global Connections

WUD Music Committee

WUD Performing Arts

WUD Publications

WUD Society and Politics

City

Step 11: When group has been selected, hit close.

# Creating Your Reservation: Meeting Rooms

**1st Contact**

(temporary contact) ▼

**1st Contact Name \***

Maggie Langer

**1st Contact Phone \***

608.262.2511

**1st Contact Email Address \***

events@union.wisc.edu

**Additional Information**

**Additional information/notes**

Would like a Whiteboard as well

**Outside food is not permitted in Wisconsin Union/Red Gym meeting rooms. Would you like to order food for your event? If so, an event planner will follow-up with your request for more information shortly.**

NO ▼

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 “1<sup>st</sup> Contact Name\*”

\*These last two steps are not required to submit form  
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.



# Creating Your Reservation: Meeting Rooms

## 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. Your space needs will be reviewed and the best possible space available will be assigned. **Specific room assignments will not be confirmed until (1) week prior to your event.**

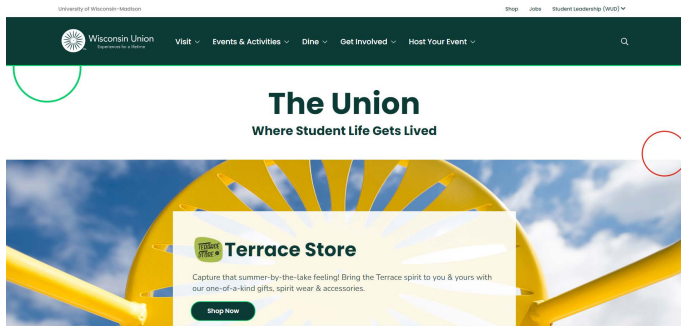
*\*Requests are processed Monday-Friday, 8-5pm. Please note: All reservation requests for Saturday - Monday must be made by 12noon on Friday. Requests made after 12noon on Friday will not be processed until the following Monday.*

Thank you,  
Campus Event Services Office  
(608) 262-2511  
[events@union.wisc.edu](mailto:events@union.wisc.edu)

OK

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



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Step 3: Select the “Request a Reservation” option.

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### Meeting Room Request

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[Log In to Request](#)

Step 4: At the top of the “Request a Reservation” page, choose the first option, which is “Log In to Request a Meeting Space.”