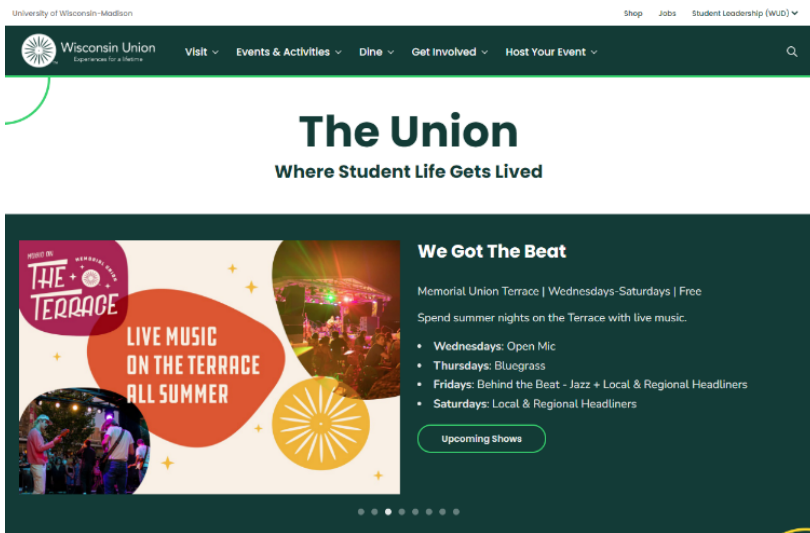# Student Activity Center Request Tutorial

How to make an Online Reservation

Where to find SAC Room Requests

Step 1:
- Go to the Union website found at https://union.wisc.edu/

Online Reservations

Meeting Room Request

If you are part of a Registered Student Organization (RSO) or UW-Madison department, log in here to start your request for a Wisconsin Union meeting room.

Need help? See our Tutorials: Event Request Tutorial, Classroom Request Tutorial, Literature Table Request Tutorial, or Outdoor Space Request Tutorial.

Log In to Request

Step 4:
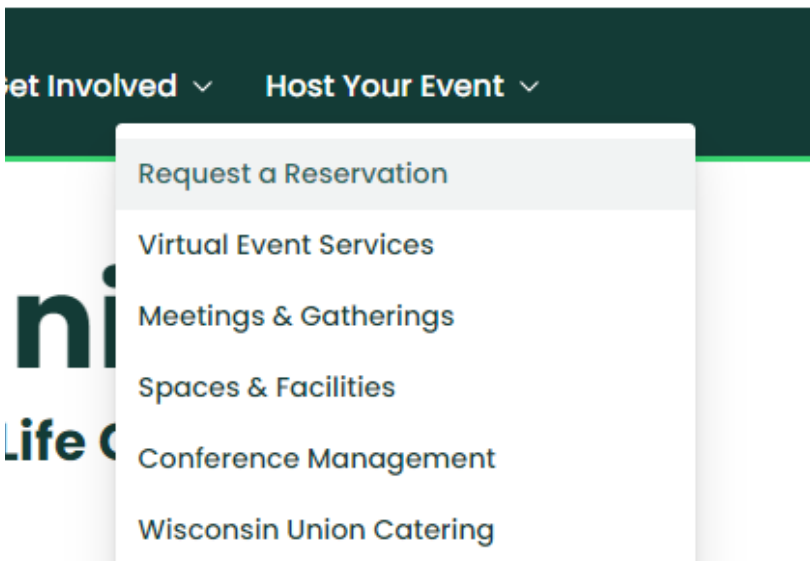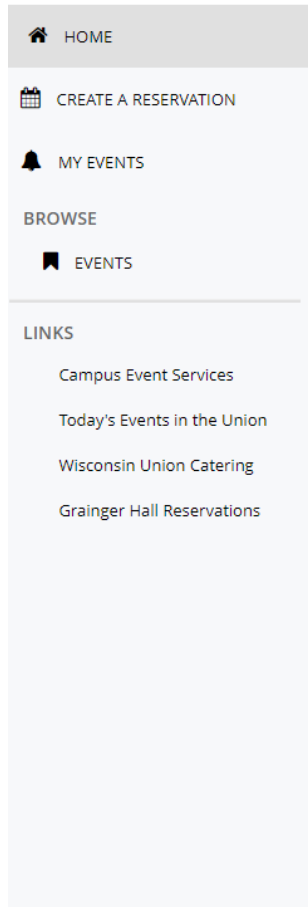- On the Request a Reservation Page, the SAC request form will be found under "Meeting Room Request". Please select "Log In to Request" to start the reservation.

Request a Reservation

Virtual Event Services

Meetings & Gatherings

Spaces & Facilities

Conference Management

Wisconsin Union Catering

Step 2:
- At the top of the page, hover your mouse over the "Host Your Event" tab.

Step 3:
- Select the "Request a Reservation" option.

EMS: Online Reservation System

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LINKS

Campus Event Services

Today's Events in the Union

Wisconsin Union Catering

Grainger Hall Reservations

WELCOME TO THE EVENT MANAGEMENT SYSTEM FOR
THE WISCONSIN UNION

*Please allow a minimum of 24 hours for a response to your request. Requests are processed Monday-Friday, 8-4:30pm.*

All reservation requests for Saturday-Monday must be made by 12PM on Friday. Requests made after 12PM on Friday will not be processed until the following Monday.

A tutorial on requesting meeting room space can be found here.
A tutorial on requesting campus classroom space can be found here.
A tutorial on requesting a literature table can be found here.
A tutorial on requesting outdoor space can be found here.

EMS Home Page:
- At the bottom of the EMS home page will be information on starting your reservation request.
- This information includes:
  - Our office times and contact information
  - The proper template you will need for your reservation
  - Additional AV and equipment pricing

EMS: Online Reservation System
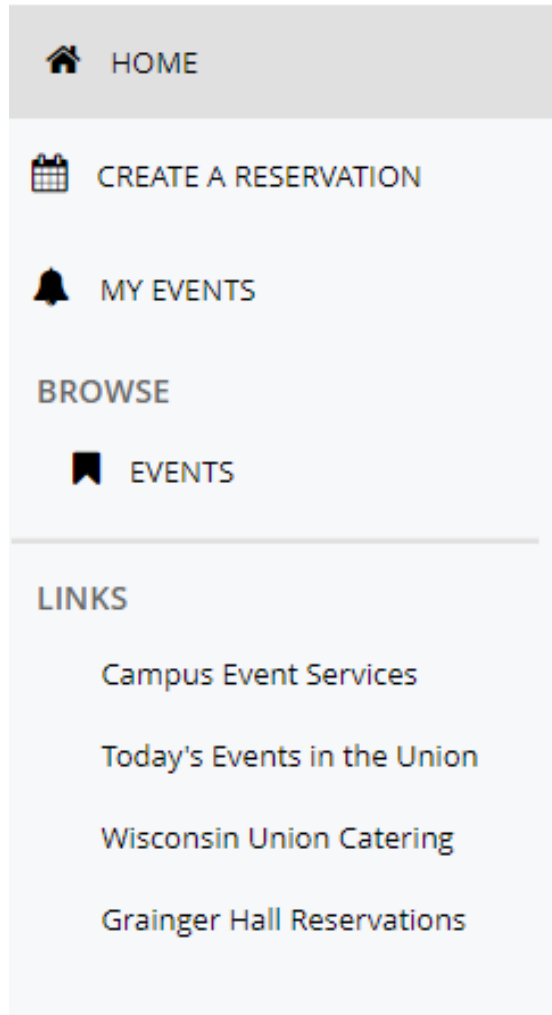
EMS Functions:
- Under "Home" on the left side of the page are a number of other EMS functions.
  - Selecting "Create a Reservation" will bring you to the template page for your event
  - Selecting "My Event" will bring you to a list of reservations you have made through EMS.
  - Information, such as event status and reservation numbers can also be found on this page.
  - Selecting "Events" will bring you to the full list of events happening in the Wisconsin Union buildings, campus classrooms, the Student Activity Center (SAC), or outdoor spaces.
    - This list is also known as the "T.I.T.U.," or "Today in the Union."

Creating Your Reservation: SAC

Step 1: Select the correct reservation template
- The "Campus Classroom Request" template will be used for education buildings, such as Humanities or Computer Sciences
- The "Wisconsin Union Meeting Room Request" will be used for meeting spaces between Memorial Union and Union South
- The "Student Activity Center Meeting Room" is for rooms on the 3rd and 4th floor of the SAC in East Campus Mall

Creating Your Reservation: SAC

Date & Time

Date

| Fri 08/26/2022 | 📅 | **Recurrence** |

Start Time   **End Time**

| 9:30 AM | 🕐 | 10:30 AM | 🕐 |

Create booking in this time zone

Central Time ⌄

| **Locations** | **Add/Remove** |

Student Activity Center

Search

🔽 **Let Me Search For A Room**

| **Setup Types** | **Add/Remove** |

(no preference)

| **Features** | **Add/Remove** |

(none)

Number of People

5 ⬍

Search

Step 2: Add Date and Time Information
- Select recurrence if you have multiple dates for the semester to reserve

Step 3: Add how many people will be attending the event
- Tip: If you cannot see the "Number of People" counter, please click the drop-down arrow on the "Let Me Search for a Room" tab. A room will not populate if this is not filled out.

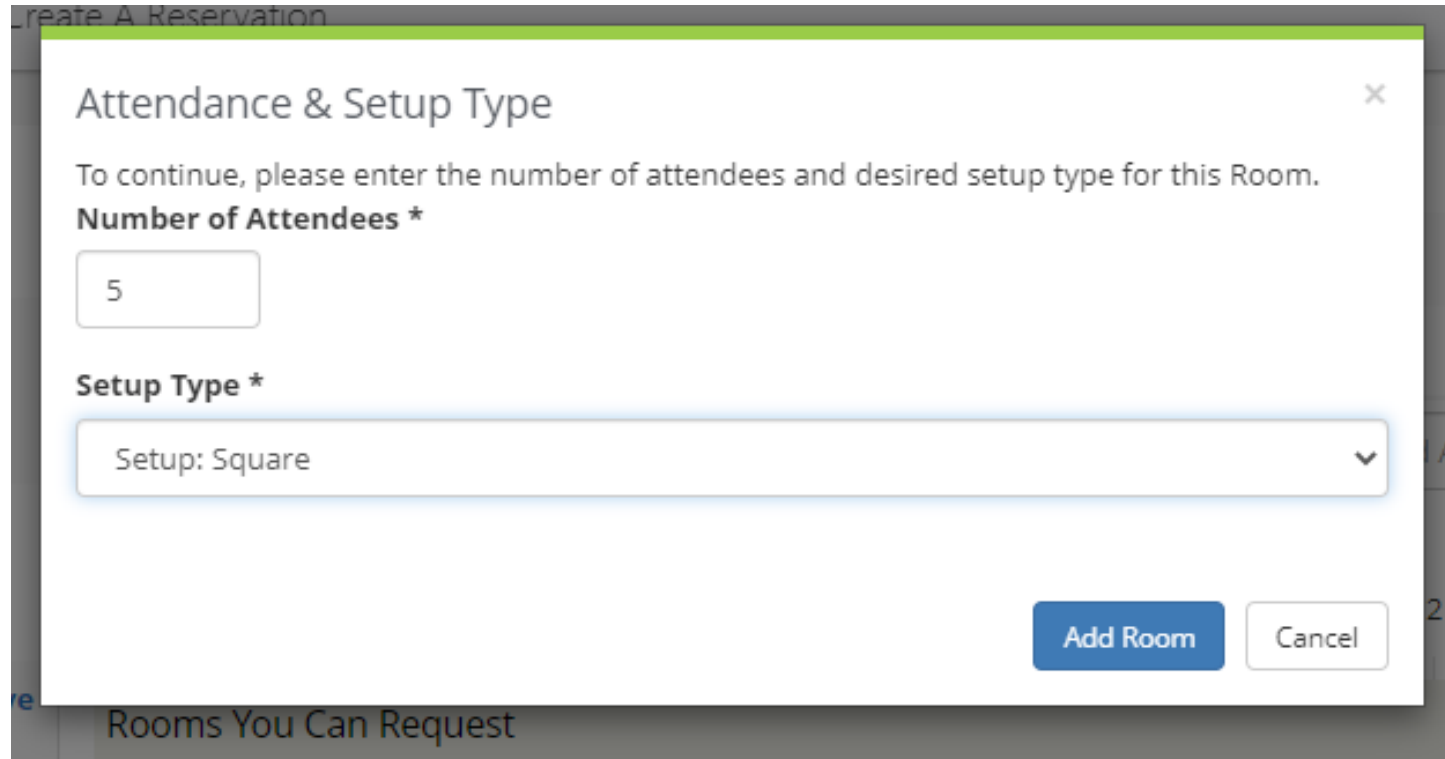**Step 4:** Hit "Search"

Rooms You Can Request

Student Activity Center ...	Cap	8 AM	9	10	11	12 PM	1	2	3	4	5
➕ 3155	10										
➕ 3158	10										
➕ 3161	20										
➕ 4001	20										
➕ 4210	20										
➕ Caucus Room	20										
➕ Hearing Room	60										
➕ Multi Purpose Roo...	100										

Availability Legend

Step 5: After hitting search, the list of rooms will populate. Choose the green plus sign next to whichever room you want your event to be in.
- Please note that specific rooms will not populate if your guest count is over the room's capacity

Creating Your Reservation: SAC

Step 6: Once you select the green plus sign, this pop-up will appear. Now you can choose what setup for the event you would like.

Step 7: Click the "Add Room" button after you choose your setup type.

Step 8: The pop-up will disappear and you can click "Next Step" in the right corner.

Creating Your Reservation: SAC

Step 9: Fill out the name of the event and what type of event it is

Step 10: Select the group or department your group is with by hitting the magnifying glass to the right of the "Group*" bar
- This step can be tricky, but there is a way to make it easy. If you search "%" with a keyword from your group name following it, all options for that keyword will appear.

Step 11: Fill in the contact information
- If your name is not listed in the contacts, choose "temporary contact" and insert your name in the "1st Contact Name*"

Creating Your Reservation: SAC

Help   ×

Thank you for your space **request**. Your request has been received and will be processed. Please allow **a minimum of (1) business day** for a response to your request. More time may be needed as there may be specific questions regarding your request.

Thank you,
Student Activity Center
333 East Campus Mall
(608) 890-2966
sac@asm.wisc.edu

OK

Step 12: Click the "Create a Reservation" button on the bottom right side of the page. This pop-up will appear after. Select "OK" after and your event has been created!