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/](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.
Login Information (UA Resident – Non-UW Student)

1. University Housing Online Space Reservation Link: [https://housing.ems.wisc.edu/](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.
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:

   ![Create An Account](image)

   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”:

   ![University Housing Online Space Reservation System](image)

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

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.

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

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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:

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.

a. Date/Time
   i. Choose the Date, Start Time and End Time and select 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):
b. Let Me Search for a Room

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”.

![Image of the setup options](image-url)
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.

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.

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

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

   ![Microphone Lapel]

   ![Special Instructions]

   ![OK Cancel]


d. Furniture
   i. Allows you to request a stage for the event.

   ![Stage Sections-Additional]

   ![Special Instructions]

   ![OK Cancel]


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

   ![Notes]

   Please provide registration table with 2 chairs near entrance.

   ![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.

9. Select “Next Step” to proceed to Reservation Details.
10. Reservation Details
   a. Event Details
      i. Provide the “Event Title” and the “Event Type*”:

*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 Dropdown]

   ii. If you do not have a group that populates, click on the search bar 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.

   ![1st Contact]

   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]

   Drag and drop your files here
e. Additional Information

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

![Image](Question about adding a food order)

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

![Image](Add UW Funding String)

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

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

![Image](Terms and Conditions)

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

![Image](Reservation Confirmation)
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”.

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

         ![Current Reservations Table]

      ii. Past Reservations:

         ![Past Reservations Table]
b. To make a change or cancel a current reservation, select the “Name” of the event you wish to adjust.

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:

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

![Catering Options](image)

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

![Cancel Services](image)

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

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

![Image of reservation summary]

vii. Send Invitation

![Image of send invitation interface]
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.
1. **Browse Events:**

   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:

![Daily List Example](image-url)
b. View the “Booking Details” by selecting the event name (red box) or “Location Detail” by selecting the location (black box):

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

<table>
<thead>
<tr>
<th>ROOM DETAILS</th>
<th>SETUP TYPES</th>
<th>FEATURES</th>
<th>IMAGES</th>
<th>AVAILABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Code</td>
<td>LL1125</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Laines Lounge (1125)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room Type</td>
<td>Lounge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requires Check-in</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Browse Locations:
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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Kitchen (B103)</td>
<td>4</td>
</tr>
<tr>
<td>Residence Lounge (B100)</td>
<td>36</td>
</tr>
<tr>
<td>Mill Lounge (T21)</td>
<td>20</td>
</tr>
</tbody>
</table>

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My Account

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

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

   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.

- Housing General Room Use & Info Tables Policies
- University Apartments Community Center Rental Terms & Conditions
- Housing A/V Support
- Housing EMS FAQ’s
- Housing Catering Information
- Housing KnowledgeBase (KB)
- UW Campus Map
- UW Transportation (Parking)