



## Reserve West User Guide

Facilities Development & Sustainability has recently become the new home for UWG space reservations. Our office is pleased to work with all student groups, employees, and external individuals/groups to assist in reserving space for campus events.


University employees and student organizations are able to use our online scheduling software, Reserve West, to view and book rooms, search by room features, book WIC services for your reservation (room setup/breakdown, tables/chairs, etc.), and view your current and past reservation requests. Get started at:

[www.westga.edu/reservewest](http://www.westga.edu/reservewest)

From this website, you will be able to select your affiliation to the university to begin the reservation process.

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### Reserve West



#### Reserve West

Meeting and Event Reservations

Our institution boasts top-tier facilities and spaces in which to host events and engagements that will help satisfy the Placemaking priority of our strategic plan.

**Event Forms**

- Alcohol Request Form
- Raffle Form

**Event Resources**

- General Policies and Procedures
- Tutorials
- Contact Us

#### University Employees

Host a quick planning meeting, pop in for your weekly reservation, or even plan a large event with our Reserve West team. Faculty and staff can view and book space through our online scheduling software, Reserve West (EMS) by logging in with their UWG username and password.

[Learn More](#)

#### Student Organizations

Student organizations registered through the Center for Student Involvement and Inclusion have the opportunity to participate in activities that contribute to the vibrancy of their campus life by booking space for their meetings and events. Organizations can view and book space through our online scheduling software, Reserve West (EMS) by logging in with their organization's generic email and password.

[Learn More](#)

#### External Clients

From a simple business meeting, to a multi-day conference, we are ready to host your event here at UWG. Many of our rooms can be customized; all you need to do is indicate your space needs when making your reservation request.

[Learn More](#)



Student organizations will be able to log into Reserve West [with their generic username and password](#). Employees will be able to log into Reserve West with their UWG username and password.

Once logged into Reserve West, you will be able to **Create a Reservation**, view your reservations at **My Events**, browse **Events**, or browse **Locations**.

## Reservation Support and Video Tutorials

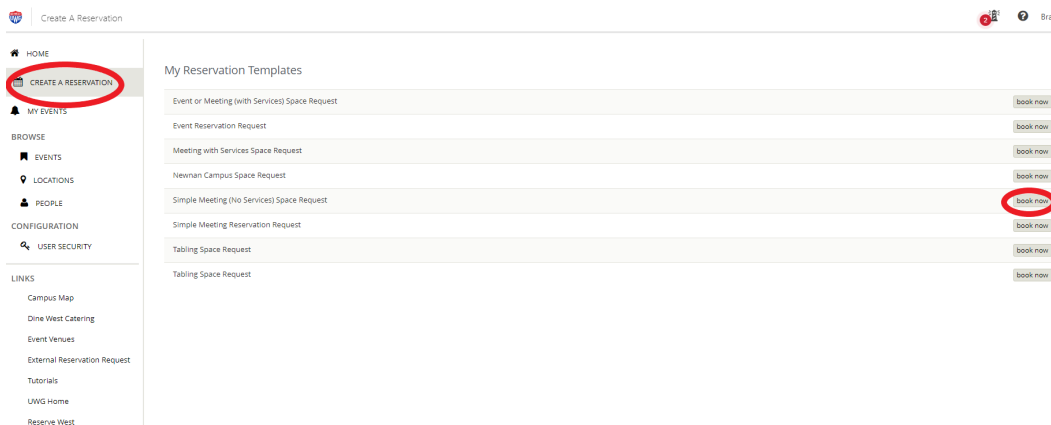
For any questions regarding Reserve West or reservations, please contact Whitney Brand at [reservewest@westga.edu](mailto:reservewest@westga.edu) or 678-839-3082.

### Video Tutorials

- [Creating a Simple Meeting \(No Services\) request](#)
- [Creating a Meeting or Event \(with Services\) or Tabling request](#)
- [Creating a recurring reservation](#)
- [Creating multiple bookings under a single reservation](#)
- [Editing the reservation](#)
- [Viewing room features, setup types, and images](#)

## Create a Reservation

1. Click **Create a Reservation** from the left menu, then **book now** for the reservation template you wish to use.







iii. List the No. of Attendees and Setup Type for the space.

## Attendance & Setup Type ✕

To continue, please enter the number of attendees and desired setup type for this Room.

**Number of Attendees \***

**Setup Type \***

Add Room

Cancel

iv. Complete all fields for the Reservation Details.

✕ Simple Meeting (No Services) Space Request ⓘ

1 Rooms

2 Reservation Details

### Reservation Details

#### Event Details

**Event Name \***

**Event Type \***

#### Group Details

**Group \***



**Primary Point of Contact**



**Primary Point of Contact Name \***

**Primary Point of Contact Phone \***

**Primary Point of Contact Fax**

**Primary Point of Contact Email Address \***

v. To finalize your reservation, select **Create Reservation**.

My Cart (1)

Create Reservation





# UNIVERSITY OF WEST GEORGIA

iii. List the No. of Attendees and Setup Type for the space.

## Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

**Number of Attendees \***

15

**Setup Type \***

Academic Setup

Add Room

Cancel

iv. Select the Services needed to support your event. **Make sure to include notes, quantities, and any other information related to these services.**

1. Campus Center Furniture (if applicable)
2. Campus Center Multimedia (if applicable)
3. ITS - Multimedia Equipment
4. Parking Event Services
5. WIC Event Services

Event or Meeting (with Services) Space Request

1 Rooms 2 Services 3 Reservation Details

### Services For Your Reservation

#### ITS - Multimedia Equipment

ITS - Multimedia Equipment

#### Parking Event Services

Parking Event Services

#### WIC Event Services

WIC Event Services

Chairs

Dine West- Grill

Extension Cord

Field Painting

Hang Clothing Line

Indoor Stage

Lights turned on for field use

Outdoor Sound Equipment

Outdoor Stage

Plants

Podium

Recycling Bin

Room Setup/Breakdown

Tables

Trash Cans

Trash Pickup

#### Services Summary

##### WIC Event Services

1 Room Setup/Breakdown  
Please make sure the chairs are lined up in rows.



v. Complete all fields for the Reservation Details.

✕ Event or Meeting (with Services) Space Request ⓘ

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

## Reservation Details

### Event Details

Event Name \*

Event Type \*

### Group Details

Group \*



Primary Point of Contact



Primary Point of Contact Name \*

Primary Point of Contact Phone \*

Primary Point of Contact Fax

Primary Point of Contact Email Address \*

### Attachments

Select your files | Drag and drop your files here

vi. To finalize your reservation, select **Create Reservation**.

 My Cart (1)

[Create Reservation](#)



## Edit a Reservation

1. Click **My Events** on the left menu bar to open all reservations under your account.

My Events

- HOME
- CREATE A RESERVATION
- MY EVENTS**
- BROWSE
  - EVENTS
  - LOCATIONS
  - PEOPLE
- CONFIGURATION
  - USER SECURITY

RESERVATIONS BOOKINGS

CURRENT PAST

Name

Demo Reservation

2. Click on the name of the reservation that you would like to edit in the far left column.

Name	First/Last Booking ^	Location	Group	Services	ID	St
<a href="#">Demo Reservation</a>	Tue Aug 15, 2023/ Tue Aug 15, 2023 (single booking)	Ed Ctr - EDUCATION CENTER - 2 CLASSRM	VP for Academic Affairs	✓	66198	Re

3. Items that can be edited:
  - a. Reservation Details (these are the questions asked in the reservation form)
  - b. Booking Date or Time





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- i. Click on the **pencil icon** to edit information about each booking within the reservation, including dates, times, location, attendees, and setup types.
- ii. Click on **“New Booking”** to add a booking to the reservation.
- c. Services - click **Add Services** to add Campus Center Furniture (where applicable), ITS - Multimedia Equipment, Parking Event Services, and/or WIC Event Services
- d. Event Status - click on **Cancel Reservation** to cancel the entire reservation.

My Events / Demo Reservation beginning Aug 15, 2023 (66198)

RESERVATION DETAILS    ADDITIONAL INFORMATION    ATTACHMENTS

[Edit Reservation Details](#)

Event Name	Demo Reservation
Event Type	Meeting
Group	VP for Academic Affairs
Primary Point of Contact Name	Brand, Whitney

Bookings

CURRENT    PAST

[Cancel Bookings](#)    [Booking Tools](#)

Edit	Remove	Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type
		Tue Aug 15, 2023	2:30 PM	3:30 PM	ET	Ed Ctr - EDUCATION CENTER - 2 CLASSRM	10	Academic

[View Services](#) | [Manage Services](#)

Reservation Tasks

- Add Services
- Cancel Services
- Booking Tools
- Cancel Reservation
- View Reservation
- Send Invitation
- Add to My Calendar