

UNT UNION ONLINE RESERVATIONS

GUIDE TO REQUESTING A RESERVATION IN EMS

A: Reservations vs. Bookings

B: Starting a Reservation

C: Adding Services

D: Completing your Request

A: RESERVATIONS VS. BOOKINGS

INTRODUCTION

1: Reservation vs. Booking

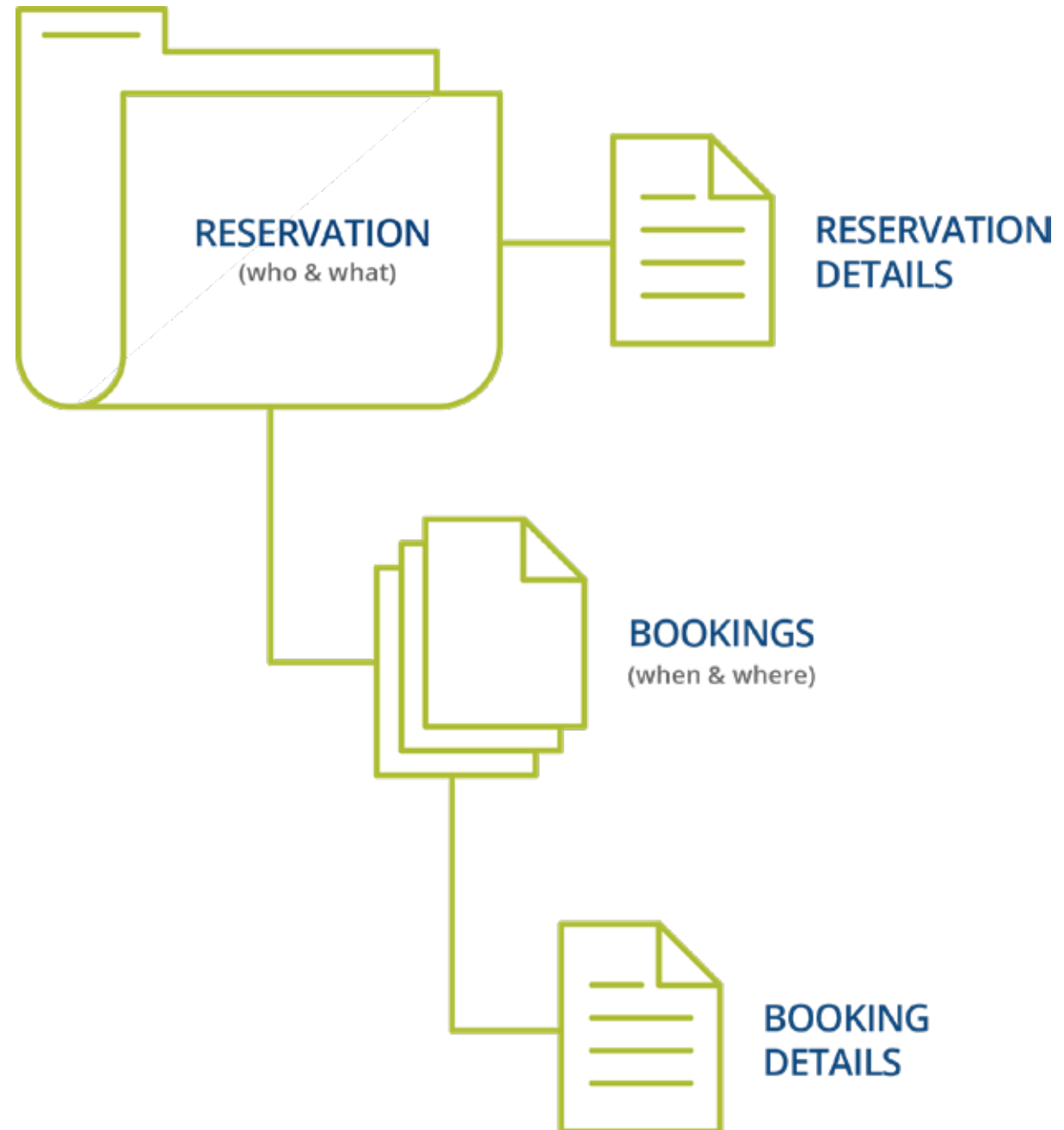
2: Defining Terms

A1: RESERVATION VS. BOOKING

What's the difference between a "reservation" and a "booking?" A Reservation consists of one or more Bookings. That's it.

Every booking belongs to a reservation. The Online Event Reservations system lets you have multiple bookings under a single reservation. When you have multiple bookings in a reservation, each booking can be independent of the other, such as reserving a set of rooms for an event, or can be a series of bookings under a Recurring reservation.

Each booking can contain multiple Booking Details, which are the resources and services required to support the booking, such as catering and room setup.



A2: DEFINING TERMS

Reservations: Who and What

A reservation is the “who and what” of an event. For example, the Academic Planning Board (the who) can reserve space for a Semester Kickoff event (the what).

Bookings: Where and When

A booking is the “where and when” of an event. For example, the Academic Planning Board schedules the conference room (the where) for a staff meeting on the second Monday in January (the when). The Academic Planning Board now has a single reservation with a single booking in Online Event Reservations system. If, however, they schedule the conference room (the where) for a staff meeting on the second Monday of each month for a year (the when), then the board now has a single reservation with 12 bookings.

Booking Details

A booking can have one or more booking details associated with it. Booking details are the resources (items for the meeting) or services (people and their activities) that are needed for an event, the notes for the event, the activities for the event, the room charges for the event, or any combination of these. For example, for the Academic Planning Board’s staff meeting, the resources could include catering (coffee service, bagels and muffins, and so on) and A/V equipment, plus the services of a person bringing in and setting up a projector, moving a speaker’s podium, and so on).

B: STARTING A RESERVATION

FIVE STEPS

1: Start a Reservation

2: Specify When & Where

3: Filter Locations

4: Specify Attendees & Setup

5: Browse Room Options

B1: START A RESERVATION

If it is your first time visiting the site, you will need to request a new user account. You will log in using your EUID and associated password once your account is established.

You can begin making a reservation by clicking the **CREATE A RESERVATION** button (left menu) or the **BOOK NOW** button next to one of your reservation templates (right). If you are unsure of which template to use, please reference our FAQ page at: studentaffairs.unt.edu/plan-an-event/departments

The screenshot shows the UNT Online Event Reservations website. The header is green with the UNT logo and the text "Online Event Reservations". The user is logged in as "Tony Boykin-King". The left sidebar contains a navigation menu with "HOME", "CREATE A RESERVATION" (highlighted in blue), "MY EVENTS", "BROWSE" (with sub-items "EVENTS" and "LOCATIONS"), and "LINKS" (with sub-items: "University Union House Guidell...", "University Union Rooms & Rates", "Gateway Rooms & Rates", "Verde Catering", and "Verde Catering - Alcohol Policy"). The main content area is titled "MY HOME" and features "My Reservation Templates" with four options: "Request Table by the University Union", "Quick Book Room, As Is- University Union", "Request An Event Space - University Union/Gateway" (with a blue "book now" button), and "Request an Event Space in The Coliseum". Below this is the "My Bookings" section for "DECEMBER 10, 2018", which shows "There are no bookings for December 10, 2018". The date is set to "Central Time [CT]" and there are navigation buttons for "Day", "Month", "Date", "Previous", "Today", and "Next".

B2: SPECIFY WHEN & WHERE

To specify when, select dates, times, recurrences (optional), and a time zone for the reservation in the top left panel.

To specify where, select one of the following options from the lower left panel:

- *Let Me Search for a Room*
- *I Know What Room I Want*

Filters in this lower left panel help you narrow your room search results. Your results will appear on the right after clicking **SEARCH**.

The screenshot displays the UNT Room Request web application. The header is green with the UNT logo and the text "Room Request". A user profile for Tony Boykin-King is visible in the top right. The main content area shows a "New Booking for Mon Jan 7, 2019" with a "Next Step" button. Below this, there are two main panels: "specify when" and "specify where".

The "specify when" panel includes fields for Date (Mon 01/07/2019), Start Time (8:30 AM), End Time (9:30 AM), and Time Zone (Central Time). It also has a "Recurrence" button and a "Search" button.

The "specify where" panel has two radio button options: "Let Me Search For a Room" (selected) and "I Know What Room I Want". It includes a "Number of People" input field set to 20 and a "Search" button.

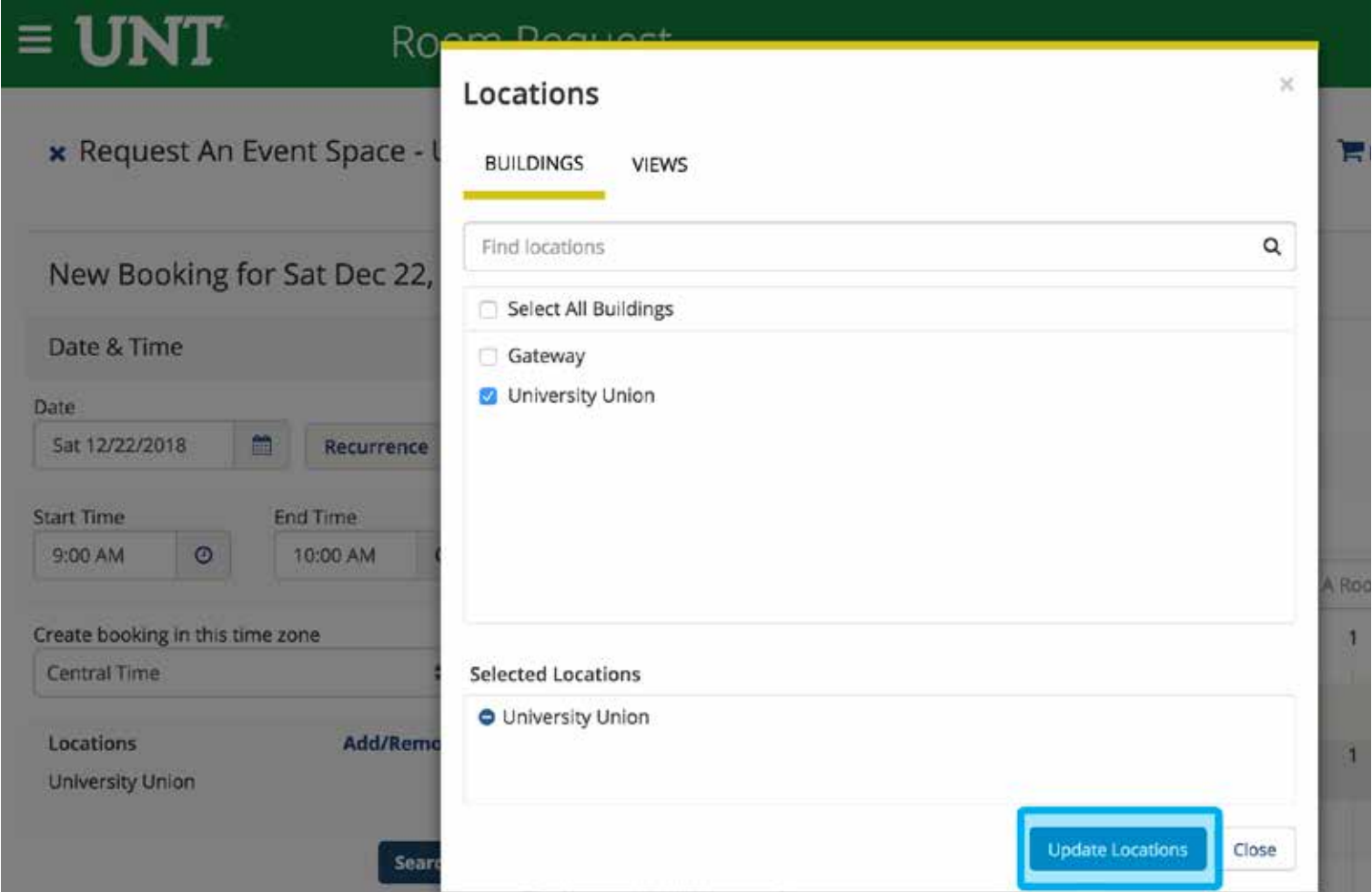
On the right, the "Room Search Results" section shows a table of "Rooms You Can Request". A "Find A Room" search bar with a "Search" button is also present. The table has columns for Room, Location, Floor, TZ, Cap, Price, and Filter Match.

Room	Location	Floor	TZ	Cap	Price	Filter Match
225	University Union	(none)	CT	30		<input type="checkbox"/>
227	University Union	(none)	CT	48		<input type="checkbox"/>
249	University Union	(none)	CT	54		<input type="checkbox"/>
332 - Senate Chambers	University Union	(none)	CT	100		<input type="checkbox"/>
338	University Union	(none)	CT	42		<input type="checkbox"/>
339	University Union	(none)	CT	81		<input type="checkbox"/>
341	University Union	(none)	CT	20		<input type="checkbox"/>
382	University Union	(none)	CT	140		<input type="checkbox"/>

B3: FILTER LOCATIONS

Clicking the **ADD/REMOVE** button under *Locations* will present a list of locations by building or view (pictured right). Select the locations filters you want to apply or search by keyword. Then click the **UPDATE LOCATIONS** button below.

This filters the results of your keyword search on the *Add New Favorite Room* dialog. Your filter settings are now saved. You will need to go back and remove them if you want to expand search results beyond these locations.



B4: SPECIFY ATTENDEES & SETUP TYPE

Specify the number of attendees in the *Number of People* section (bottom left); this allows you to find a room with enough space for your party. If available, select a *Setup Type* for the reservation; this associates likely services and features with your bookings.

New Booking for Sat Dec 22, 2018

Next Step

Date & Time

Date: Sat 12/22/2018

Start Time: 9:00 AM

End Time: 10:00 AM

Create booking in this time zone: Central Time

Locations: University Union

Let Me Search For A Room

Setup Types

Classroom Seating

Number of People

12

Selected Rooms Attendance & Setup Type

314 A - Emerald A

Room Search Results

LIST **SCHEDULE**

Favorite ...

	7 AM	8	9	10	11	12 PM	1	2	3	4
Rooms You Can Request										
University Union (CT) Cap										
+ 314 - Emerald Ball... 288										
314 A - Emerald A 90										
+ 314 B - Emerald B 108										
+ 314 C - Emerald C 90										
+ 314 AB - Emerald ... 198										
+ 314 BC - Emerald ... 198										
+ 333 - Jade Ballroom 120										

B5: BROWSE ROOM OPTIONS

After you have specified locations, set-up types, and the number of attendees, click the **ADD (+)** icon below *Rooms You Can Request* to add the booking to your cart.

Clicking directly on the name/number of the room that you want will pull a pop-up window that includes information regarding capacity and photos of the space.

Once you've looked over all the information you entered and selected, click **NEXT STEP** to move on to the Services section.

The screenshot shows the 'Request An Event Space - University Union/Gateway' interface. At the top, there are navigation tabs for '1 Rooms', '2 Services', and '3 Reservation Details'. A 'Next Step' button is highlighted in a blue box. The main content area is titled 'New Booking for Sat Dec 22, 2018'. On the left, there are input fields for 'Date' (Sat 12/22/2018), 'Start Time' (9:00 AM), 'End Time' (10:00 AM), and 'Locations' (University Union). Below these are sections for 'Setup Types' (Classroom Seating) and 'Number of People' (12). On the right, the 'Selected Rooms' section is empty, and the 'Room Search Results' section shows a list of rooms under the 'SCHEDULE' tab. The 'Rooms You Can Request' table lists various rooms with their capacities and availability for the selected date and time. A blue box highlights the first six rows of the table, and a blue arrow points to the '314 - Emerald Ballroom' row. A blue text box at the bottom right says 'click here to add the booking to your cart', and another blue text box at the bottom center says 'click a room name to view its capacity & photos of it'. The 'Availability Legend' is visible at the bottom right of the table.

Rooms You Can Request	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4
314 - Emerald Ball...	288										
314 A - Emerald A	90										
314 B - Emerald B	108										
314 C - Emerald C	90										
314 AB - Emerald ...	196										
314 BC - Emerald ...	198										
333 - Jade Ballroom	120										
333 A - Jade A	54										
333 B - Jade B	72										
333 C - Jade C	54										
333 AB - Jade AB	126										
333 BC - Jade BC	126										

C: ADDING SERVICES

THREE STEPS

1: Specify Services

2: Specify Quantities

3: Specify Setup

C1: SPECIFY SERVICES

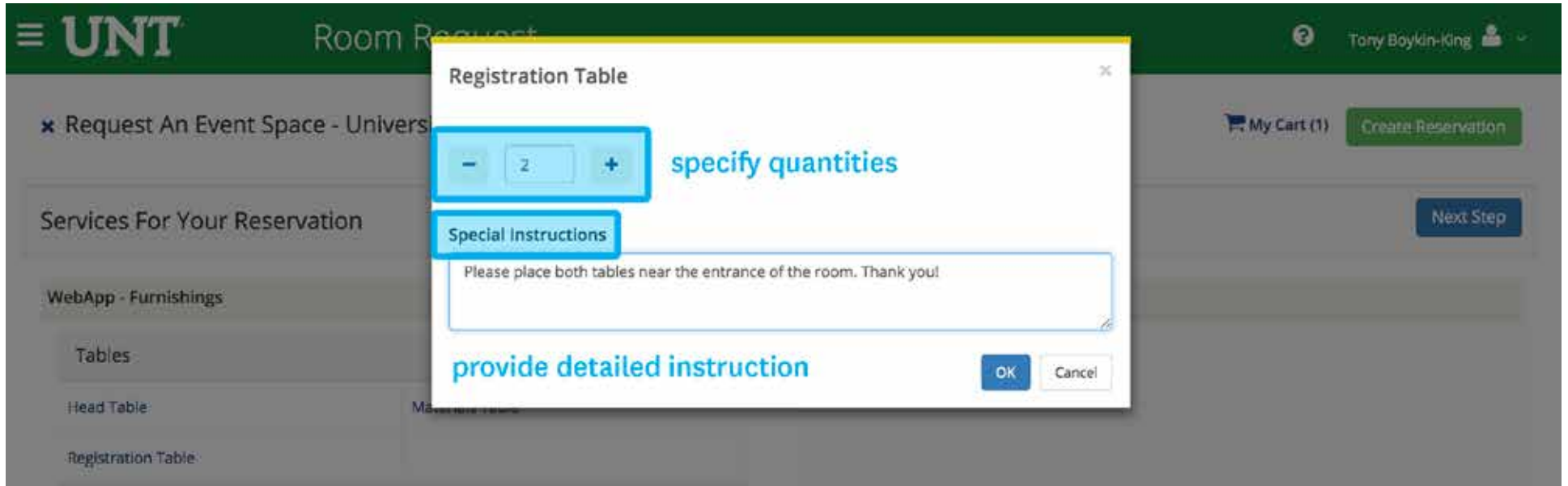
Services are items that you would like to add to your reservation beyond the set up you have already indicated.

To begin, under the *Services* tab of the *Create Reservation* screen, specify any services you want to associate with the reservation. Select any additional services that you might need from the list provided.

The screenshot displays the 'Room Request' interface for UNT. The header is green with the UNT logo and the text 'Room Request'. On the right, there is a user profile for 'Tony Boykin-King' and a 'My Cart (1)' icon. Below the header, there are three tabs: '1 Rooms', '2 Services' (which is highlighted), and '3 Reservation Details'. A 'Create Reservation' button is visible in the top right corner. The main content area is titled 'Services For Your Reservation' and includes a 'Next Step' button. The services are organized into two main sections: 'WebApp - Furnishings' and 'WebApp - Audio/Visual'. Each section has a dropdown menu to expand the list of options. In the 'WebApp - Furnishings' section, options include Tables, Head Table, Registration Table, Chairs, Additional Chairs, Other, Dance Floor, Flip Chart Easels, Materials Table, and Easels. The 'WebApp - Audio/Visual' section includes Basic, Standard Set-Up (Projector, Display & Comp...), Projectors/Screens, Sound/Media, Music Playback Device (Aux Cord, CD, etc.), Sound System-Musical Performance, Microphones, Podium, and Misc. A blue box highlights the 'Services Summary' section, which contains the text: 'A summary of your additions will appear here.'

C2: SPECIFY QUANTITIES

Once you select a service, you will need to specify a quantity for it. You will need to also note if you are in need of any specific types of services. (For example, if you selected the *microphone* option, would you prefer a handheld microphone or a lavalier mic to attach to your clothing and free your hands?)



C3: SPECIFY SETUP

Lastly, specify any setup instructions by using the *Setup Notes* box at the bottom left corner of the page. When complete, click **NEXT STEP** in the upper right corner.

1 Rooms 2 Services 3 Reservation Details

Services For Your Reservation Next Step

WebApp - Furnishings

Tables ^

Chairs v

Additional Chairs

Other ^

WebApp - Audio/Visual

Basic ^

Projectors/Screens ^

Sound/Media ^

Microphones v

Microphones

Podium ^

Misc. ^

Services Summary

- WebApp - Audio/Visual
 - 2 Microphones Two handheld microphones
- WebApp - Furnishings
 - 6 Additional Chairs

SETUP NOTES specify setup instructions

I would like to have the additional chairs placed in a row on the wall opposite the entrance.

D: COMPLETING YOUR RESERVATION

TWO STEPS

1: Finalizing Details

2: Request Summary

D1: FINALIZING DETAILS

The *Reservation Details* screen finalizes the information about your reservation. Complete all required information, then click [CREATE RESERVATION](#).

UNT Room Request ? Tony Boykin-King

x Request An Event Space - University Union/Gateway ? My Cart (1) [Create Reservation](#)

1 Rooms 2 Services **3 Reservation Details**

Reservation Details

Event Details

Event Name * **Event Type *** Meeting

add a general event name for your reservation and select an event type

Client Details

Client *

Primary Contact

Attachments

Select your files Drag and drop your files here

Additional Information ?

Does your event require catering? * No

Does your event require parking? *

D2: REQUEST SUMMARY

After your reservation request is submitted, you will receive an email summary. Once the request has been reviewed by the UNT Event Planning and Scheduling team, you will also receive a confirmation email that will include any fees associated with your event. Should you not hear back about your event within two business days, please contact 940-565-3804. For questions regarding reservations in the Gateway Center call 940-369-8334 and for the Coliseum call 940-565-2557.

