

Student Involvement & Event Services

#### Maucker Union EMS Web App Guide

#### To Request a Reservation:

- 1) Visit <u>reservations.uni.edu</u>
- 2) At the top right of the page, click on "Welcome, Guest" => "Sign In"
- 3) Enter you CatID and Password
- 4) On the Home page, select "Create A Reservation"
- 5) Choose the area or service you would like to reserve with "Book Now" button on the right

## STEP 1: ROOMS

- 1) You can request single day or reoccurring reservations.
- 2) For single day, select the day and Start and End time you are requesting for your event. Skip to Step 4.
- 3) For reserving multiple days, please select "Recurrence" and fill in the appropriate end date and specify the number of times of reoccurrence (daily, weekly, monthly)
  Select "Apply Select "Apply Select "Apply Recurrence"
- Select the time(s) of your reservation: START END => Select "Apply Recurrence"
- 4) Select the "**Search**" button
- 5) Select the room you would like to reserve by clicking on the green plus sign.

| 0 | COLLEGE EYE     | 20  | Private |  |
|---|-----------------|-----|---------|--|
| 0 | ELM ROOM        | 50  | Private |  |
| 0 | OAK ROOM        | 32  |         |  |
| 0 | OLD GOLD        | 20  | Private |  |
| 0 | PURPLE PEN      | 20  | Private |  |
| 0 | PRESIDENTIAL    | 28  |         |  |
| 0 | PLAZA CONF      | 18  |         |  |
| 0 | STATE COLLEGE   | 60  |         |  |
| 0 | UNIVERSITY ROOM | 120 |         |  |

- 6) Enter the number of attendees and select "Add Room" button.
- 7) At the far right hand corner of page select "Next Step" button.

## STEP 2: SERVICES

1) Select any A/V equipment needed and add any comments regarding your reservation. After completing, select "**Next Step**".

# **STEP 3: RESERVATION DETAILS**

- 1) Fill out the details of the reservation. Select the magnifying glass to search the Customer database. Please search by the name of the department or student organization. Acronyms cannot be accepted.
- 2) Once reservation details have been provided, select "Create Reservation"
- 3) Please allow up to 48 hours for your Reservation Request to be reviewed.