

Virtual Event Management Systems (VEMS)

Room Scheduling Portal for:
Memorial Union
Great Lakes Research Center
Kettle-Gundlach University Residence
Wadsworth Hall Cherry Room & Annex

September 24, 2013

www.mtu.edu/vems

906-487-2543

reservations-l@mtu.edu

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Common Symbols

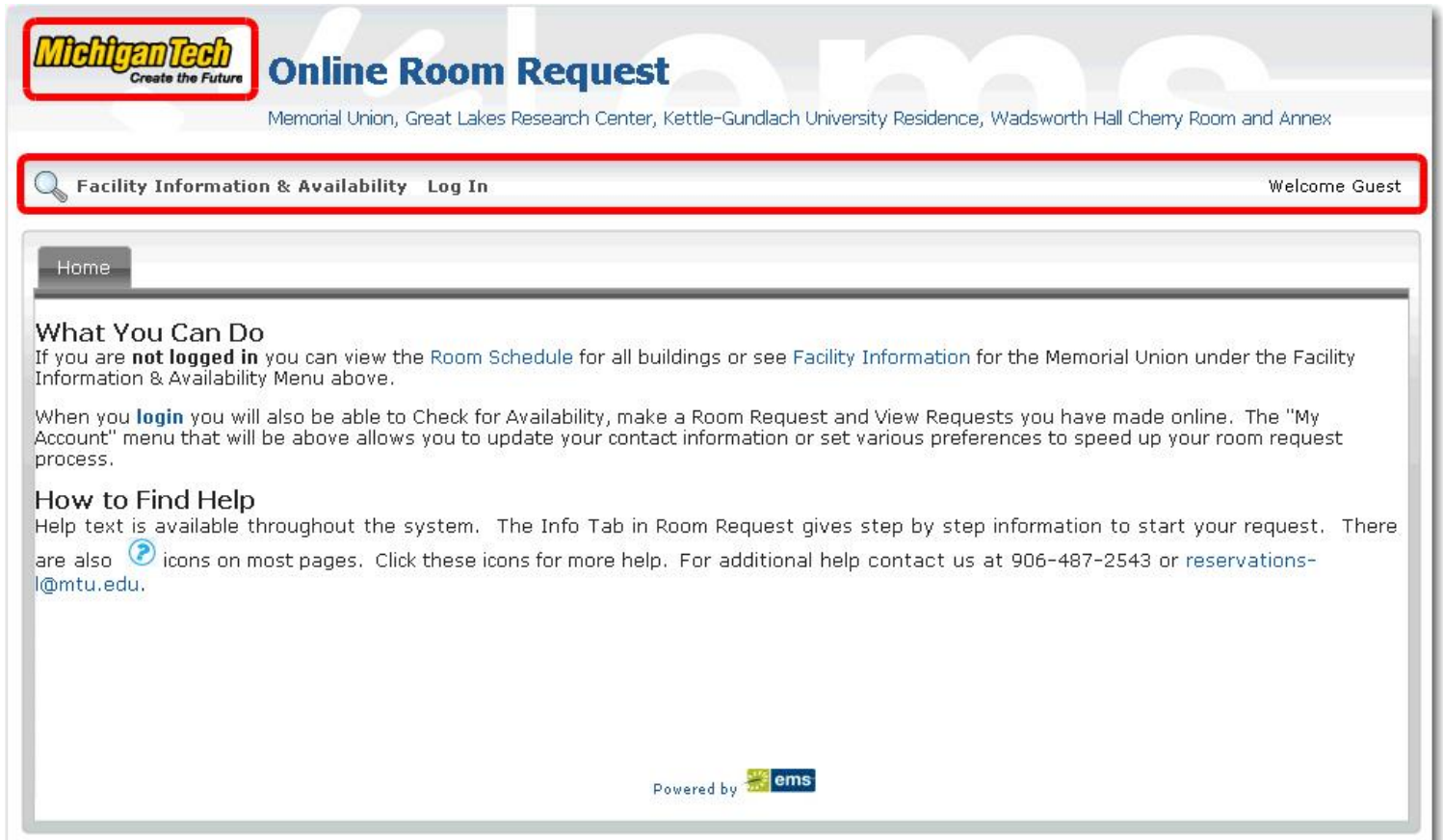
-  Additional help information is available by clicking on this icon throughout the system.
-  Use this icon to add things – add a room to your request, add a group to your dropdown, etc.
-  Use this icon to remove things – remove a room from your request, remove a group, etc.
-  Use this icon to select a specific date from the calendar.
-  Use this icon to select a specific time from a list.
-  Required field
-  Use this icon to search or lookup things.
-  Use this icon in View My Requests to edit your booking.
-  Use this icon to edit a Service already on your booking.

Home Page

To return to the Home Page from any other page in VEMS, click on the Michigan Tech logo in the upper left corner.

Use the Menu Bar to access the Room Schedule, Facility Information or Log In. Once logged in the Menu Bar will have additional options.

Help text is available throughout the system. The Info Tab in the Room Request gives step by step information to start your request. There are also  icons on most pages. Click these icons for more help.




The screenshot shows the 'Online Room Request' home page. At the top left is the Michigan Tech logo with the tagline 'Create the Future'. To its right is the title 'Online Room Request' and a list of locations: 'Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex'. Below this is a navigation bar with a search icon, the text 'Facility Information & Availability Log In', and a 'Welcome Guest' message. A 'Home' button is located on the left side of the main content area. The main content area has two sections: 'What You Can Do' and 'How to Find Help'. The 'What You Can Do' section explains that users not logged in can view the Room Schedule or Facility Information, and that logged-in users can check availability, make requests, and manage their account. The 'How to Find Help' section states that help text is available throughout the system, including an Info Tab in the Room Request and help icons, and provides contact information: 906-487-2543 or reservations-l@mtu.edu. At the bottom center, it says 'Powered by' followed by the 'ems' logo.

MichiganTech
Create the Future

Online Room Request

Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex

 Facility Information & Availability Log In Welcome Guest


Home


What You Can Do

If you are **not logged in** you can view the [Room Schedule](#) for all buildings or see [Facility Information](#) for the Memorial Union under the Facility Information & Availability Menu above.

When you **login** you will also be able to Check for Availability, make a Room Request and View Requests you have made online. The "My Account" menu that will be above allows you to update your contact information or set various preferences to speed up your room request process.

How to Find Help

Help text is available throughout the system. The Info Tab in Room Request gives step by step information to start your request. There are also  icons on most pages. Click these icons for more help. For additional help contact us at 906-487-2543 or reservations-l@mtu.edu.


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Room Schedule

This can be viewed without logging in. It will always show the schedule for ALL rooms. The Room Schedule is available under Facility Information & Availability.

The default view is the Daily List sorted By Date. You can change this using the upper tabs to view a Weekly List, Monthly List, Weekly Calendar or Monthly Calendar. Use the tabs just above the schedule to sort the schedule By Date or By Location when you are in a List view.

Use the Filter at the right to narrow the schedule to a certain Building (Facilities) or Room. Click Apply to view the filtered schedule. Click Save to always view the schedule with that filter.

 **Online Room Request**
Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex


Facility Information & Availability Log In Welcome Guest

Daily List Weekly List Monthly List Weekly Calendar Monthly Calendar Today | This Week | This Month

Tuesday, July 02, 2013 Filter

By Date By Location

START TIME ^	END TIME	TITLE	LOCATION
7/2/2013 Tue			
8:00 AM	10:00 PM	Housing-Summer Programs Game Room	WADS - Cafe Annex (G11W)
9:30 AM	10:30 AM	Housing/Res. Life Staff	WADS - Cherry Room (138W)
12:00 PM	1:00 PM	UAW-Steward Council	WADS - Cherry Room (138W)
1:30 PM	2:00 PM	MUB Ops	MUB - Datolite Room (100)
2:00 PM	3:00 PM	Dining/MUB Ops	MUB - Datolite Room (100)
5:00 PM	7:00 PM	Husky Tae Kwon Do Practice	MUB - Ballroom A2 (207A2)

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Facility Information

Facility Information will only display information for the Memorial Union when you are not logged in. Michigan Tech users who are logged in will be able to view information for all buildings – Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room & Annex and the Memorial Union.

Facility Information shows the Setup Type and Capacities for each room. You can use the tabs at the top to sort the information by Setup Type instead.

Use the Filter at the right to show only a certain Building (Facilities) or Setup Type. Click Apply to view the filtered information. Click Save to always view the information with that filter.

Clicking on a Room name will bring up additional Location Details explained on the following page.

Michigan Tech Create the Future **Online Room Request**
Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex

Facility Information & Availability Room Requests My Account Log Out Help Welcome Megan Ross

Browse

By Setup Type By Room Filter

ROOM	SETUP TYPE ^	MIN CAPACITY	MAX CAPACITY
GLRC - 201, 202 and Rooftop			
MUB - Alumni Lounge - Entire (107)	GLRC	0	88
	Circle of Chairs	0	48
	Classroom	0	42
	Conference Rectangle	0	32
	Custom	0	314
	Empty Room	0	314
	Round Tables	0	72
	Semi-circle of Chairs	0	24
	Square Empty Middle	0	30
	Theater	0	100
	Theater with Head Table	0	90
	U-shape	0	36
MUB - Alumni Lounge A (107A)			
	Circle of Chairs	0	39
	Classroom	0	21
	Conference Rectangle	0	32
	Custom	0	170
	Empty Room	0	170
	Round Tables	0	40
	Semi-circle of Chairs	0	19
	Square Empty Middle	0	30
	Theater	0	58
	Theater with Head Table	0	48
	U-shape	0	30

Location Details

Throughout the system click on a Room name to bring up a Location Details window. This window has several tabs that give you more information about a room.

The Room Details tab tells you what floor a room is on, the size of the room in square feet, default Setup and Teardown hours, and various pictures including setup diagrams and a download of a blank map of the room to use for custom setups.

The Setup Types tab will show you available Setup Types for that room along with the maximum capacity for that room with that Setup Type.

The Features tab is a list of all amenities that are standard for that room. This could include air conditioning, computer projectors, or podiums, etc. If you are making a room request you would still need to select a podium or projector if you are planning to use it so that it can be set up and ready to go for your event.

When you are logged in, the Availability tab will show you a grid schedule for that room so you can see what times are available.

Michigan Tech

Create the Future

Online Room Request

Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex

Facility Information & Availability

Room Requests

My Account

Log Out

Help

Welcome Megan Ross

Browse

By Category

Virtual EMS - Location Details

Building Details

Building Code

Description

Notes

MUB

Memorial Union

Room Details

Setup Types

Features

Availability

Room Code

Description

Room Type

Floor

Size (Sq Ft)

Phone

Setup Hours

Teardown Hours

Notes

AL

Alumni Lounge - Entire (107)

(none)

First

1571

0.50

0.50

Circle-of-Chairs

Semi-Circle-of-Chairs

Classroom

Conference-Rectangle

Circle of Chairs

Classroom

Conference Rectangle

Custom

Empty Room

Round Tables

0

0

0

0

0

0

32

21

26

144

144

40

Log In

Use the menu bar near the top to log in. All Michigan Tech faculty, staff, and students are able to log in with their ISO right away. Your ISO is the same as your Michigan Tech email. Your User ID does not include "@mtu.edu".

Michigan Tech
Create the Future

Online Room Request

Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex

Facility Information & Availability **Log In** Welcome Guest

Login

Michigan Tech users can log in with their ISO (same as your Michigan Tech email) to request or change a reservation. Your User ID does not include "@mtu.edu".

External users with an existing account can login with the User ID and password that was provided. If you do not have an existing account, please fill out the [Account Request form](#).

For additional help contact us at 906-487-2543 or reservations-l@mtu.edu.

User ID:*

Password:*

Login

[Email me my password](#)


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Check for Availability


When you are logged in you can access Check for Availability from the Facility Information & Availability menu.


Use the Filter at the right to show a select Building (Facilities). Click Apply to view the filtered availability. Click Save to always view the availability with that filter.


A thick blue line shows that there is an event taking place in the room at that time. A thick grey line shows that a combination room is unavailable due to events already scheduled in one or more of its parts. Thin lines show that a room is unavailable due to setup and teardown time. Any event that you schedule will also require setup and teardown time and cannot overlap with those already scheduled. Default setup and teardown times for a room are shown in the Location Details (see page 5). **These times are estimated only and can vary based on your setup details.**


 **Online Room Request**
Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex

 **Facility Information & Availability**

 Room Requests

 My Account

 Log Out

 Help

Welcome Megan Ross


Browse

Monday, June 24, 2013

12 Hours

Filter

Room	Cap	6	7	8	9	10	11	12 PM	1	2	3	4	5
Great Lakes Research Center													
201, 202 and Rooftop	88												
Memorial Union													
Alumni Lounge - Entire (107)	314												
Alumni Lounge A (107A)	170												
Alumni Lounge B (107B)	144												
Ballroom - Entire (207)	692												
Ballroom A (207A1,A2)	325												
Ballroom A1 (207A1)	142												
Ballroom A2 (207A2)	200												
Ballroom B (207B1, B2, B3)	367												
Ballroom B1 & B2 (207B1, B2)	229												
Ballroom B1 (207B1)	120												
Ballroom B2 & B3 (207B2, B3)	247												
Ballroom B2 (207B2)	109												
Ballroom B3 (207B3)	138												
Billiards Room (B002)	20												
Bowling Alley (B002)	36												
Commons - Entire (G001)	410												
Commons Sections 1, 2, 3 (G001)	139												
Commons Sections 4, 5, 6 (G001)	271												
Conference Room (106A)	14												
Datolite Room (100)	12												

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Room Request – Step 1 – Initial Information

To make a new Room Request go to "Room Request" under the Room Requests menu. All online requests must be made at least 72 hours (3 days) in advance.

There is helpful information on the Info tab in the center of the page.

Begin your request by filling out the When and Where and Setup Information on the left for your event.

The Recurrence button can be used to schedule daily, weekly, monthly, or randomly recurring meetings at the same time of day.

To reserve the GLRC you will select the setup type for 202. There will be an additional question for the setup in 201 (Lobby). If you just want 201, select GLRC 201 Lobby Only as the setup type.

Click Find Space to see a list of rooms matching your Facility, Attendance, and Setup Type choices.

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Online Room Request

Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex

Facility Information & Availability **Room Requests** My Account Log Out Help Welcome Megan Ross

Room Request

Info Location Details

When and Where

Date:* 6/27/2013 Thu Recurrence

Start Time:* 8:00 AM End Time:* 9:00 AM

Facilities: Memorial Union

Setup Information

Attendance:* 0

Setup Type:* Conference Rectangle

Find Space

All Room Requests must be made at least 72 hours (3 days) in advance. If you need to request a room less than 72 hours ahead of time, please contact us at 906-487-2543 or reservations-l@mtu.edu.

Throughout the system you can get more help by using the ? icons on the right.

Step 1

Begin your Room Request by filling out the information on the left and then click "Find Space". To make a request for more than one date, use the Recurrence button to the right of the date.

Step 2

Look at the list of rooms that meet your criteria. Find a room that is available. To choose one or more rooms click + next to that room. The selected room will show up above the list. To remove a room click x.

Step 3


Scroll down and click "Continue" or click on the Details tab at the top to enter the rest of the request information. Additional help text is available throughout the page by clicking ?.

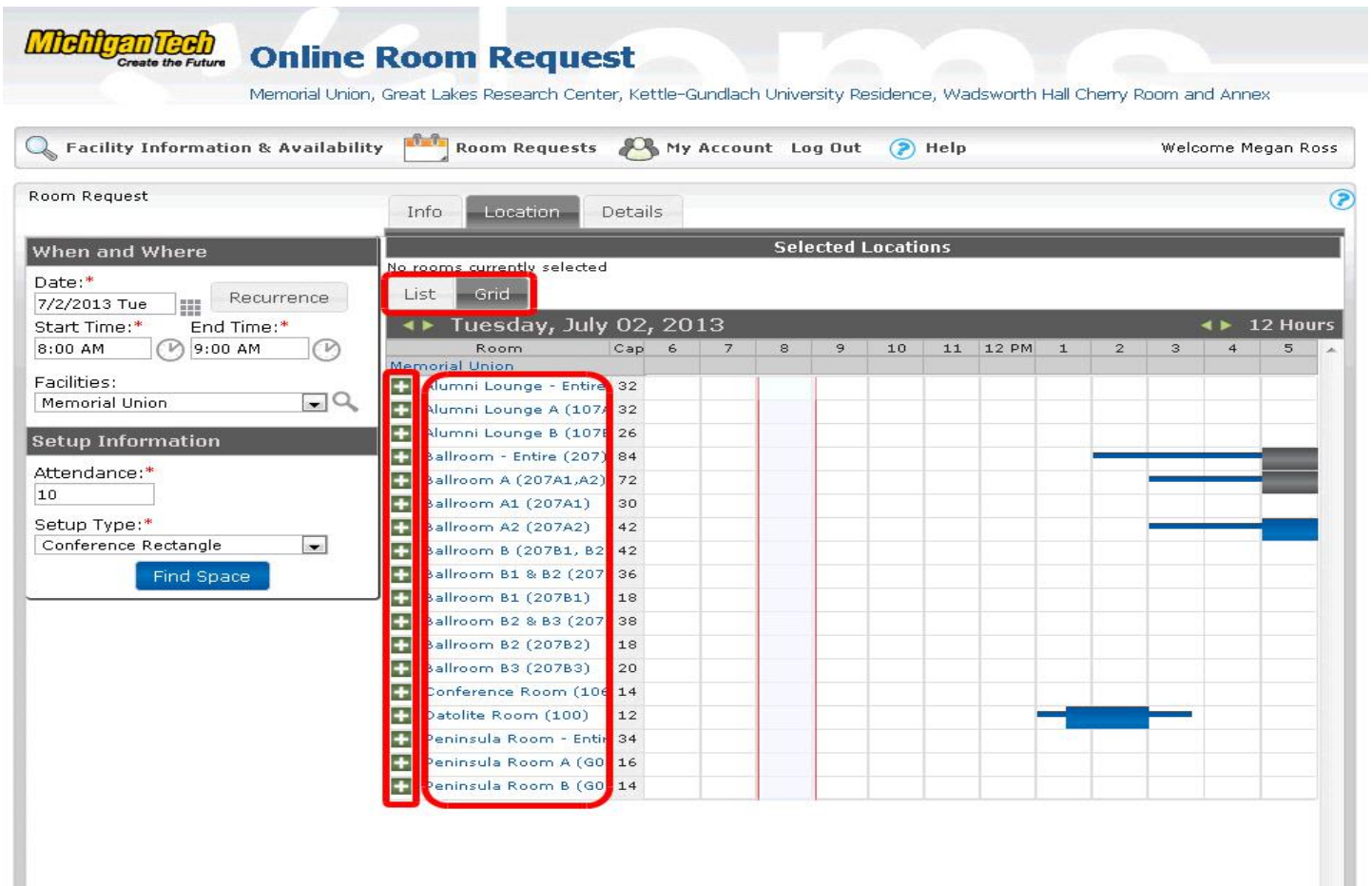
Room Request – Step 2 – Location Selection

After clicking Find Space you will get a list showing all available rooms matching the Facility, Attendance, and Setup Type you entered at the left. You can view a list of all rooms matching your criteria along with an availability grid by click on the Grid tab above the date. The time you entered will be outline in the grid in red.

In the grid a thick blue line shows that there is an event taking place in the room at that time, a thick grey line shows that a combination room is unavailable due to events already scheduled in one or more of its parts, and thin lines show that a room is unavailable due to setup and teardown time. Any event that you schedule will also require setup and teardown time and cannot overlap with those already scheduled. Default setup and teardown times for a room are shown in the Location Details (see page 5). These times are estimated only and can vary based on your setup details. If your setup requires additional time and will no longer fit in the space you have chosen we will contact you.

To change the When and Where or Setup Information for your event, change it on the left and click Find Space again. The Locations will be updated for the new information. You can view more information about a room (as in the Location Details on page 5) by clicking on the Room name.

In either view, click  to add a room to your request. You can add multiple rooms to a single request. The room(s) you choose will appear at the top under Selected Locations. Scroll down and click Continue or click on the Details tab at the top.



MichiganTech Create the Future **Online Room Request**
Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex

Facility Information & Availability Room Requests My Account Log Out Help Welcome Megan Ross

Room Request

When and Where

Date: 7/2/2013 Tue Recurrence

Start Time: 8:00 AM End Time: 9:00 AM

Facilities: Memorial Union

Setup Information

Attendance: 10

Setup Type: Conference Rectangle

Find Space

Info Location Details

No rooms currently selected

List Grid

Tuesday, July 02, 2013 12 Hours

Room	Cap	6	7	8	9	10	11	12 PM	1	2	3	4	5
Memorial Union													
Alumni Lounge - Entire	32												
Alumni Lounge A (107A)	32												
Alumni Lounge B (107B)	26												
Ballroom - Entire (207)	84												
Ballroom A (207A1,A2)	72												
Ballroom A1 (207A1)	30												
Ballroom A2 (207A2)	42												
Ballroom B (207B1, B2)	42												
Ballroom B1 & B2 (207B1, B2)	36												
Ballroom B1 (207B1)	18												
Ballroom B2 & B3 (207B2, B3)	38												
Ballroom B2 (207B2)	18												
Ballroom B3 (207B3)	20												
Conference Room (106)	14												
Catolite Room (100)	12												
Peninsula Room - Entire	34												
Peninsula Room A (G01)	16												
Peninsula Room B (G02)	14												

Room Request – Step 3 – Details

Enter all of your event information. Begin by entering your Event Name and selecting the Event Type.

Group Details - Choose the appropriate Group from your dropdown list. The first time using this request you will need to add your Groups to your dropdown by following the instructions on the next page. Choose the 1st Contact from the list. This should be the person who would be contacted with further questions about the event. If the required person is not in the list, choose temporary contact and enter their information.

Attachments – This section is not required. You can attach various files related to your event. The most common attachment will be a room setup map for Custom Setup Types.

Other Information – Answer all questions marked with * and any others as appropriate.

Accessories, Audio Visual, Furniture – Expand the available options using the plus. Select any additional items you need for your event. Items not listed such as laptops, conference phones, or a projector for the Wadsworth Hall Annex must be arranged through ITSS by contacting it-help@mtu.edu. You can see more information about each of these items by clicking on their name. Pictures will be available soon.

GLRC options – If you chose the GLRC for your Location you will need to choose a Setup Type for the 201 Lobby.

Additional Information – Type in any additional information for your event.

Billing Information – The University Tax Exempt Number should fill in automatically. Enter your department's index if you are requesting a Bowling or Billiards party or if you chose the Flip Chart in Accessories.

You can review all the information you entered by returning to the Location tab at the top or looking at the initial information on the left. Click Submit when you are done. You will receive a confirmation email or other correspondence when your request has been reviewed.

You will have access online to all current and past requests you have placed through this system from View My Requests under the Room Requests menu.

See image on next page

Room Request

Info
Location
Details

When and Where

Date: *
7/2/2013 Tue
Recurrence
Start Time: *
8:00 AM
End Time: *
9:00 AM
Facilities:
Memorial Union

Setup Information

Attendance: *
10
Setup Type: *
Conference Rectangle
Find Space

Event Details

Event Name: *
Event Type: *
Meeting

Group Details

Group: *
1st Contact: *
Phone: *
Fax:
Email: *

Attachments

Attach File

Other Information

Will food be present?: *
Will alcohol be present?: *
Will wireless access be needed for any non-Michigan Tech guests?: *
If needed, at what time do you need access to the room before your event for set-up or decorating? (HH:MM am/pm):
If you won't be at the event, please provide the name and phone number of the contact person who will be present.:
If request is on behalf of an off-campus group, what is the name of the group?:
If request is for a Michigan Tech class, please enter the Course Number.:

Accessories

+ Choose Additional Accessories Needed
Audio Visual
+ Choose Additional A/V Needed
Furniture
+ Choose Additional Furniture Needed

Additional Information


Billing Information

University Index:
Tax Exempt Number:
Submit


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ems

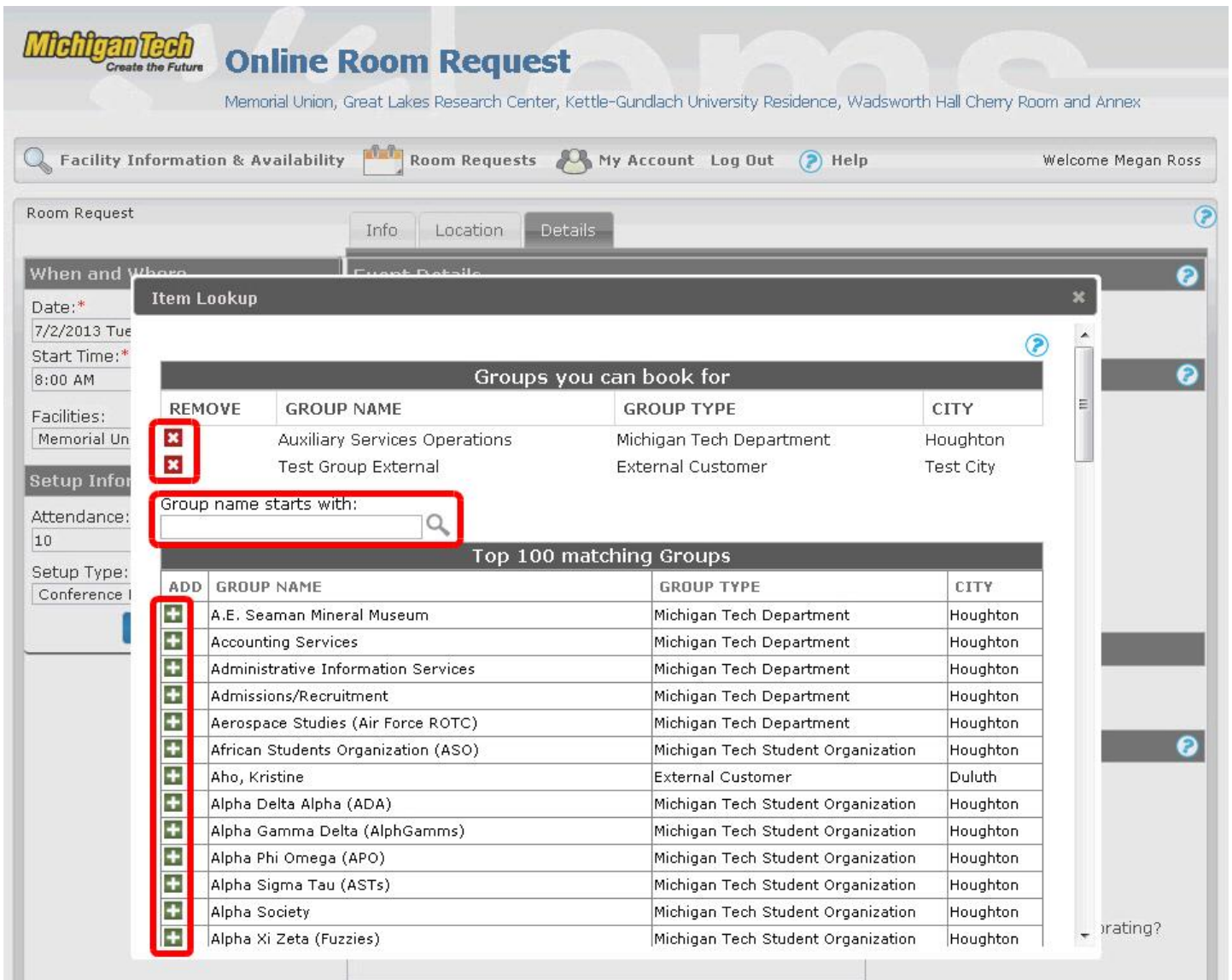
Add Group

In Step 3 of the Room Request, if the required Group is not in your dropdown list, click on the magnifying glass next to Group.

The Groups that will appear in your dropdown are shown at the top. To remove a Group from your dropdown click  next to it.

This list only shows the first 100 Groups alphabetically. Use the Search field at the top of the list to find your Group. Most departments and student organizations were added to this Group list and were entered based on the 2012-2013 Michigan Tech Directory or the online Organizations Directory. When searching, include % at the beginning as a wildcard.

When you find the required Group, click  to add it to your dropdown. When you are done adding and removing click Done. You will now have to select the Group from your dropdown menu for the Request.



MichiganTech Create the Future **Online Room Request**
Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex



Facility Information & Availability Room Requests My Account Log Out Help Welcome Megan Ross

Room Request Info Location Details

When and Where Date: 7/2/2013 Tue Start Time: 8:00 AM Facilities: Memorial Union Setup Info Attendance: 10 Setup Type: Conference Room














Item Lookup

Groups you can book for

REMOVE	GROUP NAME	GROUP TYPE	CITY
	Auxiliary Services Operations	Michigan Tech Department	Houghton
	Test Group External	External Customer	Test City

Group name starts with:

Top 100 matching Groups

ADD	GROUP NAME	GROUP TYPE	CITY
	A.E. Seaman Mineral Museum	Michigan Tech Department	Houghton
	Accounting Services	Michigan Tech Department	Houghton
	Administrative Information Services	Michigan Tech Department	Houghton
	Admissions/Recruitment	Michigan Tech Department	Houghton
	Aerospace Studies (Air Force ROTC)	Michigan Tech Department	Houghton
	African Students Organization (ASO)	Michigan Tech Student Organization	Houghton
	Aho, Kristine	External Customer	Duluth
	Alpha Delta Alpha (ADA)	Michigan Tech Student Organization	Houghton
	Alpha Gamma Delta (AlphGamms)	Michigan Tech Student Organization	Houghton
	Alpha Phi Omega (APO)	Michigan Tech Student Organization	Houghton
	Alpha Sigma Tau (ASTs)	Michigan Tech Student Organization	Houghton
	Alpha Society	Michigan Tech Student Organization	Houghton
	Alpha Xi Zeta (Fuzzies)	Michigan Tech Student Organization	Houghton

View My Requests

From the Room Requests menu you can go to View My Requests. This will show all requests you have made online.

Using the check box at the right you can show all cancelled requests also. They will appear with a line through them.

This summary will show your reservation number (ID), Event Name, the Group it is for, the First and Last Booking dates (helpful when it is a recurring event), the Status, and Location. The final column "Has Services" means "did you request any additional items like Accessories, Audio Visual, or Furniture?".

Clicking on the Event Name will show you more details about it.

MichiganTech Create the Future **Online Room Request**
Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex

Facility Information & Availability **Room Requests** My Account Log Out Help Welcome Megan Ross

Current Historical Calendar

Reservation Id: Event Name: Quick Search ☒ Show Cancelled

ID	NAME	GROUP	FIRST BOOKING ▲	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
327	TEST for Training	Auxiliary Services Operations	6/29/2013 Sat	6/29/2013 Sat	Confirmed	Memorial Union - Ballroom B1 (207B1)	Yes
329	Yet Another TEST	Auxiliary Services Operations	6/29/2013 Sat	6/30/2013 Sun	Web Request	Memorial Union - Ballroom A (207A1,A2)	Yes
328	Another TEST	Memorial Union	6/30/2013 Sun	6/30/2013 Sun	Cancelled	Memorial Union - Ballroom A1 (207A1)	No

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Reservation Details

When you click on a reservation you can see more details about it using the tabs at the top.

You also have the ability to request changes as long as it is at least 72 hours ahead of time.

- Edit Reservation: you can edit the Event Name and Type, Group Details and Billing Information


- Add Booking: you can add additional dates, times and locations for this event

- Cancel Bookings or Cancel All Booking: you can cancel one or more of your dates – you can also use the  under Actions.

- View Reservation Summary: will not work

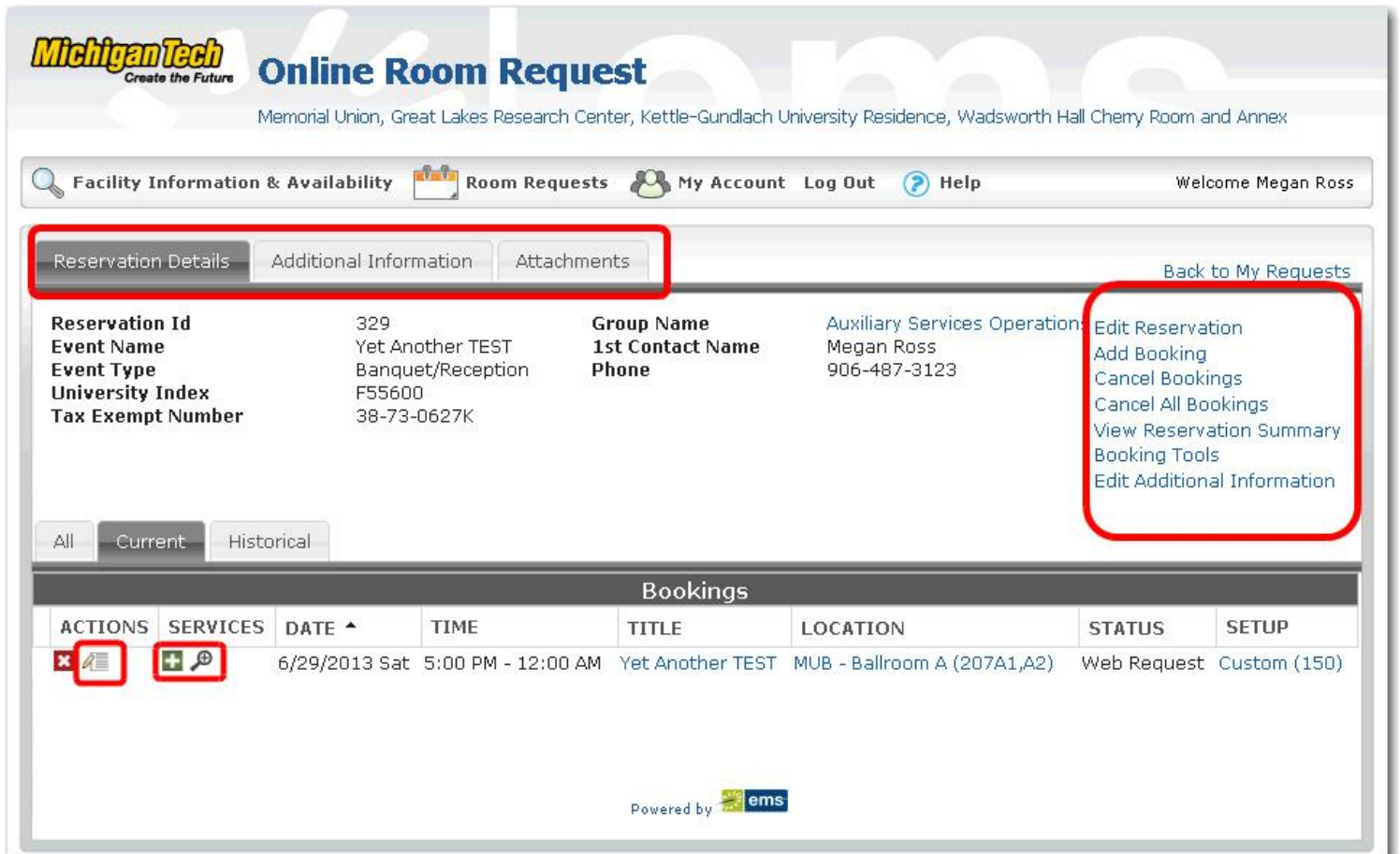
- Booking Tools: you can change the date and time of one or more bookings

- Edit Additional Information: you can edit the answers to the other information questions, such as food

-  under Actions (Edit Booking): will allow you to change the date, time, location, attendance, or setup type for your event.

-  under Services will allow you to add or edit the Services (resources) for that booking. See next page for more information.

-  under Services will allow you to view the Services you have requested for that booking.



MichiganTech Create the Future **Online Room Request**
Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex




Facility Information & Availability Room Requests My Account Log Out Help Welcome Megan Ross

Reservation Details Additional Information Attachments Back to My Requests

Reservation Id	329	Group Name	Auxiliary Services Operation
Event Name	Yet Another TEST	1st Contact Name	Megan Ross
Event Type	Banquet/Reception	Phone	906-487-3123
University Index	F55600		
Tax Exempt Number	38-73-0627K		

All Current Historical

Bookings



ACTIONS	SERVICES	DATE ▲	TIME	TITLE	LOCATION	STATUS	SETUP
 		6/29/2013 Sat	5:00 PM - 12:00 AM	Yet Another TEST	MUB - Ballroom A (207A1,A2)	Web Request	Custom (150)



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Edit Services

When you click on the  to Edit Services you can do several things.

You can add a service from a different category by using the text links on the left under Available Services. This will bring up a new window where you can expand the options under that category and choose which to add just like when you made the initial request.

You can use the  in the gray category heading in the center of the screen to add more services from a category you already have. You can also remove all services for that whole category by clicking the  in that gray category heading.

You can use the  next to an individual item to remove just that item. To edit the quantity or Special Instructions for a particular item use the  next to that item.



Online Room Request

Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex

[Facility Information & Availability](#) [Room Requests](#) [My Account](#) [Log Out](#) [Help](#) Welcome Megan Ross



Booking Details[Back To Reservation Details](#)



Event Name	VEMS Training	Group	Memorial Union
Date	Thursday, September 12, 2013	Setup Type	Classroom (40)
Location	MUB - Ballroom A2 (207A2)	Status	Confirmed
Event Time	9:30 AM - 11:00 AM	Event Type	Training/Testing
University Index			
Tax Exempt Number	38-73-0627K		



Available Services





[Accessories](#)
GLRC 201 Lobby Setup (Pick 1) - No Resources Available
GLRC 202 Conf Setup (Pick 1) - No Resources Available
GLRC Rooftop Setup (Pick 1) - No Resources Available
[Additional Information](#)


Existing Services

 **Audio Visual**

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
 	1	Computer Projector & Screen (Built In)	\$ 0.00		

 **Furniture**


ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
 	1	Podium with Microphone (Ballroom)	\$ 0.00		
 	1	Registration Table - Rectangular	\$ 0.00		
		Where do you want the registration table located?			
		Inside Door			






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Edit My Account

The Edit My Account option under the My Account menu will allow you to update your contact information in the system. You are not able to change your password as it is linked with your Michigan Tech ISO.

There is an option to opt out of automatic emails, however at this time the automated request summary is not being used. The only emails you should receive are Confirmations or other status correspondence.

**Online Room Request**
Memorial Union, Great Lakes Research Center, Kettle-Gundlach University Residence, Wadsworth Hall Cherry Room and Annex

 Facility Information & Availability  Room Requests  **My Account**  Log Out  Help Welcome Megan Ross

User Info Delegates

Email: *

Name: *

Phone: *


Fax:

Time zone: *

Notes:

☐ I do NOT want to receive automatic emails

Save

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My Request Preferences

My Request Preferences under the My Account menu is a very helpful tool to speed up your room request process. You can set the defaults for the Find Space window which is used in the first step of the request process. All of these defaults can be changed during your actual request.

Setting a Start Time and End Time will save you from scrolling through all the early morning hours in the time picker. The rest are dependent on your personal preferences and typical events.

MichiganTech

Create the Future

Online Room Request

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Facility Information & Availability

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Personalize

My Favorites

Select process to personalize

SELECT	PARENT MENU	PROCESS
<input checked="" type="radio"/>	Room Requests	Room Request

Personalization Options

Start Time:

8:00 AM

End Time:

9:00 AM

Display Results As

List

Grid

Event Name:

Event Type:

Meeting

Facilities:

Memorial Union

Setup Type:


Conference Rectangle

Save Preferences


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My Favorites

The My Favorites tab next to Personalize on My Request Preferences will allow you to save your favorite rooms. What you set here will become an option in the Facilities dropdown of the Find Space window in the first step of the request process.





In the center of the screen use the dropdowns to get a list of rooms. Use the  to add one or more rooms to your Favorites. Name your favorite near the top and click Save.

When creating a request using Favorites you must be sure the attendance and Setup Type you enter are within the parameters of those room(s) on your Favorites list or it will show "No space available." Use the Location Details on page 5 to see these parameters for each room.



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PersonalizeMy Favorites

Name:
Datalogite
Save

Locations in your favorites

REMOVE	BUILDING	ROOM	ROOM TYPE	FLOOR
	Memorial Union	Datalogite Room (100)	(none)	First

Building:


Room Types:

Floor:





Memorial Union


(all)

First





Top 500 Rooms matching your filter

ADD	BUILDING	ROOM	ROOM TYPE	FLOOR
	Memorial Union	Alumni Lounge - Entire (107)	(none)	First
	Memorial Union	Alumni Lounge A (107A)	(none)	First
	Memorial Union	Alumni Lounge B (107B)	(none)	First
	Memorial Union	Conference Room (106A)	(none)	First

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Error Messages

We have listed some of the error message you may encounter throughout the system and what they mean. If you get an error message not listed, please let us know at reservations-l@mtu.edu so this list can be updated!

Message	When it May Appear	Reason/How to Fix
"First available booking date violation"	When selecting a room during a request	The date and time you have selected is less than 72 from now. To make this request you will need to contact 906-487-2543 or choose a date and time that is more than 72 hours out.
"The update was unsuccessful. Another user might have changed the booking or taken the space you were trying to"	When editing a booking in View My Events	The room you selected is unavailable. Select a different room.
"Request would create a conflict with another booking"	When selecting a room during a request	The room you have selected is already booked. Select a different room.
One or more of your bookings is highlighted in pink and there is  next to it. When you hover over the symbol it shows "Warning: Booking in conflict status or had a resource quantity reset"	After Submitting a request or when viewing the reservation information in My Requests	Either the booking you made was changed to a conflict status after being reviewed or one or more resources (accessories, furniture, A/V) you selected is not available in that room (you selected multiple rooms) or that amount is not available. Look at your status. If it is a conflict status you will be receiving a communication regarding this booking with other options for your event. Or click  for that booking to see what resources are highlighted. You will not have these items for your event, but no action is required.