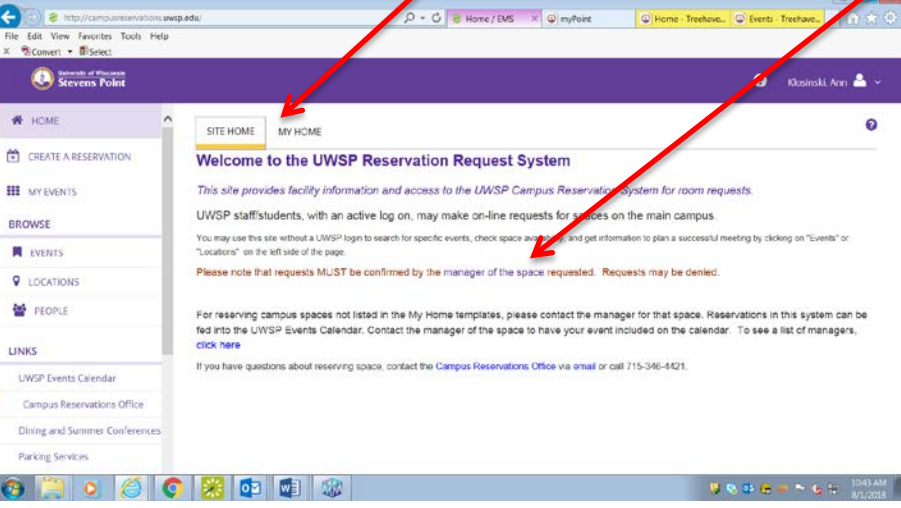
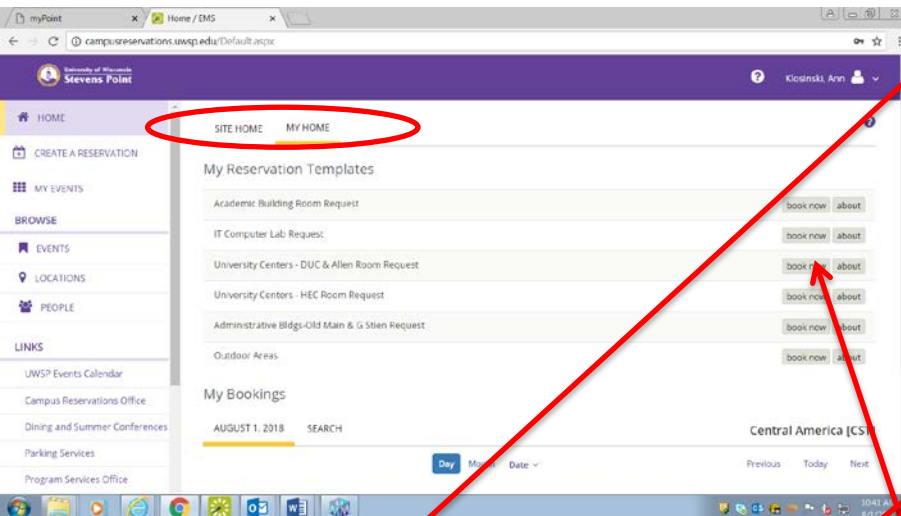
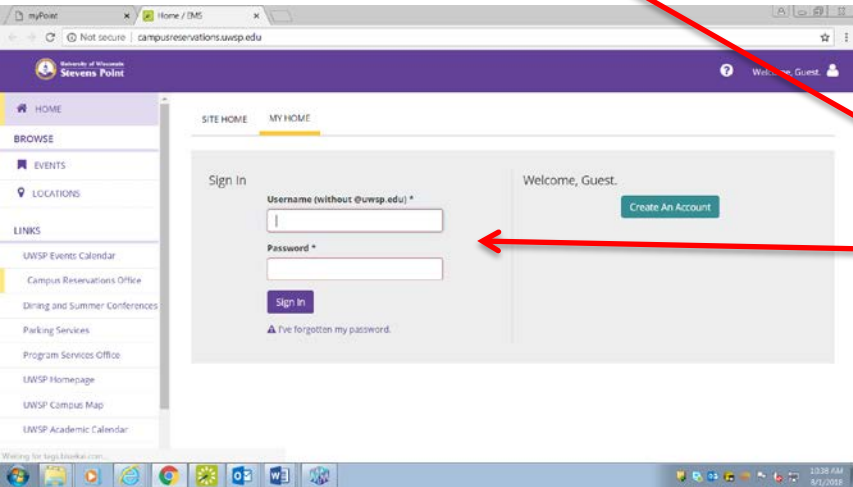


Online Reservation Request System Instructions

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"

The screenshot shows the 'Room Request' web application interface. The page title is 'Room Request' and the user is logged in as 'Klosinski, Ann'. The main heading is 'Academic Building Room Request'. There are two tabs: '1 Rooms/Locations' and '2 Reservation Details'. The 'New Booking for Thu Aug 2, 2018' section is active. The 'Date & Time' section includes a date field set to 'Thu 08/02/2018', a 'Recurrence' button, and start/end time pickers set to '11:00 AM' and '12:00 PM'. Below this is a 'Locations' section with an 'Add/Remove' button and a 'Search' button. A red circle highlights the 'Recurrence' button and the 'Search' button. Red arrows point from the text instructions on the left to these buttons.

The screenshot shows the 'Recurrence' dialog box open over the main booking form. The dialog has a title 'Recurrence' and a 'Remove Recurrence' button. It includes a 'Repeats' dropdown set to 'Daily', an 'Every' field set to '1' day(s), and radio buttons for 'Weekdays Only' and 'End after'. The 'Start Date' and 'End Date' are both set to 'Thu 08/02/2018'. The 'Start Time' and 'End Time' are set to '11:00 AM' and '12:00 PM' respectively. There is an 'Apply Recurrence' button and a 'Close' button. A red circle highlights the 'Search' button in the background form, and a red arrow points from the text instruction on the left to it.


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

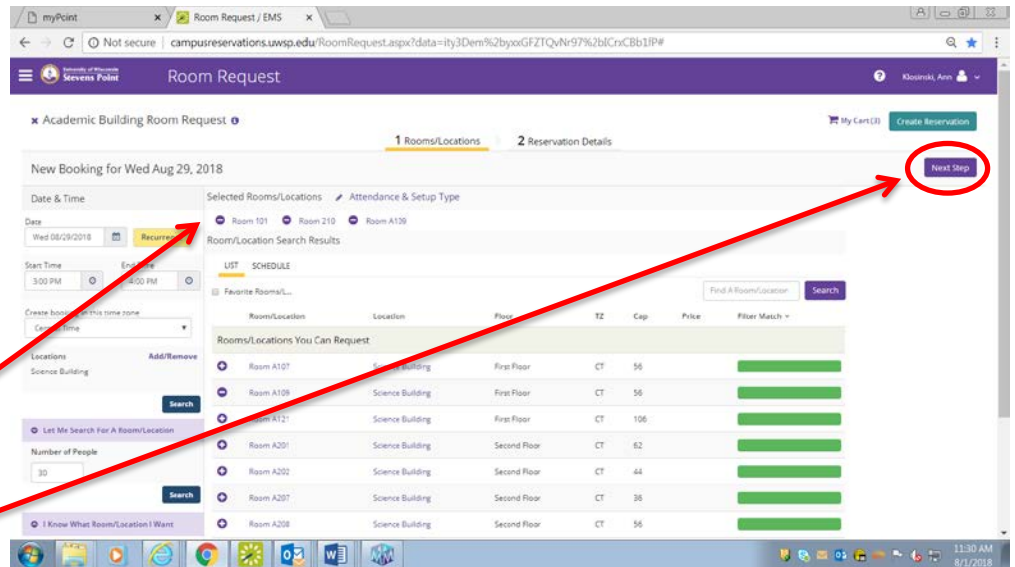
Enter event name and type. Sponsor is the campus department or recognized student organization hosting the event.

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”



myPoint Room Request / EMS campusreservations.uwsp.edu/RoomRequest.aspx?data=ity3Dem%2byoxGFZTQvN-97%2bCrxCBb1P# Stevens Point Room Request

Academic Building Room Request 1 Rooms/Locations 2 Reservation Details

New Booking for Wed Aug 29, 2018

Date & Time Selected Rooms/Locations Attendance & Setup Type

Date: Wed 08/29/2018 Recurrence: [None]

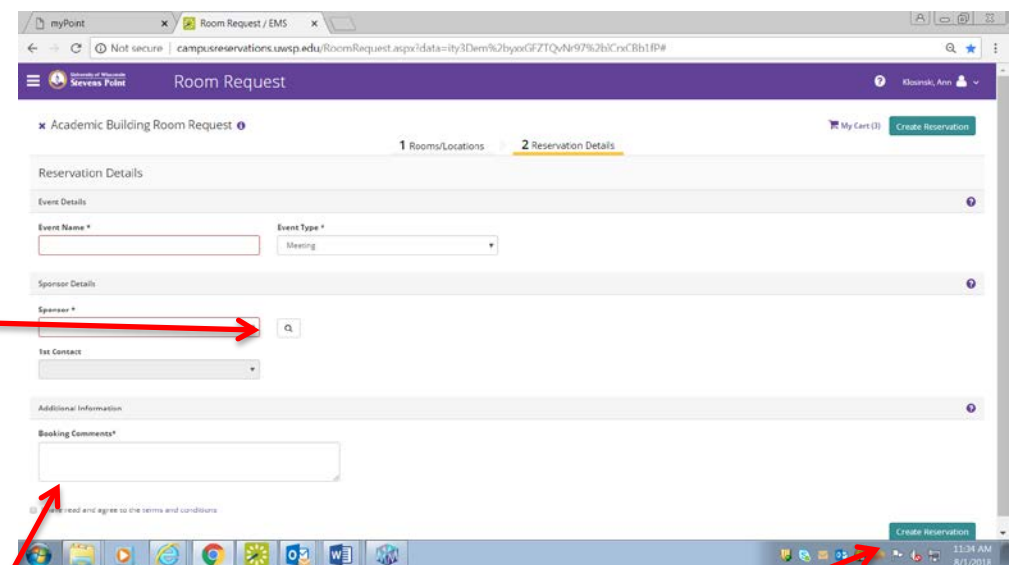
Start Time: 3:00 PM End Time: 4:00 PM

Locations: Science Building

Room/Location Search Results

Room/Location	Location	Floor	TZ	Cap	Price	Filter Match
Room A107	Science Building	First Floor	CT	56		[Green Bar]
Room A108	Science Building	First Floor	CT	56		[Green Bar]
Room A121	Science Building	First Floor	CT	106		[Green Bar]
Room A201	Science Building	Second Floor	CT	62		[Green Bar]
Room A202	Science Building	Second Floor	CT	44		[Green Bar]
Room A207	Science Building	Second Floor	CT	38		[Green Bar]
Room A208	Science Building	Second Floor	CT	56		[Green Bar]

Next Step



myPoint Room Request / EMS campusreservations.uwsp.edu/RoomRequest.aspx?data=ity3Dem%2byoxGFZTQvN-97%2bCrxCBb1P# Stevens Point Room Request

Academic Building Room Request 1 Rooms/Locations 2 Reservation Details

Reservation Details

Event Details

Event Name * [Text Field] Event Type * Meeting

Sponsor Details

Sponsor * [Text Field] [Search]

Tax Contact [Text Field]

Additional Information

Booking Comments* [Text Area]

I have read and agree to the terms and conditions [Text Field]

Create Reservation

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