



# University Apartment Space Reservations

## How-To Guide

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## **Introduction**

The online Housing Event Scheduling process is designed to assist University Apartment residents reserve space in the Community Center.

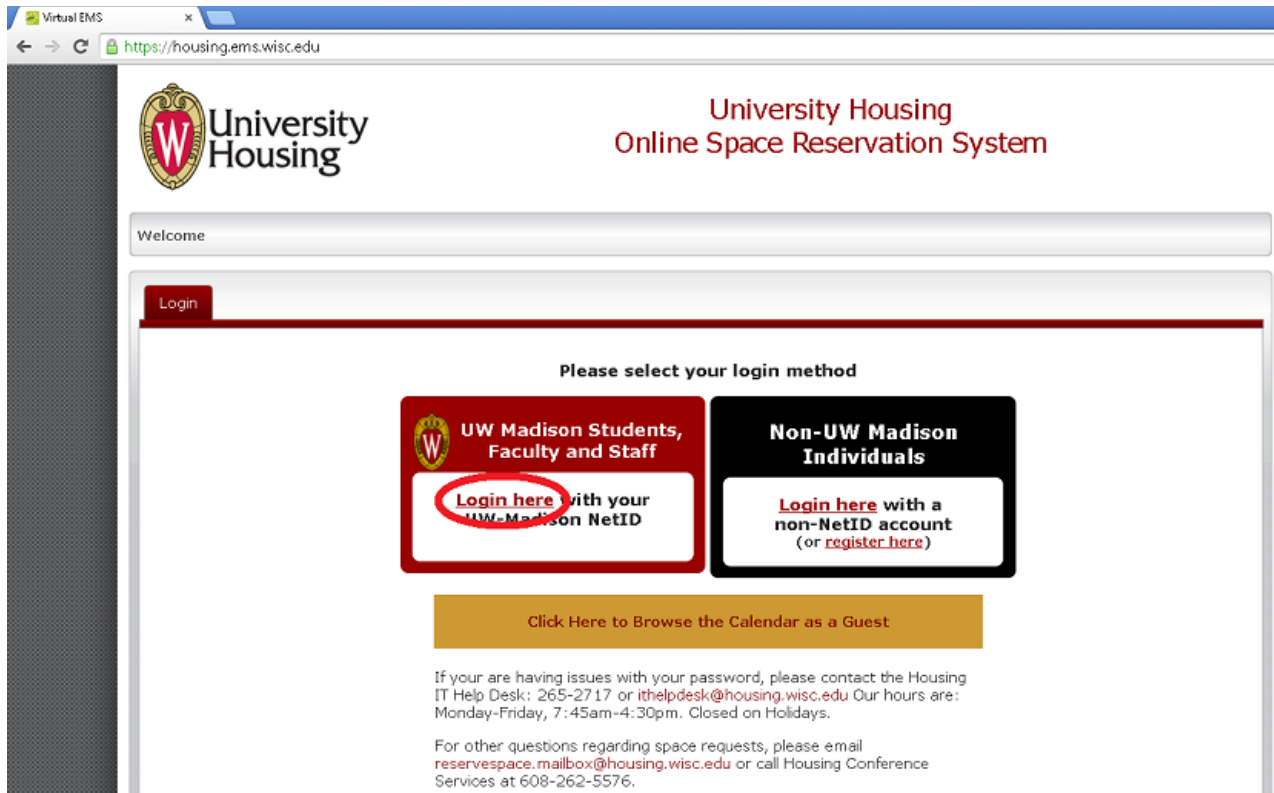
This guide provides an overview of the functionality of the software.

Most users will find the Login Information and Create a Space Reservation most helpful.

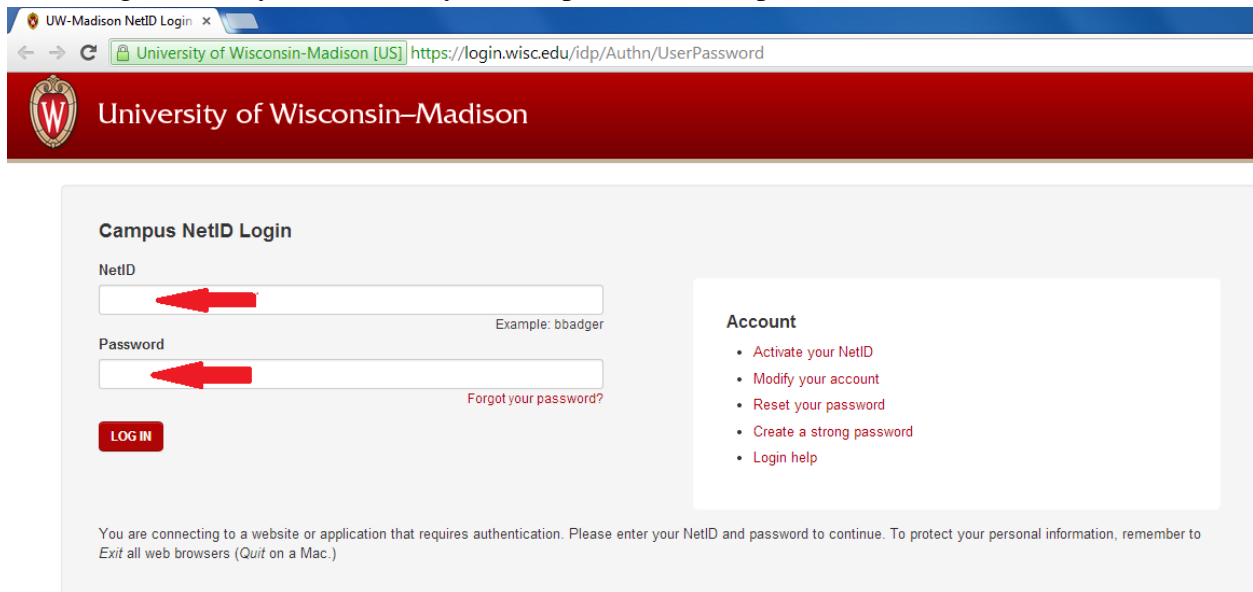
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## Login Information (UW Student)

1. University Housing Online Space Reservation Link: <https://housing.ems.wisc.edu/>
2. Select "Login here" under the "UW Madison Students, Faculty and Staff" :



3. At the login screen you will enter your campus NetID and password.



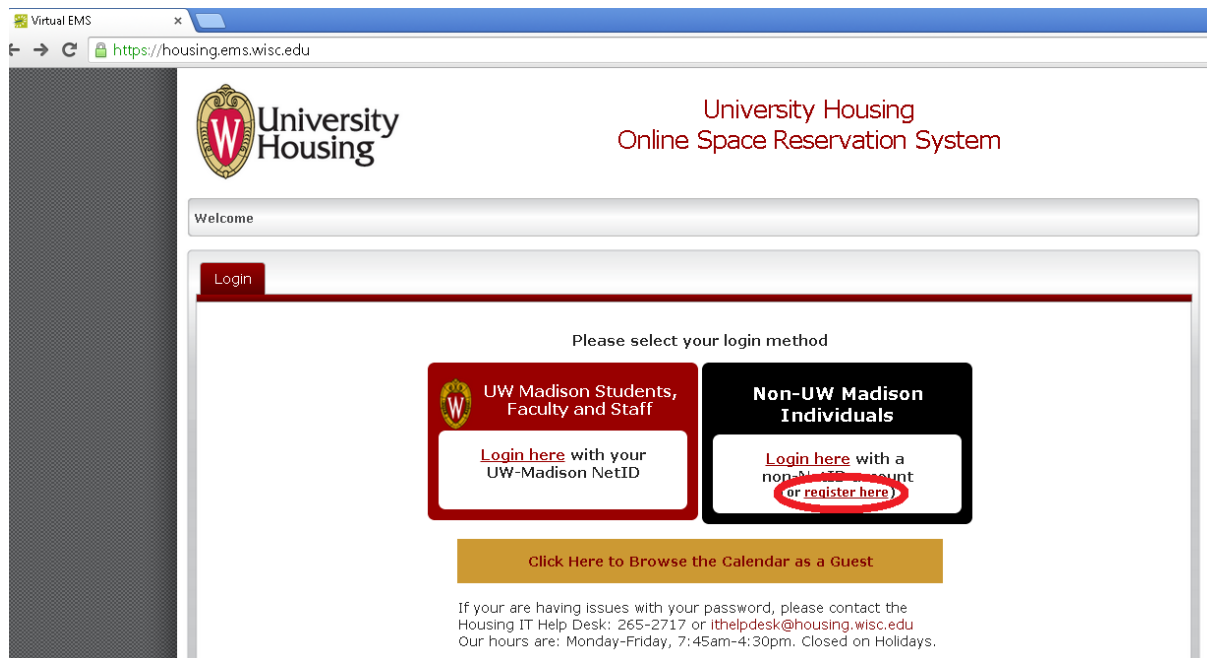
4. After logging in, you will be directed to the UW Housing Online Space Reservation System:.

The screenshot shows the homepage of the University Housing's Online Space Reservation System. At the top, there is a dark blue header with the University Housing logo on the left, the title "University Housing's Online Space Reservation System" in the center, and a user profile icon labeled "BLADA, STEPHANIE" on the right. Below the header is a navigation menu with "HOME" selected. The main content area features a "Welcome to University Housing's Online Space Reservation System" heading. A "Please note" section states that online scheduling is only for UW Departments, University Apartments, and Registered Student Organizations. It also mentions that the LINKS section on the left is a great place to find information to help with the reservation process. A note indicates that all requests are subject to approval. At the bottom of the main content area, there is a contact information line: "Questions or Concerns? Please contact Conference Services (Monday-Friday; 7:45 a.m. - 4:30 p.m. CST) at 608-262-5576 or email at ReserveSpace.Mailbox@housing.wisc.edu." Below this is a large banner image with the text "Built for your success" in white and red. The banner image shows a modern building at night and a courtyard. Below the banner are several smaller images showing interior and exterior views of the housing facilities. On the left side of the page, there is a sidebar menu with "LINKS" selected, listing various resources such as "General Room Use | InfoTables...", "University Apartments Commu...", "Housing A/V Support", "Housing EMS FAQ's", "Housing Catering Information", "Housing KnowledgeBase (KB)", "UW Campus Map", and "UW Transportation (Parking)".

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## Login Information (UA Resident – Non-UW Student)

1. University Housing Online Space Reservation Link: <https://housing.ems.wisc.edu/>
2. First time users will need to create an account. Select “register here” under the “Non-UW Madison Individuals”:
  - a. If you have previously created an account, please go to step (6).



3. Complete the registration form by completing at least all required fields “\*”, and finishing by selecting “Create an Account”: **Please note, your email will be your username.**

### Create An Account

#### Create An Account

To create an account, enter your info and click **Create An Account**.

##### Email & Password

Email Address \*

Password \*

Password Strength

Confirm Password \*

Enter your password again.

##### About You

Name \*

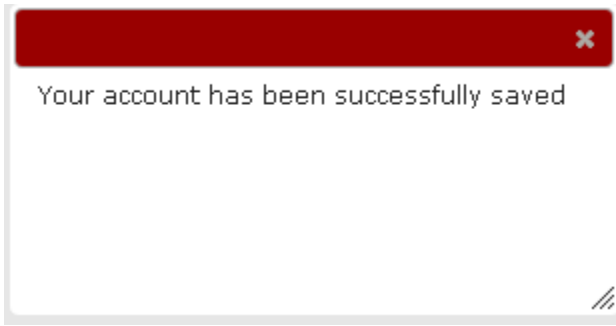
Phone 1

Phone 2

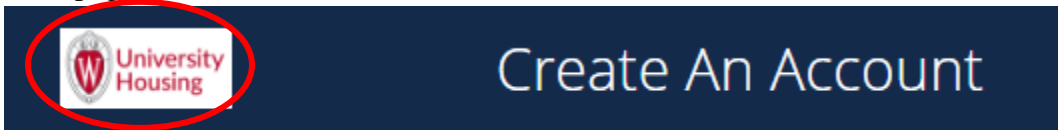
Time Zone \*

Create An Account

4. After selecting “save” you will receive a pop-up message that confirms your account has been saved:



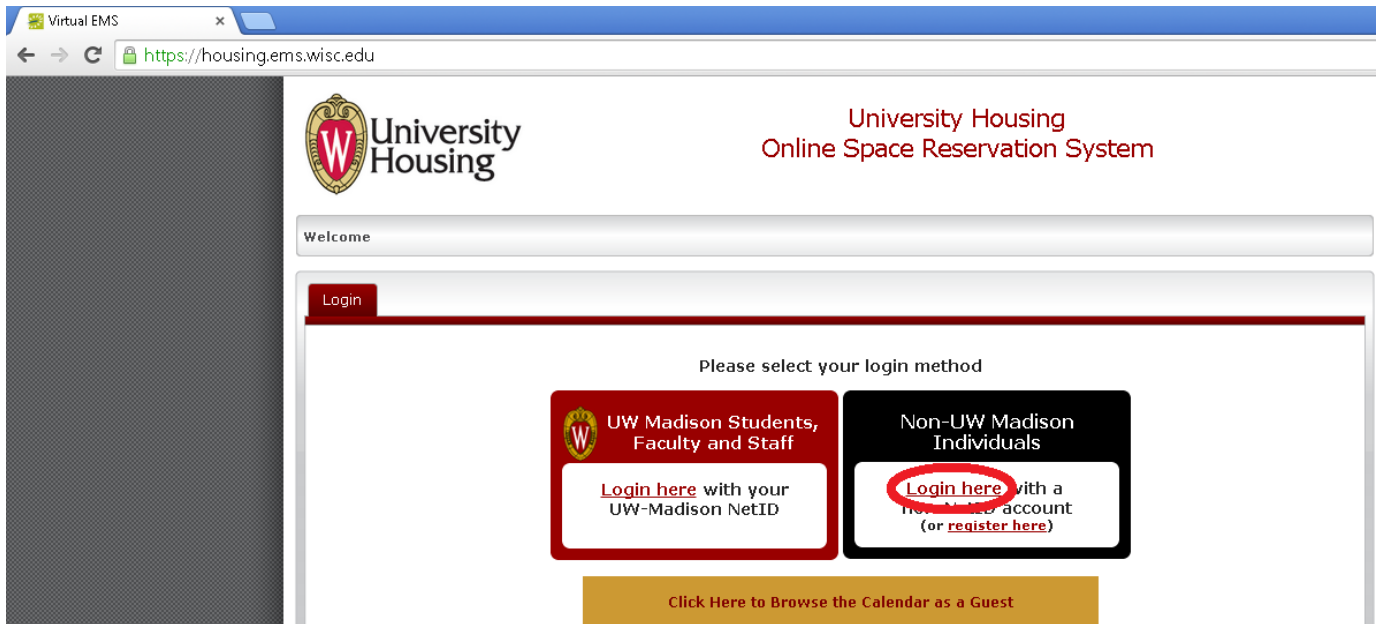
5. After you close out of the popup window you will be automatically logged in to your newly created account. To go to the main page, you will need to click the logo on the top of the page to go to the homepage:



- a. **You can now go to page 8 to learn about the process of making a University Apartment Community Center space reservation:**

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6. As a returning user who has an account, you will start by selecting “Login here” under “Non-UW Madison Individuals”:



7. The next step is to enter your user name and password and select “Login”:

- a. Please note, your username is the email address you used when creating your account.

## University Housing's Online Space Reservation System

SITE HOME MY HOME

Sign In

User Id \*

Password \*

Sign In

I've forgotten my password.

Welcome, Guest.

Create An Account

8. Once you are logged in, you will be able start the process to make a reservation (See page 8 for additional information):

University Housing

## University Housing's Online Space Reservation System

SITE HOME MY HOME

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

### Welcome to University Housing's Online Space Res

**Please note :** Online scheduling is ONLY for UW Departments, University Apartments, and Registered Student Or  
The LINKS section, to the left, is a great place to find information to help with the reservation process.  
All requests are subject to approval.  
Questions or Concerns? Please contact Conference Services (Monday-Friday; 7:45 a.m. - 4:30 p.m. CST) at 608-26

University Housing  
UNIVERSITY OF WISCONSIN-MADISON

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## Create a Space Reservation

1. To make a reservation, place cursor on “Reservations” and select the area you wish to reserve:

The screenshot displays the University Housing's Online Space Reservation System. The top navigation bar features the University Housing logo, 'HOME', 'CREATE A RESERVATION', 'SITE HOME', and 'MY HOME'. The main content area is titled 'Room Request' and shows 'My Reservation Templates' with a list of reservation options, each with 'book now' and 'about' buttons. The left sidebar contains navigation options like 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', 'EVENTS', 'LOCATIONS', and 'LINKS'.

Reservation Template	book now	about
Gordon Dining & Event Center Request	book now	about
Lake Mendota Room Request	book now	about
Carson Gulley Center & Frank Holt Center Request	book now	about
Info Tables Request	book now	about
University Apartments Community Center	book now	about
Residence Halls Space Request	book now	about
Request Tech Services Training Space	book now	about

2. Once you select “Create a Reservation”, a list of available reservation locations will appear. Select the “Book Now” function on the desired location or select “About” to learn more information about these event spaces. The “About” section includes information on building hours, space capacities, setups and room rental fees.

\* = Required Fields

3. After selecting desired location, the screen shown below will appear. The search criteria on the left are divided into 3 search options: “Date and Time”, “Let Me Search for A Room” and “I Know What Room I Want”. Please note that you can search for a room with any of the three search options. You do not



need to fill out information for each search option.

University Housing Room Request

BLADA, STEPHANIE

Gordon Dining & Event Center Request

1 Rooms 2 Services 3 Reservation Details

My Cart (0) Create Reservation

New Booking for Thu Oct 19, 2017 Next Step

Date & Time Selected Rooms

Date: Thu 10/19/2017 Recurrence

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Central Time

Locations: Gordon Dining and Event Center Add/Remove

Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

Room Types: (all) Add/Remove

Features: (none) Add/Remove

Number of People: 1

a. Date/Time

i. Choose the Date, Start Time and End Time and select search:

Date & Time

Date: Thu 10/19/2017 Recurrence

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Central Time

Locations: Gordon Dining and Event Center Add/Remove

Search

*Please note, the initial populated date is the first available date to reserve the space. You can use the calendar/clock to the right to assist with selecting date/time.*

ii. You can also select a recurring event by clicking “Recurrence” (Daily, Weekly, Monthly, or Random):

### Recurrence ×

Repeats Daily ▾ Remove Recurrence

Every 1 day(s)

Weekdays Only

---

Start Date Thu 10/19/2017 📅

End Date Fri 10/20/2017 📅 (2 occurrences)

End after 1 occurrence(s)

---

Start Time End Time

9:00 AM 🕒 10:00 AM 🕒

Create booking in this time zone

Central Time ▾

Apply Recurrence
Close

b. Let Me Search for a Room

❖ Let Me Search For A Room

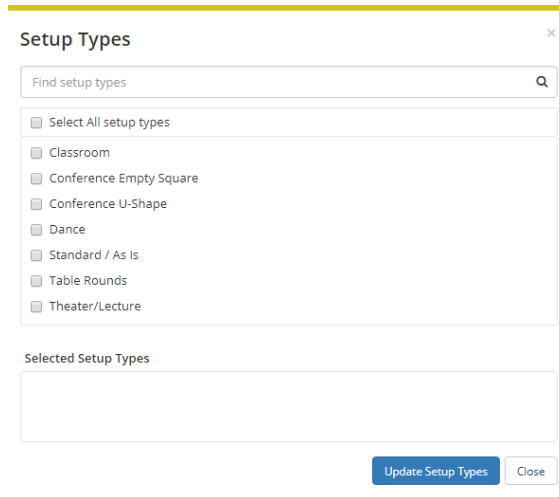
Setup Types (no preference)	<a href="#" style="color: #0056b3; text-decoration: none;">Add/Remove</a>
Room Types (all)	<a href="#" style="color: #0056b3; text-decoration: none;">Add/Remove</a>
Features (none)	<a href="#" style="color: #0056b3; text-decoration: none;">Add/Remove</a>

Number of People

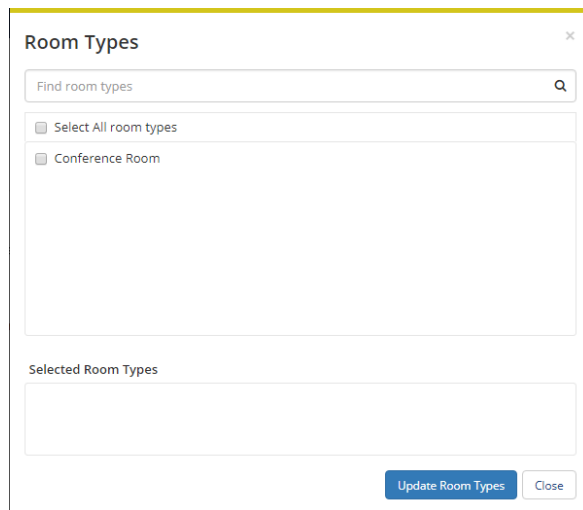
1

Search

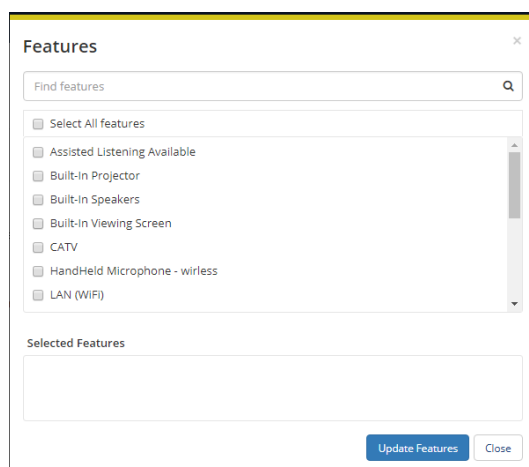
- i. Setup Types: Select desired setup type, as this will filter out spaces that cannot accommodate the requested setup and then select “Update Setup Types”.



- ii. Room Types: Select desired room type, as this will filter out spaces that do not qualify as the selected room type and then select “Update Room Types”.



- iii. Features: Select features that you would like in the event space, as this will filter out spaces that do not have those included features and then select “Update Features”.



- iv. Number of People: Provide the estimated attendance, as this will filter out spaces that do not have the correct capacity.  
v. Select “Search”.

- c. I Know the Room I Want: Provide name of event space and options containing that name will appear.

🔍 I Know What Room I Want

Room Name

- 4. After selecting search criteria via any of the three search methods, the room search results will appear under “Rooms You Can Request”. Select the + next to the room you would like to reserve.

New Booking for Tue Apr 17, 2018 Next Step

**Date & Time**

Date: Tue 04/17/2018 📅 Recurrence

Start Time: 9:00 AM 🕒 End Time: 10:00 AM 🕒

Create booking in this time zone: Central Time

Locations: Gordon Dining and Event Center 🔍

**Let Me Search For A Room**

Setup Types: (no preference) 🔍

Room Types: (all) 🔍

Features: (none) 🔍

Number of People:

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

LIST SCHEDULE

Favorite Rooms 0...

Find A Room 🔍

**Rooms You Can Request**

Room Name	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9
+	Symphony Room (...)	350														
+	Ed Gordon Suite (...)	20														
+	Overture Room (2...)	300														
+	Concerto Room (2...)	300														
+	Sonata Room (241C)	300														
+	Sonata/Concerto - ...	600														
+	Concerto/Overtur...	600														
+	Overture/Sonata/...	900														

- 5. Enter estimated attendance and setup type. Select “Add Room”.

**Attendance & Setup Type** ✕

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

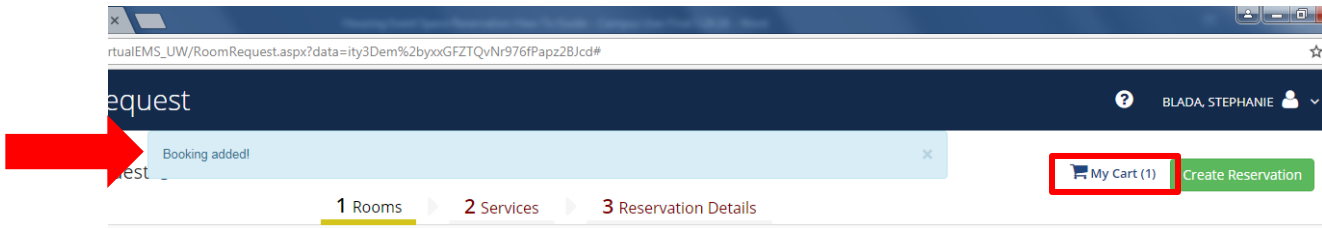
**No. of Attendees \***

**Setup Type \***

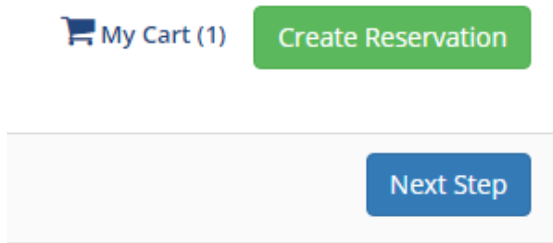
Add Room
Cancel

Page 12

6. A blue text box will alert you that a booking has been added. The “My Cart” icon will also list your booking.



7. Select “Next Step” to continue on to adding services to the reservation.



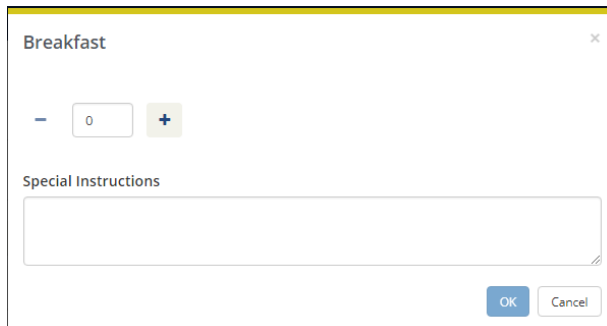
8. Services:

a. Catering Options

- i. Select drop down arrow next to desired catered item and select item.



- b. Provide estimate of number of meals as well as any special notes and select “OK”.



c. AV Equip- HOUSING STAFF ONLY

- i. Select drop down arrow next to preferred item and select item. If you had selected “Built-In Projector” when you were searching for space, you will still need to add the built-in projector here, as the previous selection was an event space filter.

AV Equip - HOUSING STAFF ONLY

Computer	^
Equipment	^
Microphones	^
Support	^

- ii. Enter quantity and special notes (if necessary). Select “OK.”

Microphone Lapel x

- 0 + (available inventory: 4)

Special Instructions

OK Cancel

d. Furniture

- i. Allows you to request a stage for the event.

Stage Sections-Additional x

- 0 + (available inventory: 1)

Special Instructions

OK Cancel

e. Notes

- i. Allow you to enter any additional information or notes about your reservation request. Select “Save Changes”.

Notes

Save Changes Cancel

f. Services Summary

- i. Before proceeding to the next step, please view the Services Summary to make sure all necessary services are added to your reservation.

The screenshot shows a 'Services Summary' page with three main sections:

- Catering Options:** A list item with a minus sign, the number '50', and the text 'Breakfast' with a pencil icon for editing.
- AV Equip - External GUESTS:** A list item with a minus sign, the number '1', and the text 'Microphone Lapel' with a pencil icon for editing.
- Furniture:** A list item with a minus sign, the number '1', and the text 'Stage Sections-Additional' with a pencil icon for editing.

9. Select “Next Step” to proceed to Reservation Details.

10. Reservation Details

a. Event Details

- i. Provide the “Event Title” and the “Event Type\*”:

The screenshot shows a 'Room Request' form for 'Gordon Dining & Event Center Request'. The form is divided into several sections:

- Reservation Details:** A header section.
- Event Details:** A section containing:
  - Event Name \*:** A text input field with 'Housing Staff Meeting' entered.
  - Event Type \*:** A dropdown menu with a list of options: Banquet, Class, Conference, Dance, Info Tables, Lecture, Meeting, Other, Picnic, Program, Resource Fair, Talent Show / Open Mic, and Tutoring.
- Group Details:** A section containing:
  - Group \*:** A dropdown menu with 'Housing Staff' selected.
  - 1st Contact:** A dropdown menu with '(temporary contact)' selected.
  - 1st Contact Name \*:** A text input field with '(temporary contact)' entered.

*\*If an “Event Type” does not match the specific request, select one that most closely matches your reservation.*

b. Group Details

- i. Find and select your group in the dropdown list.

**Group \***  
Housing Staff

- ii. If you do not have a group that populates, click on the  and search for your group. Select “Close”.

- iii. The group will now be added to the Group dropdown menu.

- c. For “1st Contact” select your name. If you do not see your name, select “temporary contact” and complete your information in the fields below. Once a temporary contact is created your name will be added to the list by the approver for future reservations.

**Group \***  
Housing Staff ▼

**1st Contact**  
(temporary contact) ▼  
(temporary contact) ▲  
Adam Rittel  
Alan Turnquist  
Allyson Hedding  
Bill Frederiksen  
BJ Chrisler  
brad hittich  
Breana Nehls  
Brenda Krueger  
Brendon Dybdahl  
Brian Ward  
Caitlyn Garvey  
Caleb Georgeson  
Carolyn Bell  
Dani Joens-Tuttle  
Dave Bernhard  
David Swiderski  
Emily Hicks  
Enoch Ajayi  
Faye Reber

**1st Contact Name \***  
TEST Smith

**1st Contact Phone \***  
222-333-4444

**1st Contact Email Address \***  
test.smith@gmail.com

*Note: The email provided here will be the one used to confirm/deny the reservation.*

d. Attachments

- i. Allows you to attach document(s) up to a total of 1mb. This can be a diagram or drawing on how you wish the room to be setup. Please attach as a PDF.

Attachments

Select your files

Drag and drop your files here



e. Additional Information

- i. Select “yes” or “no” on whether you will be catering food for this event.

Would you like to add a FOOD ORDER to your request \*

Choose one ▼

- ii. Enter UW Funding String (if applicable), as this is where we will invoice you for the space reservation fee, additional AV, and catering.

**UW Funding String : See help bubble to right for proper "accounting string format"**

- iii. See help bubble to the right for proper funding string format.

Help ×

Funding String example :

-----  
Dept # Fund Prgm Project Account  
-----

For additional Housing Catering food and beverage info

608-262-5577 | [catering.office@housing.wisc.edu](mailto:catering.office@housing.wisc.edu)  
[www.housing.wisc.edu/catering](http://www.housing.wisc.edu/catering)

-----  
*Upload/Attach any special setup diagrams in the 'Details' section of your request. Please note any landmarks in the space that might be helpful for proper orientation (i.e. front doors, front of room etc.) Thank You!*

OK

11. Once the “Details” tab has been completed, you can check the “I agree to these terms and conditions” and select “Create Reservation”.

I have read and agree to the [terms and conditions](#)

12. After selecting “Create Reservation”, the following dialogue box will appear. Select “OK”.

Help ×

Your request for space at Gordon Dining and Event Center has been submitted. Please check your email for additional information about your request. Thank You.

OK

13. After selecting “OK” in the dialogue box, you have the option to add the reservation to your calendar or edit the reservation. If you do not need to do either of those, please return to the home screen of the Online Reservation System or log out.

## Reservation Created

Reserved!

A confirmation email has been sent to test.smith@gmail.com

What would you like to do now?

- Add to my calendar.
- Edit this reservation.

14. Please Note: At the time of submission, the reservation “status” is only a request. Once the reservation has been reviewed and approved, the “Status” will change from “VEMS Request” to “Confirmed”. The email address associated with the request will also receive an email confirmation.

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# Manage Reservations

1. To manage and view all requests, you can select “My Events”.

The screenshot shows the homepage of the University Housing's Online Space Reservation System. The left sidebar contains a navigation menu with the following items: HOME, CREATE A RESERVATION, MY EVENTS (circled in red), BROWSE (with sub-items: EVENTS, LOCATIONS), and LINKS (with sub-items: General Room Use | InfoTables..., University Apartments Commu...). The main content area features a welcome message and a 'Please note' section. At the bottom, there is a banner with the text 'Built for your success' and the University Housing logo.

- a. View “Current” or “Past” Reservations
  - i. Current (Upcoming Reservations):

The screenshot shows the 'My Events' page with the 'RESERVATIONS' tab selected. The 'CURRENT' tab is circled in red. Below the tabs is a search bar and a 'Search Reservations' button. A table displays the following reservation:

Name	First/Last Booking ^	Location	Group	Services
TEST	Wed Feb 21, 2018/ Wed Feb 21, 2018 (single booking)	Gordon Dining and Event Center - GDEC "Info Table"	Housing Staff	

- ii. Past Reservations:

The screenshot shows the 'My Events' page with the 'PAST' tab selected and circled in red. Below the tabs is a search bar and a 'Search Reservations' button. The table below is empty, and a message at the bottom right states: 'The are no past reservations t'.

- b. To make a change or cancel a current reservation, select the “Name” of the event you wish to adjust

RESERVATIONS    BOOKINGS

---

SEARCH RESERVATIONS

---

CURRENT    PAST

Name	First/Last Booking ^	Location	Group	Ser
TEST	Wed Feb 21, 2018/ Wed Feb 21, 2018 (single booking)	Gordon Dining and Event Center - GDEC "Info Table"	Housing Staff	
<b>TEST Banquet</b>	Thu Mar 1, 2018/ Thu Mar 1, 2018 (single booking)	Gordon Dining and Event Center - Overture Room (241A)	Housing Staff	

- c. Below are the reservation details for the selected event. You are able to: “Edit Reservation Details,” “Add Services,” “Cancel Services,” “Booking Tools,” “Cancel Reservation,” “View Reservation Summary,” “Send Invitation,” and “Add to my Calendar”. Each of these areas will be explained further in (i-viii) below:

◀ My Events / TEST Banquet beginning Mar 1, 2018 (23057)

RESERVATION DETAILS    ATTACHMENTS

**Edit Reservation Details**

Event Name	TEST Banquet
Event Type	Banquet
Group	Housing Staff
1st Contact Name	Stephanie Blada

Reservation Tasks

- Add Services
- Cancel Services
- Booking Tools
- Cancel Reservation**
- View Reservation Summary
- Send Invitation
- Add to My Calendar

- i. Edit Reservation Details (edit Event Name/Type and Group Details):

◀ TEST Banquet (23057)

**Event Details**

Event Name \*     Event Type \*

---

**Group Details**

Group \*

1st Contact

1st Contact Phone \*     1st Contact Fax

1st Contact Email Address \*

- ii. **Add Services:** This allows you to add additional services such as Catering, AV Equipment (External Guests), Furniture and Notes. Select the desired services and then select “Next Step”. Select the reservation that you would like to add the services to and then select “Add Services”.

[← TEST Banquet \(23057\)](#)

Select Services

Catering Options	Services Summary
Breakfast <span style="float: right;">^</span>	
AM-Break <span style="float: right;">^</span>	
Lunch-Bufferet <span style="float: right;">^</span>	
Lunch-Plated <span style="float: right;">^</span>	
PM-Break <span style="float: right;">^</span>	
Dinner-Bufferet <span style="float: right;">^</span>	
Dinner-Plated <span style="float: right;">^</span>	
Reception <span style="float: right;">^</span>	
Beverage Service <span style="float: right;">^</span>	
ResLife Catering <span style="float: right;">^</span>	

- iii. **Cancel Services:** Select a Service Category from the drop down menu, select desired service and then select “Cancel Services”.

[← TEST Banquet \(23057\)](#)

Cancel Services

Select A Service Category Catering Options (2) ▼

<input type="checkbox"/>	Date ^	Booking Time	Time Zone	Location	Event Name	Event Type
<input type="checkbox"/>	Thu Mar 1, 2018	9:00 AM - 10:00 AM	Central Time	Gordon Dining and Event Center - Overture Room (24)	TEST Banquet	Banquet
<input type="checkbox"/>	Thu Mar 1, 2018	9:00 AM - 10:00 AM	Central Time	Gordon Dining and Event Center - Overture Room (24)	TEST Banquet	Banquet

- iv. **Booking Tools:**

[← TEST Banquet \(23057\)](#)

Booking Tools

Date

No change to date ▼

Time

No change to time ▼

<input type="checkbox"/>	Date ^	Start Time	End Time	Time Zone	Location
<input type="checkbox"/>	Thu Mar 1, 2018	9:00 AM	10:00 AM	Central Time	Gordon Dining and Event Center - Overture Room (24)

1. Change the “Date” or “Time” to the specifications below:

Date

No change to date ▼

No change to date

Reschedule Booking Earlier

Reschedule Booking Later

Reschedule Booking To Specific Date

Time

No change to time ▼

No change to time

End Booking Earlier

End Booking Later

Start Booking Earlier

Start Booking Later

Reschedule Booking Earlier

Reschedule Booking Later

Reschedule Booking To Specific Time

v. Cancel Reservation

Cancel Reservation? ×

Both the reservation and bookings will be cancelled. Are you sure you want to proceed?

**Cancel Reason**

▼

**Cancel Notes**

Yes, Cancel Reservation

No, Keep Reservation

- vi. **View Reservation Summary:** The reservation summary will show event details as well as the current status of your reservation request.

← TEST Banquet (23057)

Options  Detail View  Summary View

Preview [Email Reservation Summary](#)

Dining Culinary Service  
770 West Dayton Street  
Madison WI 53706  
(608) 262-0057

UW Housing Reservation Notification

Group	Reservation 23057
Stephanie Blada Housing Staff	Event Name: TEST Banquet Phone: 608-262-5576 Email Address: stephanie.blada@housing.wisc.edu Event Type: Banquet Status: VEMS Request
bookings	Quantity
<i>Your request has been submitted and is being reviewed. You will hear back within 1-3 business days.</i>	
<b>Thursday, March 1, 2018</b>	
9:00 AM - 10:00 AM TEST Banquet (VEMS Request) GDEC Overture Room (241A)	
Theater/Lecture for 25	
AV Equip - External GUESTS:	
Screen built-in	1
Subtotal	
Grand Total	

This serves as an acknowledgement that we received your room reservation request for space in the Gordon Dining and Event Center.

Sincerely,  
UW Housing Dining and Culinary Services

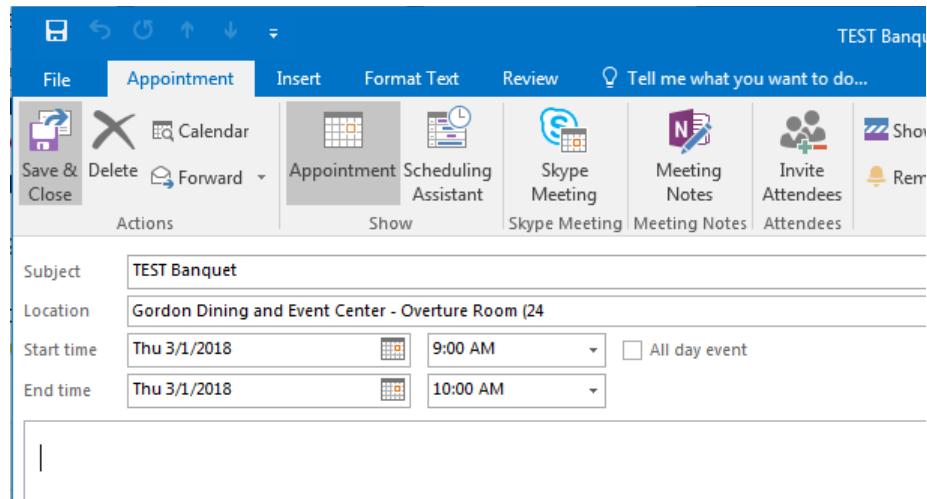
- vii. **Send Invitation**

### Send Invitation

Email Address

Send Cancel

- viii. Add to my Calander: Select this to download the reservation file. Once the file has downloaded, select the file in the lower left corner of the screen and proceed to add the event to your Outlook calander.



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## Browse Availability

### 1. Browse Events:

The screenshot shows the University Housing website interface. On the left is a navigation sidebar with the following items: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS (highlighted with a red arrow), and LOCATIONS. The main content area displays 'Welcome to' followed by a 'Please note' section with text: 'Online schedu', 'The LINKS section, to the lef', 'All requests are subject to a', and 'Questions or Concerns? Ple'. There are also links for 'SITE HOME' and 'MY HOME' at the top.

- a. This is a search function to where you are able to look at an entire calendar of events.
  - i. Select the tabs to get a “Daily List,” “Weekly List,” or “Monthly List”. The Daily List is shown below:

The screenshot shows the 'Daily List' for Wednesday, October 18th 2017. The table lists various events with their start times, time zones, names, and locations. The 'DAILY LIST' tab is selected at the top right.

START TIME	TIME ZONE	EVENT NAME	LOCATION
7:00 AM	CT	Homecoming Blood Drive	Smith Hall - Laines Lounge (1125)
7:00 AM	CT	RecSports Office	Ogg Hall - Tutoring Room (1208)
8:00 AM	CT	Team Leadership & Facilitation Skills	Gordon Dining and Event Center - Sonata Room (241C)
8:00 AM	CT	Open Gym	Community Center - Gym - Big
8:30 AM	CT	CPM: Leading and Managing from the Middle	Gordon Dining and Event Center - Overture Room (241A)
9:00 AM	CT	UWEBC Information Technology Peer Group Meeting	Gordon Dining and Event Center - Symphony Room (215)
9:00 AM	CT	UWEBC Information Technology Peer Group Meeting	Gordon Dining and Event Center - Ed Gordon Suite (220)
9:30 AM	CT	Interview	Ogg Hall - Tutoring Room (1206)
12:00 PM	CT	FAFSA Workshop	Chadbourne Hall - Main Lounge (116)
12:00 PM	CT	Climate Reality Project Petitioning	Gordon Dining and Event Center - GDEC "Info Table"
12:00 PM	CT	NEO	Carson Gulley Center - Upper Gulley Program Room (205)
12:45 PM	CT	ILS 138 Section 21	Barnard Hall - Buffet (B11)
1:00 PM	CT	ILS 138 Section 13	Chadbourne Hall - Classroom (126)
1:20 PM	CT	English 100	Dejope Hall - Classroom (1110)
1:20 PM	CT	English 100	Sellery Hall - West A-Tower Classroom (22)

- b. View the “Booking Details” by selecting the *event name* (red box) or “Location Detail” by selecting the *location* (black box):

<a href="#">DAILY LIST</a> <a href="#">WEEKLY LIST</a> <a href="#">MONTHLY LIST</a>			
<span>&lt; Tue</span> <span>Wednesday, October 18th 2017</span> <span>Thu &gt;</span>			
START TIME	TIME ZONE	EVENT NAME	LOCATION
7:00 AM	CT	Homecoming Blood Drive	Smith Hall - Laines Lounge (1125)
7:00 AM	CT	RecSports Office	Ogg Hall - Tutoring Room (1208)
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1:20 PM	CT	English 100	Sellery Hall - West A-Tower Classroom (22)

i. Booking Details:

Booking Details
×

EVENT DETAILS
RELATED EVENTS
?

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Event Name	Homecoming Blood Drive
Event Time	7:00 AM - 6:00 PM
Location	Smith Hall - Laines Lounge (1125)
Event Type	Other

Add to My Calendar
 
+ Share
Close

- ii. Location Details: (Also view Setup Types, Features, Images (only certain locations) and Availability).

about Laines Lounge (1125) ×

[ROOM DETAILS](#) [SETUP TYPES](#) [FEATURES](#) [IMAGES](#) [AVAILABILITY](#)

Room Code	LL1125
Description	Laines Lounge (1125)
Room Type	Lounge
Floor	1
Requires Check-in	No

[View All Building & Room Details](#) [Close](#)

2. Browse Locations:

The screenshot shows the University Housing website interface. At the top, there is a dark blue header with the University Housing logo and the text 'University Hous'. Below the header is a navigation menu with several options: 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', 'EVENTS', and 'LOCATIONS'. A red arrow points to the 'LOCATIONS' option. To the right of the navigation menu, there are two tabs: 'SITE HOME' and 'MY HOME', with 'SITE HOME' being the active tab. Below the tabs, the text 'Welcome to' is visible, followed by a 'Please note' section containing information about online scheduling and a 'LINKS' section. The text 'All requests are subject to' and 'Questions or Concerns?' are also visible. A black redaction box covers the bottom part of the page content.

- a. Filter: When first selected, the browse location function will bring up all locations within University Housing. To refine your search, you can apply filter such as “Capacity,” “Features,” “Floors,” “Room,” “Room Types,” or “Setup Types.

Filters Compact View

Date: Wed 10/18/2017 Time Zone: Central Time

Locations: (all) Add/Remove Locations

Save Filters

Locations

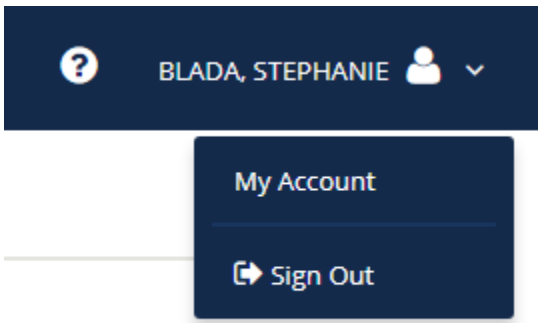
< Tue Wed October 18, 2017 Thu > Find A Room

		6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10
Assessment Kitchen (B103)	4																	
Assessment Lounge (B100)	30																	
Ball Lounge (121)	20																	

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## My Account

1. Allows you to “Log Out” or view account details such as “Personalization” or “My Favorite Rooms” :



[RETURN TO TABLE OF CONTENTS](#)

## Help

1. Helpful links are provided to assist with Event Scheduling:

University Housing's Online Space Reservation System

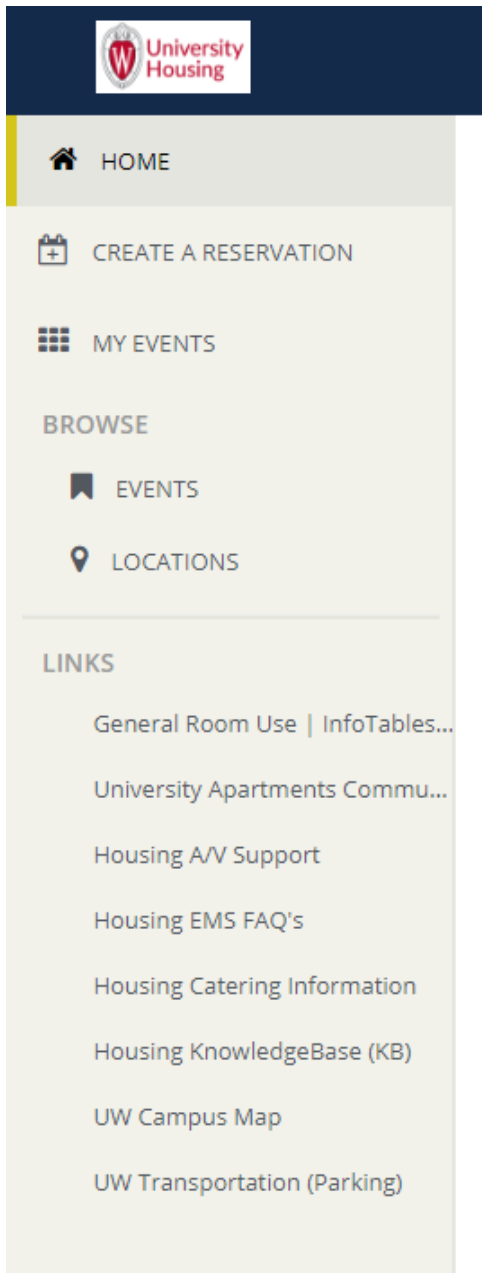


- a. About
- b. User Manual

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## Resources

1. Additional resource links are provided to assist with other details of Housing Event Scheduling.



- a. Housing General Room Use & Info Tables Policies
- b. University Apartments Community Center Rental Terms & Conditions
- c. Housing A/V Support
- d. Housing EMS FAQ's
- e. Housing Catering Information
- f. Housing KnowledgeBase (KB)
- g. UW Campus Map
- h. UW Transportation (Parking)