**Campus Room Requests & Event Reservations**

1. **Log-in to Campus Room Requests & Event Reservations using your OLLU username and password**

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Click on “My Account,” then click on “Log In.” This will prompt you to enter your OLLU Username and Password. Then click “Login.”

1. **Once you Login to Campus Room Requests & Event Reservations the following tabs appear:**



* The **Browse** tab allows you to browse events, facilities, or spaces and locate a group
* The **Reservations** tab allows you to do the following
	+ Request a Classroom
	+ Request a Venue (e.g., PWSR or Providence Hall, Blue Room)
	+ Request a Conference Room
	+ Request Thiry Auditorium or 24th Street Theater
	+ Request Equipment and/or Furniture ONLY
	+ View My Requests (this allows you to view any of your current or previous requests).
* The **My Account** tab allows you to Log Out
* The **Help** tap –currently this tab brings up the Knowledge Base website and prompts for username and password log-in and also provides a “Virtual EMS User’s Manual
1. **How to Reserve Space in Campus Room Requests & Event Reservations**
	1. **Select the Type of Reservation you wish to make:**
		* Classroom Request
		* Venue Requests (e.g., PWSR, Blue Room)
		* Thiry Auditorium/24th Street Theater

*The example below demonstrates how to submit a Classroom Request:*



* 1. **“When and Where”:**

*Note: Fields with (\*) are required*

* + - Select the date(s) of your event (if it is a reoccurring event, select the “**Recurrence**” button. This will allow you to select multiple dates for your event).
		- Next, enter the **Start and End time** of your event
		- Then select the drop down menu under “**Facilities**” to select a particular building; otherwise, you can search “All.”
		- Enter the anticipated attendance for your event
		- Then select a “**Setup Type**” (note: with classrooms there are only two setup type options: Academic Classroom or Computer Lab)
		- Once you have entered all of the information select “**Find Space.**”

*There are two different ways in which you can view space availability:*

1. ***List****—this will give you a listing of space available with location and seating capacity information.*



1. ***Grid****— this will give you a listing of space available with location, seating capacity and give you a visual of the “start and end time” of your request. View will also show you space that is not available.*



1. **Adding the space to your reservation request:**
	1. Once you determine which space will accommodate your event, select the space by clicking on the icon.

*Note: the space selected will be removed from the list and moved up to the “Selected Locations” area of your screen (see below):*



* 1. After you have selected the space you would like to reserve, read and select the 🞏 that states, “I have read and agree to the terms and conditions”.



* 1. Select “Continue.”
1. **Event Details:**
	1. **Event Name:** Name of the Event
	2. **Event Type:**  What type of event is it? (e.g., meeting)
	3. **Customer:** Are you faculty, staff or a student?
	4. **Customer Name:** Select your name here
	5. **Customer Phone Number:** If you are a faculty or staff member, your phone information will auto populate. If you are a student you must enter your contact information.
	6. **Customer Email:** If you are a faculty or staff member, your phone information will auto populate. If you are a student you must enter your contact information.



Once you have entered all of your event information, click “Submit.”

1. **Reservation Details:**
	1. **Current** tab—This will allow you to make changes to any current reservation, add a reservation or cancel a reservation.
	2. **Historical** tab—This will allow you to see the details on the history of reservations you have submitted.



**Once your request is submitted, there will be a notification sent to the staff member that reserves the space, at that time the request will be reviewed.**

**Confirmation:**

A confirmation email with the event details similar to the example below will be provided to you via your OLLU email address.

