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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/
2. Select “Login here” under the “UW Madison Students, Faculty and Staff”:

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

   - **UW Madison Students, Faculty and Staff**
   - **Non-UW Madison Individuals**

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

   ![Campus NetID Login](image)

   - **NetID**
   - **Password**

   You are connecting to a website or application that requires authentication. Please enter your NetID and password to continue. To protect your personal information, remember to log out all web browsers (Quit on a Mac).
4. After logging in, you will be directed to the UW Housing Online Space Reservation System.
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:

Your account has been successfully 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.

8. Once you are logged in, you will be able to 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 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:

   ![Calendar/Clock Example]

   *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:**

   ![Recurrence Pattern Example]

   ![Recurrence Pattern Example]

   ![Recurrence Pattern Example]

   ![Recurrence Pattern Example]

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

   ![Room Type Filter Example]

   ![Room Type Filter Example]

   ![Room Type Filter Example]

   ![Room Type Filter Example]
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:

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

   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”:

![Screenshot of 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”:
   
   a. If you do not have a group that populates, click on the search bar 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:

<table>
<thead>
<tr>
<th>Group Details</th>
</tr>
</thead>
</table>
| **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.

<table>
<thead>
<tr>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please tell us your apartment number:</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
| **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:

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

f. Once the “Details” tab has been completed, you can click “submit”:

**Event Details**

- Event Name: *Birthday Party*
- Event Type: *Program*

**Group Details**

- Group: *University Apartments*
- 1st Contact: *(temporary contact)*
- Name: *Jon Doe*
- Phone: *262-3024*
- Email: *buckybadger436@gmail.com*

**Other Information**

- Please tell us your apartment number: *5112*
- Will your event be serving ALCOHOL: *NO*
- Will your event be charging an ADMISSION FEE: *NO*
- Is this a FUNDRAISER event: *NO*

**Notes**

- [ ] I have read and agree to the terms and conditions
- Submit
g. After you select “Submit” this screen will appear and you will also get a notification email about the request being submitted:

![Reservation System Image]

i. Email Notification:

![Reservation Email Notification]

**UW Housing Reservation Notification**

**Group**

<table>
<thead>
<tr>
<th>Group</th>
<th>Reservation 2141</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Doe</td>
<td>University Apartments</td>
</tr>
<tr>
<td>611 Eagle Heights Drive</td>
<td>Madison, WI 53705</td>
</tr>
<tr>
<td>USA</td>
<td></td>
</tr>
</tbody>
</table>

**Event Details**

<table>
<thead>
<tr>
<th>Event Name: Birthday Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 262-3024</td>
</tr>
<tr>
<td>Email: <a href="mailto:johndoe@example.com">johndoe@example.com</a></td>
</tr>
<tr>
<td>Status: VEMS Request</td>
</tr>
</tbody>
</table>

**Bookings/Details**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, June 01, 2014</td>
<td>1:00 PM - 2:00 PM</td>
<td>Birthday Party (VEMS Request) EHCC Gym - Big</td>
<td>$30.00</td>
</tr>
<tr>
<td>Room Charge</td>
<td>1 hour(s @ $30.00/hr)</td>
<td></td>
<td>$30.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td>$30.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td>$30.00</td>
</tr>
</tbody>
</table>
h. Once the reservation is submitted you will be able to view the Reservation Details:

<table>
<thead>
<tr>
<th>Reservation Details</th>
<th>Additional Information</th>
<th>Attachments</th>
<th>Back to My Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservation Id</td>
<td>2141</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Name</td>
<td>Birthday Party</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Type</td>
<td>Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Name</td>
<td>University Apartments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Contact Name</td>
<td>Jon Doe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>262-9024</td>
<td></td>
<td></td>
</tr>
</tbody>
</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”:

   i. View “Current” or “Historical” Reservations

      1. **Current** (Upcoming Reservations):

         ![Current Reservations Screen]

         | ID   | Name       | Group          | First Booking | Last Booking | Status  | Location          | Has Services |
         |------|------------|----------------|---------------|--------------|---------|-------------------|--------------|
         | 2147 | Birthday Party | University Apartments | 6/1/2014 Sun | 6/1/2014 Sun | VEMS Request | Community Center - Gym - Dig | No |

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

         ![Historical Reservations Screen]

         | ID   | Name       | Group          | First Booking | Last Booking | Status  | Location          | Has Services |
         |------|------------|----------------|---------------|--------------|---------|-------------------|--------------|
         | 1038 | TEST Event Housing Staff | 1/18/2014 Sat | 1/18/2014 Sat | VEMS Request | Conference Room | Yes |

Please note: The following rooms are not available at this time. If you would like to inquire about reserving these rooms, please email reservespace.mailbox@housing.wisc.edu, or call the Housing staff at this time. Thank you.
3. **Calendar** (Show multiple events on your schedule):

![Calendar interface]

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

![Reservation details]

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:

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

![Image](image1.png)

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:

![Image](image2.png)
iii. View/Email Reservation Summary:
   1. Once a reservation is approved, the status will display as “confirmed”

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

v. Booking Tools:
   1. Change the “Date” or “Time” to the specifications below:
d. Actions:

i. Edit Booking:

**Actions:**

- **Edit Reservation**
- **Add Booking**
- **Cancel Bookings**
- **Cancel All Bookings**
- **View/Email Reservation Summary**
- **Add booking to personal calendar**

**Booking Tools**

**Reservation Details**

<table>
<thead>
<tr>
<th>Reservation Id</th>
<th>Event Name</th>
<th>Event Type</th>
<th>Group Name</th>
<th>1st Contact Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2141</td>
<td>Birthday Party</td>
<td>Program</td>
<td>University Apartments</td>
<td>Jon Doe</td>
<td>262-3824</td>
</tr>
</tbody>
</table>

**Actions**

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>DATE</th>
<th>TIME</th>
<th>TITLE</th>
<th>LOCATION</th>
<th>STATUS</th>
<th>SETUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Bookings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel All Bookings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View/Email</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add booking to personal calendar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Edit Booking**

1. Allows the ability to change: Event Name, Event Type, Date, Start Time, End Time.

Selecting “Update Booking” will apply changes:

**Event Details**

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Location</th>
<th>Event Type</th>
<th>Group Name</th>
<th>1st Contact Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birthday Party</td>
<td>Sunday, June 01, 2014</td>
<td>Community Center - Gym - Big</td>
<td>Program</td>
<td>University Apartments</td>
<td>Jon Doe</td>
<td>262-3824</td>
</tr>
</tbody>
</table>

**When and Where**

- **Date**: Sun 6/1/2014
- **Start Time**: 1:00 PM
- **End Time**: 2:00 PM
- **Facilities**: Community Center

**Update Booking**

**Availability Filters**

- **Room Type**: 
- **(all)**

**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>

Click Cancel Booking(s) to confirm the cancellation of the bookings. Click cancel to abort the cancellation.

Cancel Reason: *

Cancel Notes:

Cancel Booking(s) Cancel

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

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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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:**

<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]

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

![Virtual EMS - Location Details]

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My Account

1. Allows you to “Log Out”:

[Image: 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:

- Housing A/V Support: Information about Housing AV equipment
- Housing Catering Information: Housing Catering website
- Housing FAQs: Frequently Asked Questions resource
- Housing General Room Use and Information Table Policies: Public view of Housing policy (B-26)
- Housing KnowledgeBase (KB): Resource for additional University Housing EMS documents
- University Apartments Community Center FAQs
- Virtual EMS User’s Manual: External guide created by EMS
- Knowledge Base (EMS): External guide created by EMS