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.
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 “*”, typing the displayed code, and finishing by selecting “save”: 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:

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

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

1. To make a reservation for the University Apartments Community Center, place cursor on “Reservations” and select “University Housing Community Center”: 
2. Once you select “University Housing Community Center”, you will complete the fields to the left. The fields are separated into two sections (When and Where; Availability Filters). Each data field will be explained in the next few pages. Please note, there is also helpful information on this homepage about University Apartments Spaces:

* = Required Fields

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

   ```
   When and Where
   Date:* 6/1/2014 Sun
   Start Time:* 1:00 PM
   End Time:* 2:00 PM
   Facilities:
   Community Center
   ```

   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:
4. **Availability Filters:**
   a. Select a specific “Room Type” or you can select “all” to view all available space:

   ![Availability Filters](image)

5. **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:

<table>
<thead>
<tr>
<th>Community Center</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym - Big</td>
<td>300</td>
</tr>
<tr>
<td>Kitchen</td>
<td>12</td>
</tr>
<tr>
<td>Meeting Room (133)</td>
<td>30</td>
</tr>
<tr>
<td>Meeting Room (135)</td>
<td>90</td>
</tr>
<tr>
<td>Meeting Room (139)</td>
<td>30</td>
</tr>
</tbody>
</table>

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”:

University Housing’s Online Space Reservation System

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, and Notes) prior to clicking “Submit”. Each of the
data fields will be explored in (i-iv) below:

i. Event Details:

Event Details

Event Name:*  
Event Type:*

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:**

1. The “Group” you should select is “University Apartments”:
   - **Group:**
     - University Apartments
   
   a. If you do not have a group that populates, click on the and search for “University Apartments” and select and “done”:

   b. The group will now be added to the “Group” listing:
2. For “1st Contact” select (temporary contact) and complete your information in the fields below:

   **Group Details**
   
   Group:*  
   University Apartments ▼

   1st Contact:*  
   [temporary contact] ▼

   Name:*  

   Phone:*  

   Fax:  

   Email:*  

   Note: The email provided here will be the one used to confirm/deny the reservation. The items with the “*” are required fields.

iii. **Other Information:**

   1. You will provide your apartment number, as well as answering “yes” or “no” to the three questions below.

   **Other Information**

   Please tell us your apartment number:*  

   Will your event be serving ALCOHOL:  
   NO ▼

   Will your event be charging an ADMISSION FEE:  
   NO ▼

   Is this a FUNDRAISER event:  
   NO ▼

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

   **Notes**

   |   |
f. Once the “Details” tab has been completed, you can click “submit”:
After you select “Submit” this screen will appear and you will also get a notification email about the request being submitted:

i. Email Notification:

University Apartments
611 Eagle Heights Drive
Madison WI 53705

UW Housing Reservation Notification

Group: Jon Doe
University Apartments
611 Eagle Heights
Madison, WI 53705
USA

Reservation 2141

Event Name: Birthday Party
Event Name: Birthday Party
Phone: 262-3024
Email Address: brettbaugard33@gmail.com
Status: VEMS Request

Your room reservation request has been submitted.

Sunday, June 01, 2014
1:00 PM - 2:00 PM Birthday Party (VEMS Request) EHCC Gym - Big

Room Charge (1 hours @ $30.00/hr)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Subtotal: $30.00
Grand Total: $30.00
h. Once the reservation is submitted you will be able to view the Reservation Details:

![Reservation Details Table]

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.

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Manage Reservations

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

   - View “Current” or “Historical” Reservations
     1. **Current** (Upcoming Reservations):

     ![Current Reservations]

     2. **Historical** (Past Reservations):

     ![Historical Reservations]
3. **Calendar** (Show multiple events on your schedule):

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,” “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-v) below:
i. Edit Reservation (edit Event Name/Type and contact information):

![Reservation Form]

- **Event Name**: Birthday Party
- **Event Type**: Program
- **Phone**: 262-3024
- **Email**: buckybadger936@gmail.com

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 Details Form]

- **Reserve Id**: 2141
- **Event Name**: Birthday Party
- **Event Type**: Program
- **Group Name**: Jon Doe
- **Phone**: 262-3024
- **Location**: Community Center
- **Start Time**: 8:00 AM
- **End Time**: 9:00 AM
- **Selected Locations**: Community Center
iii. View/Email Reservation Summary:
   1. Once a reservation is approved, the status will display as “confirmed”

   ![Reservation Summary Image]

<table>
<thead>
<tr>
<th>Group</th>
<th>Reservation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan Dee University Apartments 611 Eagle Heights  Madison, WI 53705 USA</td>
<td>Event Name: Birthday Party Phone: 202-3024 Email Address: <a href="mailto:janbaden@gmail.com">janbaden@gmail.com</a> Status: Confirmed</td>
</tr>
</tbody>
</table>

   **BOOKINGS / DETAILS**
   - **Quantity**: 1
   - **Price**: $30.00
   - **Amount**: $30.00

   ![Booking Details Image]

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

   v. Booking Tools:

   ![Booking Tools Image]

   1. Change the “Date” or “Time” to the specifications below:
d. Actions:
   i. Edit Booking:
      - Allows the ability to change: Event Name, Event Type, Date, Start Time, End Time. Selecting “Update Booking” will apply changes:

   e. Cancel Reservation:
      i. Select “Cancel Bookings”:
ii. Select the check box next to the event you wish to cancel, followed by selecting “Cancel Bookings”:

<table>
<thead>
<tr>
<th>Bookings available to cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td>Birthday Party</td>
</tr>
</tbody>
</table>

---

iii. The final step is to provide the “Cancel Reason” and you can add any “Cancel Notes” and finish by selecting “Cancel Booking(s):”

![cancelReason](image)

- Cancel Reason:
- Cancel Notes:
- Cancel Booking(s)  Cancel

---

iv. The event will now show as cancelled:

<table>
<thead>
<tr>
<th>Bookings</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIONS</td>
</tr>
<tr>
<td>6/1/2014 Sun 1:00 PM - 2:00 PM</td>
</tr>
</tbody>
</table>

---

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Browse Availability

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):

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

<table>
<thead>
<tr>
<th>Event Name</th>
<th>DCS Student Supervisor/Manager Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Type</td>
<td>Meeting</td>
</tr>
<tr>
<td>Location</td>
<td>Gordon Dining and Event Center - Concerts Room</td>
</tr>
<tr>
<td>Event Time</td>
<td>3:00 PM - 4:30 PM</td>
</tr>
<tr>
<td>Group</td>
<td>Housing Staff</td>
</tr>
</tbody>
</table>

**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>12/2/2013</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).

**Building Details**

<table>
<thead>
<tr>
<th>Building Code</th>
<th>GDEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Gordon Dining and Event Center</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
</tbody>
</table>

**Room Details**

<table>
<thead>
<tr>
<th>Room Code</th>
<th>C1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Concerto Room</td>
</tr>
<tr>
<td>Room Type</td>
<td>Conference Room</td>
</tr>
<tr>
<td>Floor</td>
<td>2</td>
</tr>
<tr>
<td>Size</td>
<td>0</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Setup Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Teardown Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
</tbody>
</table>

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My Account

1. Allows you to “Log Out”:

 enabled in the image Here: 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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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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