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.
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
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.
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.
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.
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.
C: ADDING SERVICES

THREE STEPS

1: Specify Services
2: Specify Quantities
3: Specify Setup
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.
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?)
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.
D: COMPLETING YOUR RESERVATION

TWO STEPS

1: Finalizing Details

2: Request Summary
The Reservation Details screen finalizes the information about your reservation. Complete all required information, then click CREATE RESERVATION.
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.