Housing Event Scheduling
How-To Guide

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Introduction

The online Housing Event Scheduling process is designed to assist Housing Users and campus partners reserve space in University Housing.

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.
Login Information

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

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

- Gordon Dining & Event Center
- Lake Mendota Room
- Carson Gulley Center & Frank Holt Center
- Residence Halls Space (After Aug. 16, 2014)
- Housing Meeting Room: Housing Staff Only—Gordon Dining and Event Center Dining Office Suite, Slichter Conference Room, Swenson Conference Room (rooms automatically approved), as well as the Swenson Training Room.
- University Apartments Community Center
- Info Tables

2. Once you select the reservation location, you will complete the fields to the left below. The fields are separated into three sections (When and Where, Setup Information, and Availability Filters). Each data field will be explained in the next few pages. Once the information is entered you can select “Find Space”: 
* = Required Fields

3. **When and Where:**
   
a. **Choose the Date, Start Time, and End Time:**

   ![Calendar and Clock](image1)

   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.

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

   ![Recurrence Pattern](image2)

   c. When in a reservation template (i.e. Residence Hall/ResLife Space) that spans multiple buildings, you can use the Facilities filter to: Select “All,” an “Area,” or a specific “Building”:

   ![Facilities Filter](image3)
4. **Setup Information:**
   a. Provide the estimated “Attendance,” as this will filter spaces out that do not have the appropriate capacity:
   
   ![Setup Information](image)

   b. You can also select the “Setup Type” from the drop-down, as this will filter out spaces that cannot accommodate the requested setup:
   
   ![Setup Information](image)

5. **Availability Filters:**
   a. Select a specific “Room Type” (you can select “all”) or “Features” you will need for your reservation. This will assist in eliminating locations that would not accommodate requests.
   
   ![Availability Filters](image)
6. Find Space:
   a. Once all the required and any of the optional fields have been completed; select “Find Space.”
   b. The available spaces matching your request will display to the right:

   c. To select a specific room click the green box to the left of the available room:
d. Once a room is selected it will populate to the top under “Selected Locations”. Next you can click “view” to read the space reservation policies, followed by selecting the check box agreeing to the terms and conditions, and finish by selecting “Continue”:

i. If you selected an incorrect space, selecting the “X” will drop the room back to the list of available locations.
e. The next step is to complete the “Details” tab by providing information in the fields (Event Details, Group Details, Other Information, AV Equipment, Catering, and Notes) prior to clicking “Submit”. Each of the data fields will be explored in (i-vii) below:
i. **Event Details:**

<table>
<thead>
<tr>
<th>Event Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name: *</td>
<td>Event Type: *</td>
</tr>
</tbody>
</table>

1. 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.

ii. **Group Details:**

<table>
<thead>
<tr>
<th>Group Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Group: *</td>
<td></td>
</tr>
</tbody>
</table>

1. The “Group” you should select is either “Housing Staff,” or “Residence Life”:

   a. If you do not have a group that populates, click on the and search for Housing Staff, Residence Life, or other specific group and select and “done”:
b. The group will now be added to the “Group” listing:

<table>
<thead>
<tr>
<th>Item Lookup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groups you can book for</td>
</tr>
<tr>
<td><strong>REMOVE</strong></td>
</tr>
<tr>
<td>Housing Staff</td>
</tr>
</tbody>
</table>

2. For “1st Contact” select your name. If you do not see your name select “temporary contact” and complete your information in the fields below:

![Temporary Contact Selection]

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

iii. **Attachments:**

1. 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.

![Attachments]

iv. **Other Information:**

1. Select “yes” or “no” on whether you will be catering food for this event. Please note, selecting “yes” will not prompt catering to contact you for your reservation. You will still need to contact Housing Catering or complete a Food Order.

![Other Information]
v. AV Equipment:

1. If you are a Housing Staff member, you will use the “AV Equip–Housing”. This section allows you to add any available AV to the specific room (Click “+” to expand section and “−” to collapse):

   ![AV Equip-Housing Diagram]

2. You add AV by selecting the smaller check box next to each item and adding the quantity in the adjacent box. 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 Diagram]
vi. **Furniture:** Allows you to request a stage for the event:

1. Please note: if your reservation is confirmed, the stage availability and number of sections will be included in the confirmation.

vii. **Notes:** Allows you to provide additional details to the reservation:

Looking to have two easels with paper pads and markers
Once the “Details” tab has been completed, you can click “submit”:
g. After you select “Submit” this screen will appear and you will also get a notification email about the request being submitted:

h. Once the reservation is submitted you will be able to view the Reservation Details:

i. 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. Please note the Gordon Dining Office Conference Room, Slichter Conference Room, and Swenson Conference Room are the only automatically approved spaces.
Create an Information Table Reservation

1. To make an Information Table reservation, place cursor on “Reservations” and “Info Tables Request”:

![Image of reservation system]

2. The next step is to complete the two required areas; “When and Where” and “Setup Information”:

![Image of setup information]

   a. When and Where:

   ![Image of when and where]

   i. Allows you to select the date (must be completed at least 7 days in advance) and start/end time. You can also select the specific facility (Chadbourne Hall-Rheta’s Marketplace, Dejope Hall-Four Lakes Market, Frank Holt Center, or Gordon Dining and Event Center) or leave blank and it will search all available spaces.
b. Setup Information:

i. Allows you to enter the attendance of those participating in staffing the table. In most cases one or two people will be participating from the sponsoring organization.

c. The “Availability Filters” does not need to be selected, as all areas where Info Tables are located have WIFI access.

d. After the fields have been completed (* = required), you can select “Find Space”:

3. The available space for the requested time will now be displayed:

a. To select a specific space, you will select the “+” next to the space you wish to use.
b. Once a space is selected, it will populate to the top:

![Selected Locations](image)

The next step is to read and agree to the terms and select the check box and click “Continue.”

4. The next step is to complete the information fields about your table request (Event Details, Group Details, Other Information and Notes):

![Event Details](image)
a. Event Details:
   i. Event Name for your specific tabling (i.e. Flu Shot Information)
   ii. Event Type will always be “Info Tables” for these requests.

b. Group Details
   i. Information from the person making the request

c. Other Information:
   i. Type of information being distributed should be listed
   ii. Organization sponsoring the table (listed only if different from the group listed above).
      Housing and Residence Life staff should add an organization representing to narrow down
      the Housing sponsor (i.e. Bradley Learning Community).

d. Notes:
   i. Allows you to add any additional notes you feel would be helpful when submitting request.

e. Submit:
   i. Once all the information you have is complete (including *required fields) you can select
      “submit”.

5. After selecting “submit” you will receive the following notice and an email notifying you the request has been submitted.

6. After the request has been reviewed, you will receive an approval or denial confirmation through email.

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Manage Reservations

1. To manage and view all requests, you can select “Reservations” and “View My Requests”:

   - **Current** (Upcoming Reservations):
   - **Historical** (Past Reservations):
3. **Calendar** (Show multiple events on your schedule):

![Calendar screenshot]

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

![Reservation details screenshot]

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

![Reservation details and bookings screenshot]
i. Edit Reservation (edit Event Name/Type and contact information):

![Reservation Edit Form]

ii. Add Booking (Add an additional event). This allows you to add a reservation to an existing event. Complete the fields to the left below and complete the next steps previously explored in this document:

![Reservation Add Form]

iii. Cancel Services:

![Reservation Cancel Form]

1. Select from “Categories”:
2. To delete “Notes,” select notes category and click the check box and then “Save”:

![Current service orders](image)

iv. View Reservation Summary:
   1. Displays the reservation status once confirmed.

![View Reservation Summary](image)

v. Add booking to personal calendar:
   1. Selecting this will open a file to add details to your Outlook Calendar.

vi. Booking Tools:

![Booking Tools](image)
1. Change the “Date” or “Time” to the specifications below:

![Image of Date and Time options]

**d. Edit “Services”:**

![Image of Reservation Details screen]

**i. Change the Services to your event: Catering, Notes, and/or AV Equipment:**

![Image of Booking Details screen]

- **a.** = Add services
- **b.** = Cancel services
- **c.** = Edit services information
e. Actions:
   i. Edit Booking:

   1. Allows the ability to change: Event Name, Event Type, Date, Start Time, End Time, Attendance, and Setup Type.
ii. Cancel Reservation:

a. Once changes are made, select “Update Booking”
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,” “Monthly List,” “Weekly Calendar,” or “Monthly Calendar.” The Monthly Calendar is shown below:

   ![Monthly Calendar](image)

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

   ![Event Details](image)
i. **Booking Details:**

![Virtual EMS - Booking Details]

- **Event Name:** DCS Student Supervisor/Manager Meeting
- **Event Type:** Meeting
- **Location:** Gordon Dining and Event Center - Concerts
- **Event Time:** 3:00 PM - 4:30 PM
- **Group:** Housing Staff

**Related Bookings**

<table>
<thead>
<tr>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
<th>TITLE</th>
<th>LOCATION</th>
<th>GROUP NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2013</td>
<td>3:00 PM</td>
<td>4:30 PM</td>
<td>DCS Student Supervisor/Manager Meeting</td>
<td>Gordon Dining and Event Center - Concerts Room</td>
<td>Housing Staff</td>
</tr>
</tbody>
</table>

ii. **Location Details:** (Also view Setup Types, Features, and Availability).

![Virtual EMS - Location Details]

**Building Details**
- **Building Code:** GDEC
- **Description:** Gordon Dining and Event Center
- **Notes:**

**Room Details**
- **Setup Types:**
- **Features:**
- **Availability:**

- **Room Code:** CR
- **Description:** Concerto Room
- **Room Type:** Conference Room
- **Floor:** 2
- **Size:** 0
- **Phone:** 0
- **Setup Hours:** 0.00
- **Teardown Hours:** 0.00
- **Notes:**

![UC Housing Virtual EMS]

**Browse Facilities:** Allows searching of facilities “By Setup Type” or “By Room” to match the reservation needs.

- **By Setup Type:** Allows searching by a specific setup (e.g. Buffet, Theater, etc.). You can also utilize the filter feature:
b. **By Room:** Allows searching by space and their capable setup types (e.g. Buffet, Theater, etc.):

![By Room screenshot]

3. **Browse for Space:**

![Browse for Space screenshot]

a. This is a search function to where you can select a specific date and scroll to a specific building to see events and availability.
4. Locate Group:

   a. This will search the database for events happening on the current date only.
   b. You can either click “Locate Group” to find a comprehensive list (with or without reservations) or locate a specific group if you know the Group Name:
      i. Click “Locate”:
      ii. Enter “Group Name” and click “Locate”:

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My Account

1. Allows you to “Log Out”:

   University Housing’s Online Space Reservation System

   Welcome to University Housing’s Online Space Reservation System

   Please note:
   Online scheduling is ONLY for UW-Madison Housing staff at this time. If you would like to inquire about reserving rooms, but you are not Housing staff, please email reservespace.mailbox@housing.wisc.edu, or call Housing Conference Services at 608-262-5576. Thank you.

   Staff Resources:
   Virtual EMS employee training materials are available.
   (Please see Conference Services- Room Reservations to help guide your reservation process.)

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Help

1. Helpful links are provided to assist with Housing Event Scheduling:
   a. Housing A/V Support: Information about Housing AV equipment
   b. Housing Catering Information: Housing Catering website
   c. Housing FAQs: Frequently Asked Questions resource
   d. Housing General Room Use and Information Table Policies: Public view of Housing policy (B-26)
   e. Housing KnowledgeBase (KB): Resource for additional University Housing EMS documents
   f. University Apartments Community Center FAQs
   g. Virtual EMS User’s Manual: External guide created by EMS
   h. Knowledge Base (EMS): External guide created by EMS

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