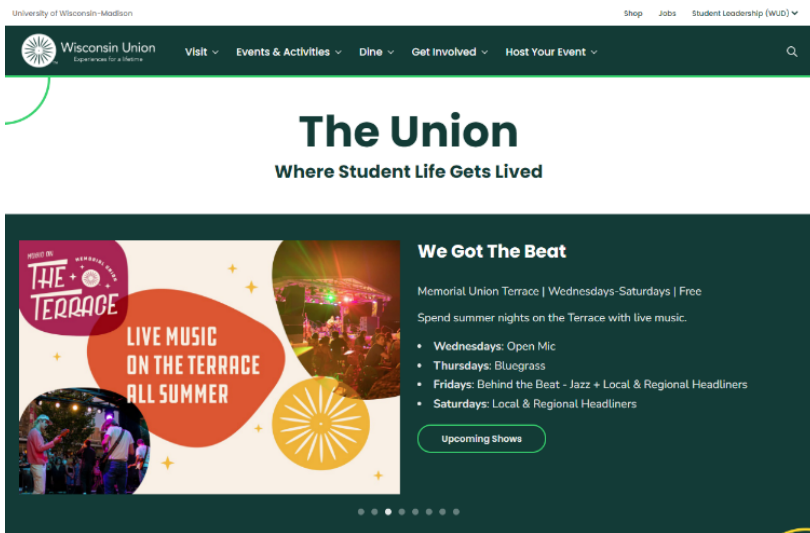


# Student Activity Center Request Tutorial

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 2:

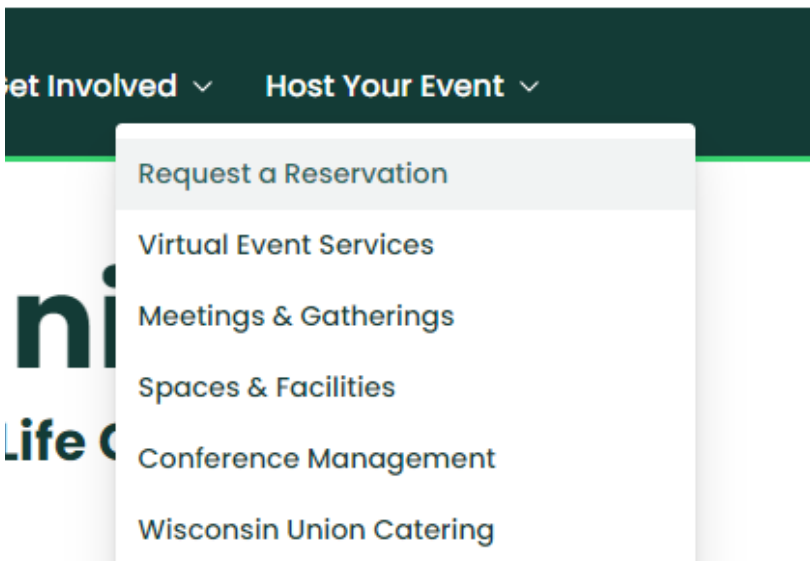
- At the top of the page, hover your mouse over the “Host Your Event” tab.

## Step 4:

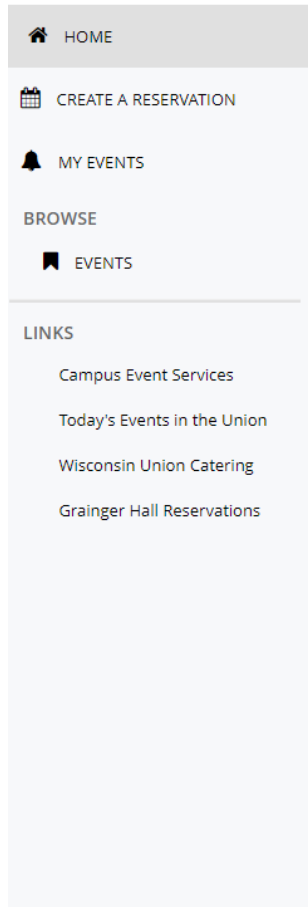
- On the Request a Reservation Page, the SAC request form will be found under “Meeting Room Request”. Please select “Log In to Request” to start the reservation.

## Step 3:

- Select the “Request a Reservation” option.



# EMS: Online Reservation System



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

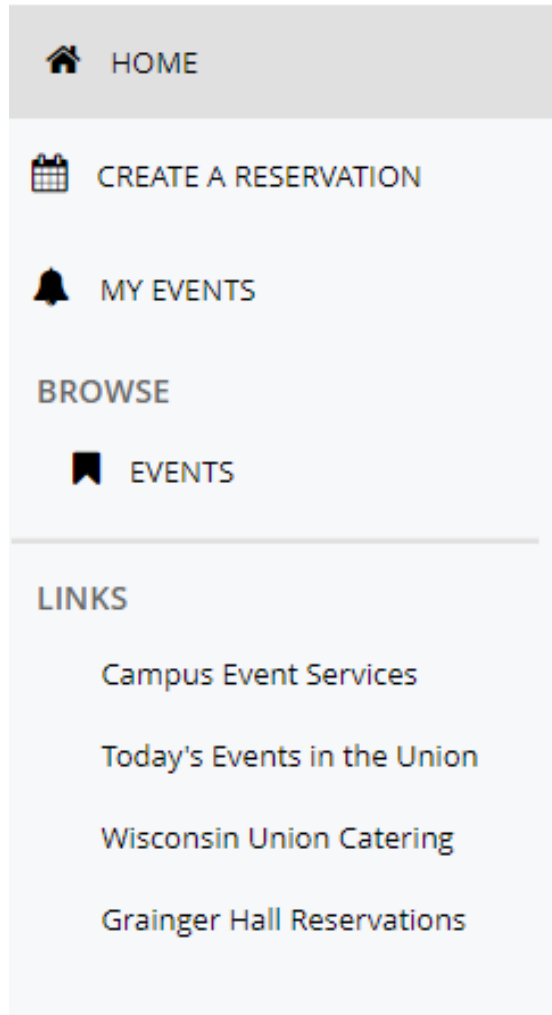
All reservation requests for Saturday-Monday must be made by 12PM on Friday. Requests made after 12PM on Friday will not be processed until the following Monday.

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

The screenshot shows a web interface for creating reservations. On the left is a sidebar with the following menu items: HOME (with a house icon), CREATE A RESERVATION (with a calendar icon and highlighted), MY EVENTS (with a bell icon), BROWSE, EVENTS (with a bookmark icon), and LINKS. Under LINKS, there are two items: Campus Event Services and Today's Events in the Union. The main content area is titled 'My Reservation Templates' and lists five reservation options, each with a 'book now' button and an 'about' button:


- Campus Classroom Requests
- Literature Table Request
- Outdoor Space Requests
- Student Activity Center Meeting Room
- Wisconsin Union Meeting Room Request



## 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 3<sup>rd</sup> and 4<sup>th</sup> 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 

Let Me Search For A Room

Setup Types [Add/Remove](#)  
(no preference)

Features [Add/Remove](#)  
(none)

Number of People  
5 



## 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

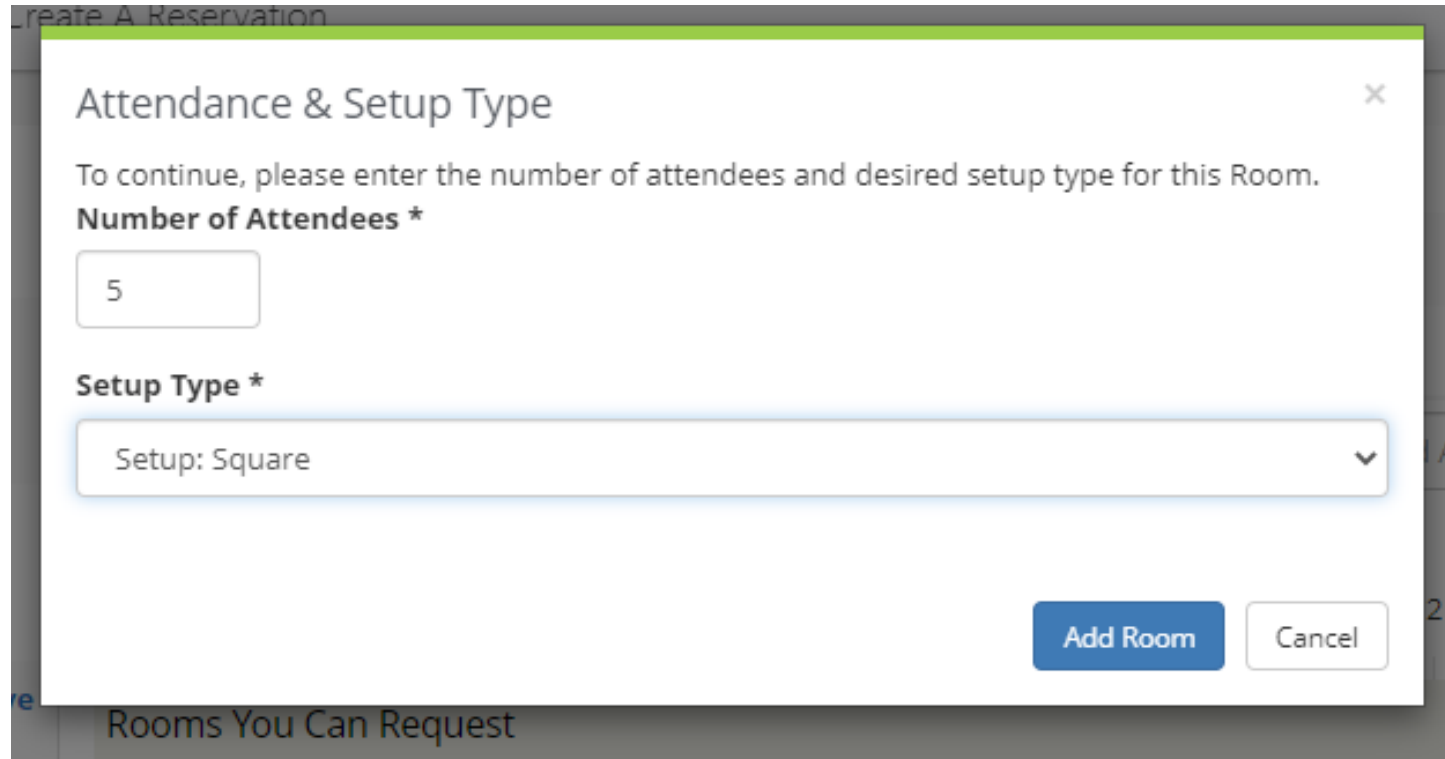
Student Activity Center ...	Cap	3 AM	9	10	11	12 PM	1	2	3	4	5
 3155	10										
 3158	10										
 3161	20										
 4001	20										
 4210	20										
 Caucus Room	20										
 Hearing Room	60										
 Multi Purpose Roo...	100										



**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



The screenshot shows a pop-up window titled "Attendance & Setup Type" with a close button (X) in the top right corner. Below the title, there is a prompt: "To continue, please enter the number of attendees and desired setup type for this Room." The form contains two main sections: "Number of Attendees \*" with a text input field containing the number "5", and "Setup Type \*" with a dropdown menu currently set to "Setup: Square". At the bottom right of the form are two buttons: "Add Room" (a blue button) and "Cancel" (a white button with a grey border). The background of the application is dimmed, showing a header "Create A Reservation" and a section titled "Rooms You Can Request".

**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

The screenshot shows a web form for creating a reservation. It is divided into two main sections: "Event Details" and "Group Details".

**Event Details:**

- Event Name \***: A text input field containing "TEST".
- Event Type \***: A dropdown menu with "Meeting: In-Person" selected.

**Group Details:**

- Group \***: A dropdown menu with "University Relations, Office of" selected, followed by a magnifying glass search icon.
- 1st Contact**: A dropdown menu with "University Relations, Office of" selected.
- 1st Contact Phone \***: A text input field containing "TEST".
- 1st Contact Fax**: An empty text input field.
- 1st Contact Email Address \***: A text input field containing "events@union.wisc.edu".

At the bottom left, there is a "Go Back" button.

**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](mailto: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!