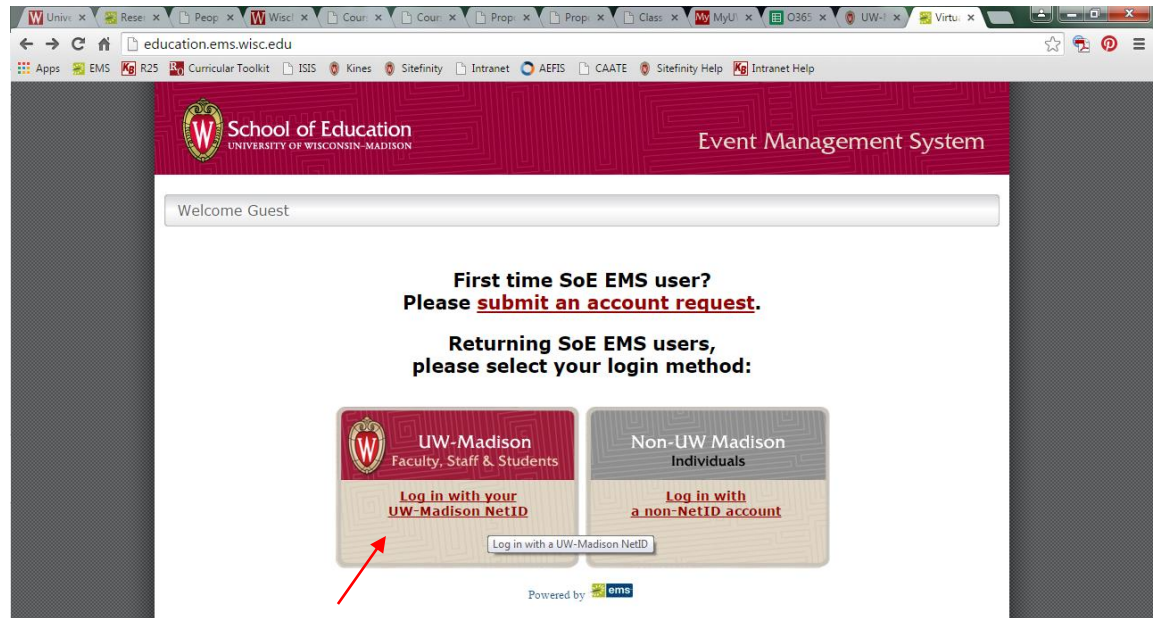
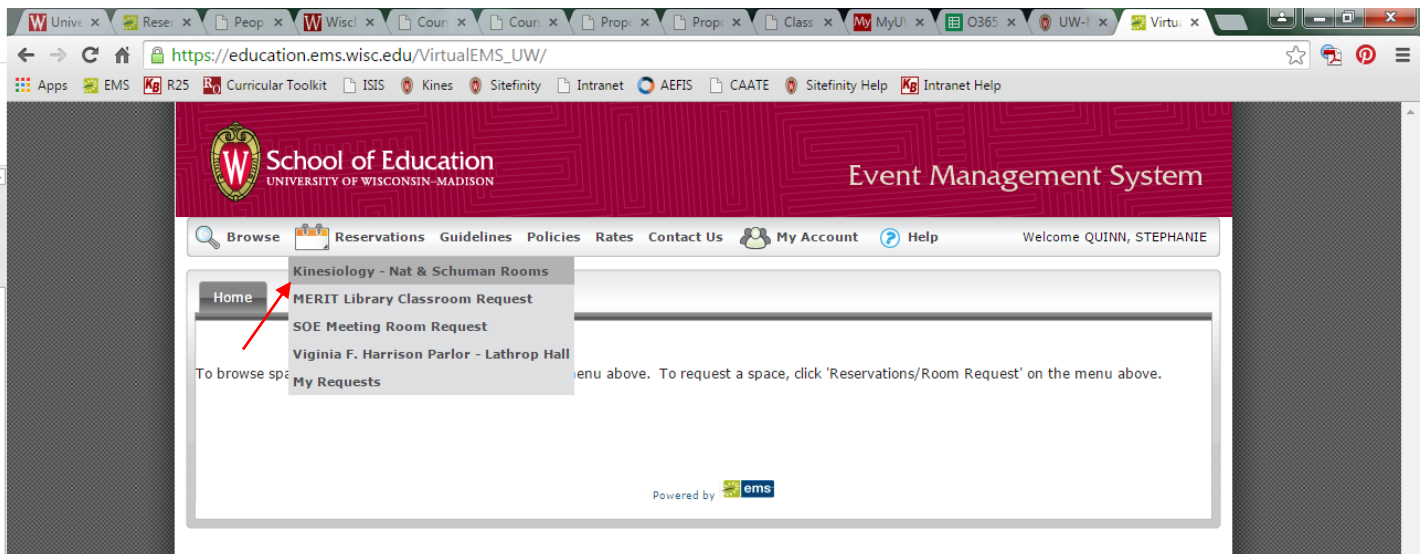


# Guide for Room Requests:

1. Be sure you have read the information provided on the room request page of the intranet.
2. Click on the link to the Event Management System in the Overview section.
3. You will be directed to this page:



4. Select the UW-Madison option of the left and log in with your net ID and password.
5. Once you are logged in, select Kinesiology from the Reservations drop down menu:



6. You will be directed to a page requesting information for your event. Please fill out all of the fields marked with a red asterisk.

W Unive x Rese x Peop x W Wisc x Cour x Cour x Prop x Prop x Class x My MyU x O365 x UW-I x Virtu x

https://education.ems.wisc.edu/VirtualEMS\_UW/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97yagq%2bmIkV7%2b

Apps EMS R25 Curricular Toolkit ISIS Kines Sitefinity Intranet AEFIS CAATE Sitefinity Help Intranet Help

**School of Education**  
UNIVERSITY OF WISCONSIN-MADISON

**Event Management System**

Browse Reservations Guidelines Policies Rates Contact Us My Account Help Welcome QUINN, STEPHANIE

Kinesiology - Nat & Schuman Rooms

Location Details

**When and Where**

Date: \* 9/17/2015 Thu Recurrence

Start Time: \* 9:00 AM End Time: \* 11:00 AM

Facilities: Gym-Nat

**Setup Information**

Attendance: \* 2

**Availability Filters**

Room Type: (all)

Find Space

**Selected Locations**

No rooms currently selected

List Grid

7. If you needed to request a recurring event, hit the Recurrence button next to the requested date, and a pop up box requesting additional information will appear:

**Recurrence**

Time

Start Time: \* 9:00 AM End Time: \* 11:00 AM

Recurrence Pattern

Daily Weekly Monthly Random

Recur every 1 week(s) on:

Sun Mon Tue Wed Thu Fri Sat

Range of Recurrence

Start Date: 9/17/2015 Thu

End after: 1 occurrences

End by: 9/17/2015 Thu

Apply Recurrence Remove Recurrence

8. After you have entered all of your information, click the red Find Space button.
9. A new field will appear on the right of the screen showing rooms that are requestable and what their schedule is. Your requested times will be highlighted.

**School of Education**  
UNIVERSITY OF WISCONSIN-MADISON

**Event Management System**

Welcome QUINN, STEPHANIE

**Kinesiology - Nat & Schuman Rooms**

**When and Where**

Date: 9/17/2015 Thu Recurrence

Start Time: 9:00 AM End Time: 11:00 AM

Facilities: Gym-Nat

**Setup Information**

Attendance: 2

**Availability Filters**

Room Type: (all)

**Find Space**

**Selected Locations**

No rooms currently selected

List Grid

**Thursday, September 17, 2015**

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Gym-Nat													
Gym-Nat 1017 Meeting Rc	10												
Gym-Nat 1108 Gym 6	50												
Gym-Nat 1140 Lecture Ha	90												
Gym-Nat 1190 Classroom	30												
Gym-Nat 2007 Meeting Rc	15												
Gym-Nat 2055 Classroom	0												
Gym-Nat 2081 Classroom	0												
Gym-Nat 2083 Classroom	0												

10. Once you find the room that is available, and best fits your needs, click on the green box next to the room number and the selected room will appear above the room grid:

**School of Education**  
UNIVERSITY OF WISCONSIN-MADISON

**Event Management System**

Welcome QUINN, STEPHANIE

**Kinesiology - Nat & Schuman Rooms**

**When and Where**

Date: 9/17/2015 Thu Recurrence

Start Time: 9:00 AM End Time: 11:00 AM

Facilities: Gym-Nat

**Setup Information**

Attendance: 2

**Availability Filters**

Room Type: (all)

**Find Space**

**Selected Locations**

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
9/17/2015 Thu		9:00 AM	11:00 AM	Gym-Nat - Gym-Nat 1017 Meeting Room	Reserve	2	

List Grid

**Thursday, September 17, 2015**

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Gym-Nat													
Gym-Nat 1017 Meeting Rc	10												
Gym-Nat 1108 Gym 6	50												
Gym-Nat 1140 Lecture Ha	90												
Gym-Nat 1190 Classroom	30												
Gym-Nat 2007 Meeting Rc	15												
Gym-Nat 2055 Classroom	0												
Gym-Nat 2081 Classroom	0												
Gym-Nat 2083 Classroom	0												

**Continue**



11. Be sure you have the proper room selected, and hit the continue button at the bottom.
12. From there a new field will appear where the schedule grid was. You will need to enter your event information. Be as specific as possible with the Event Name and Event Type.
  - a. Your organization: SOE – Kinesiology
  - b. 1<sup>st</sup> Contact: Temporary Contact
  - c. Name: Your name
  - d. Email: Your email

**Event Management System**

Welcome QUINN, STEPHANIE

**Kinesiology - Nat & Schuman Rooms**

**When and Where**

Date: 9/17/2015 Thu Recurrence

Start Time: 9:00 AM End Time: 11:00 AM

Facilities: Gym-Nat

**Setup Information**

Attendance: 2

**Availability Filters**

Room Type: (all)

**Find Space**

**Event Details**

Event Name: Bucky Research Group Event Type: Meeting

**Organization Details**

Organization: SOE - Kinesiology

1st Contact: (temporary contact)

Name: Stephanie Quinn

Phone: Fax:

Email: squinn3@wisc.edu

**Other Information**

Notes:

**Submit**

13. Once all of your information is in place, hit the submit button at the bottom.
14. You will be directed to a new page with your request information. From here you will be able to edit the request, or cancel it, and view other requests.

**Event Management System**

Welcome QUINN, STEPHANIE

**Reservation Summary**

**Reservation Details**

Reservation Id: 29832 Organization Name: SOE - Kinesiology

Event Name: TEST 1st Contact Name: Stephanie Quinn

Event Type: Meeting Phone:

**Bookings**

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
		9/17/2015 Thu	9:00 AM - 11:00 AM	TEST	Gym-Nat - Gym-Nat 1017 Meeting Room	Request - Not Confirmed	Board Room Table - Fixed (2)

Powered by

15. At this point, your request has been submitted. There is nothing else you need to do except wait for your notifying email. Please do not assume the space is yours to use until you receive an email.
16. Once the request has been reviewed, you will receive an email that will notify you of the status of your event:

The screenshot shows an Outlook email window. The top bar includes 'Inbox' and a search bar. The email header shows 'From: Me', 'Subject: TEST (Res: 29832) for SOE - Kinesiology beginning 9/17/2015 Thu', 'To: Me', and 'Cc: Me'. The email body contains the following text:

Kinesiology  
Gymnasium-Natatorium  
2000 Observatory Dr.  
Madison WI 53706

Notice

Organization	Reservation29832
Stephanie Quinn SOE - Kinesiology 2000 Observatory Drive Madison, WI 53706	Event Name: TEST Status: Canceled

Below the table, there is a section for 'Bookings / Details' with the following information:

**Thursday, September 17, 2015**  
9:00 AM - 11:00 AM TEST (Canceled) Gym-Nat 1017 Meeting Room  
Reserved: 9:00 AM - 11:15 AM  
Board Room Table - Fixed for 2

An 'Event Invitation' box is also present, containing the following details:

Event Invitation	
Title:	TEST
Location:	0031-1017
When:	Thursday, September 17, 2015 9:00 AM – 11:00 AM
Canceled Occurrences:	Thursday, September 17, 2015 9:00 AM

The bottom of the screenshot shows the Outlook interface with '2 attachments 6.9 KB' and a taskbar at the bottom with various application icons and a system clock showing 10:51 AM on 9/16/2015.