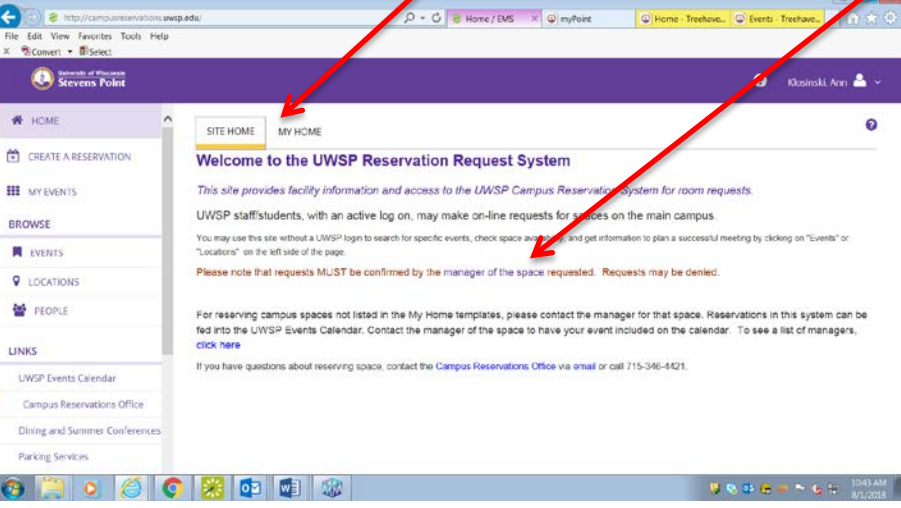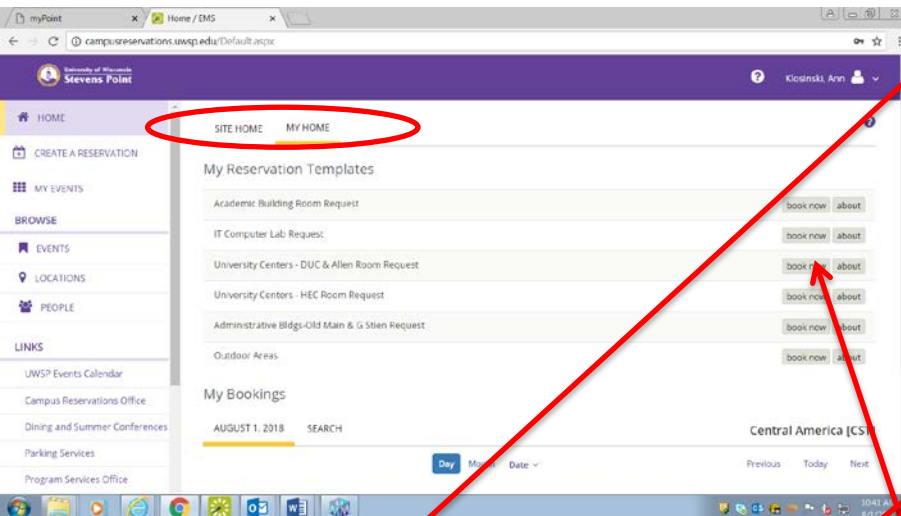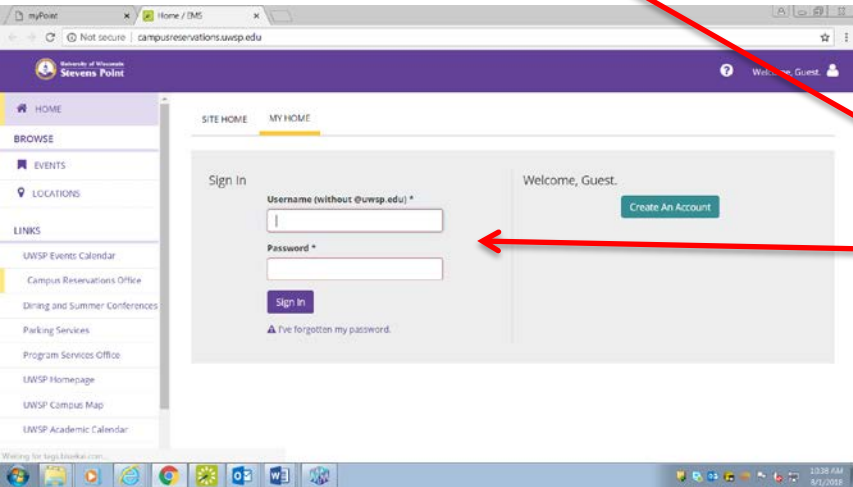# Online Reservation Request System Instructions

campusreservations.uwsp.edu

Go to website

Authenticate your UWSP username (DO NOT USE @uwsp.edu) and password

Default is "My Home"

Select "Site Home" for additional information and instructions. It is important to note that not ALL rooms are available to request using this system.

See Space Managers link for a complete list

Select "Book Now" to request a space in the area needed

Make Request

Select or type date of event/meeting

Select or type event start time and end time

To narrow search to specific building, select "Add/Remove"

Select "Recurrence" for multiple events (i.e. same time every week/month)

Click "Search"

Select a room

A list of available rooms will appear.

What is that room like?
Click on Room Name/Number for additional information about the room.

Note: if a room is already reserved for another event on that date/time, it will not show up as available and you cannot request it.

For recurring dates; the number of dates a room is available will be listed. You will only be able to reserve the space for the number of dates it is available.

Not seeing desired room?
To see why a room is not available and who has it reserved, click on "Schedule" to see all spaces and what event is scheduled in room.

Select the space desired by clicking the purple plus sign.

You may select more than one room or you may enter a new date/time and request several reservations.

Need more than one room or one date; keep shopping

You can continue to find and select rooms on different dates and times, just like filling a "shopping cart", you can select more dates and rooms.

Select "Next Step" when all dates/times are requested.
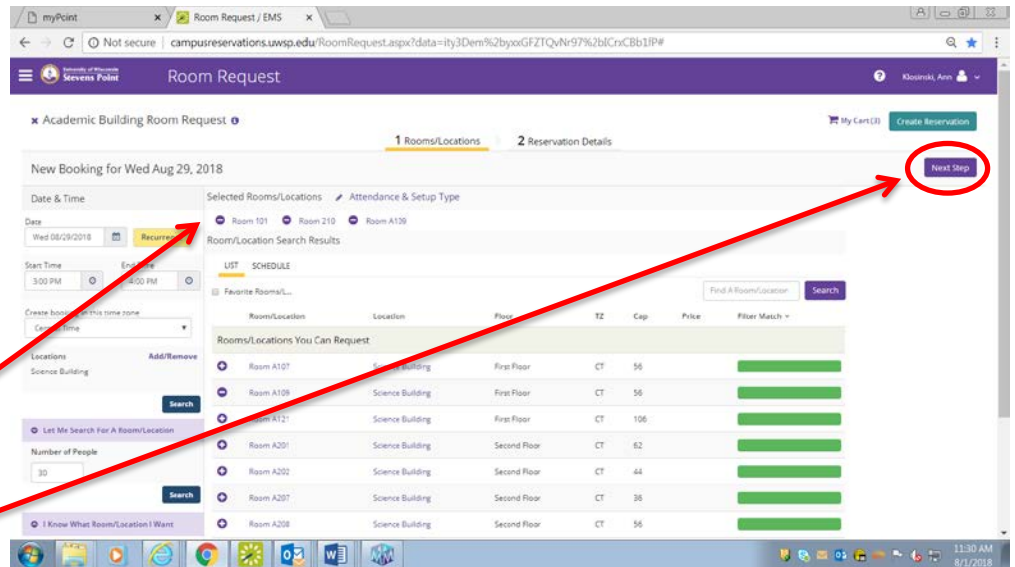
Enter Event details
Enter event name and type. Sponsor is the campus department or recognized student organization hosting the event.

Click on the 🔍 to search for your sponsor

If your event includes participants from the public (particularly if youth is involved) it is the responsibility of the sponsor to have proper liability waiver forms on file and to monitor the behavior of participants.

Non University sponsored events cannot use this system to request space.

Use booking comments to provide additional information or requests. You must read and agree to "Terms and Conditions". Select "Create Reservation"

The reservation request is forwarded to the appropriate department for approval or denial. All requests should receive an email confirmation.