

# SPH ONLINE ROOM RESERVATION SYSTEM

## QUICK RESERVATION GUIDE

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### BEFORE YOU BEGIN

You must have an account created for you on the system. You must be with UIC or an affiliate of the School in order to be granted an account. Please contact Ms. Tonga Alexander ([talexand@uic.edu](mailto:talexand@uic.edu) or 312-996-6620) if you do not yet have an account. She will send you a temporary password in order to log into the system for the first time.

#### Helpful tips

Within this guide and also within the web pages themselves, you will find instructions and tips to help you. Be sure to read them as they contain important information.

#### Logging in

Go to <http://www.emsenterprise.uic.edu/vsphems/BrowseEvents.aspx>  
Select My Account – Log in.  
Enter your email address and your password.

### CREATE A RESERVATION

Go to menu item **Reservations - Single Day Request**

**TIP:** You can use Multi-Day Request if preferred. The method of selecting dates is just a bit different, and it allows you to search on specific times.

#### Search Criteria

**Date** (required):  
Select a **date** using the calendar icon.

**TIP:** The requested date must be at least one day out. For same-day requests, contact Ms. Tonga Alexander directly.

**Attendance** (required):  
Enter the expected **number of people**

**Setup** (required):

Select the **setup style** needed

**TIP:** Keep it simple: Conference or Classroom styles will return the most options.

Click **Search**. A list of rooms with available space on that day will display.

Enter the **Start time** and **End time** and desired **Room** for your event. Or, you may also **click and drag across the times you want on the Event grid itself**. Just be sure you do so for the room you want.

Click on “**Add to Cart**” button. Notice that View Cart shows 1 item.

**TIP:** Make a mistake? Click “View Cart” and on the next page, simply click the red “X” to delete your selection. Click “Back to Single-Day Request” to start over.

Click “**Checkout**” (next to View Cart) to enter event details.

### **Event Details**

Fill in the **Event Name** and select **Event Type** from the drop-down list.

#### **Customer**

Select your Organization from the **Customer** drop down menu if it is blank. It will be gray if you only belong to one Customer group; you may then skip to Contact.

#### **Contacts**

Select the **1<sup>st</sup> Contact** from drop-down menu. If the person you are looking for is not one of those listed, select Temporary Contact and type in the contact information. You must provide a phone number and email address.

Select a **2<sup>nd</sup> Contact** if desired.

#### **Billing Reference Number:**

For all UIC departments, this is the **C-FOAPAL** to which room, services, and equipment would be charged. To read more about our fee structures, please refer to our [Events](#) website.

#### **Notes (to attendees or public):**

Skip the Notes section at this time, unless you need to add a comment about the event that attendees or the public need to know. This is NOT for setup notes to facilities staff.

Click the **SUBMIT** button at the bottom of the page. The **Reservation Summary** page will display.

### **Reservation Request Complete**

Your request has been made at this point. If you do not need equipment, you are finished. To send a copy of this request to your email account, click **Email Summary** in the bottom part of the screen. Keep in mind, this request is not confirmed until the Administrator approves it and sends you a confirmation.

### **View Requests**

You can view a list of your reservations under the menu item **Reservations– View My Requests**. This brings you to the Reservation Summary page. To view an individual reservation, clicki “**View**” in the first column.

## ADDING AV EQUIPMENT AND SETUP NOTES

### **IMPORTANT**

**TIP:** You may not request equipment through this application if the event is less than three (3) days away. For events occurring within the next three days, please contact the audio/visual manager directly Portia White at (312) 996-1605 or send an email to [sweetp@uic.edu](mailto:sweetp@uic.edu)

### **Request Equipment**

Open a reservation request you have made.

Go to menu item **Reservations – View My Requests**. Click on “**View**” in first column to open a reservation.

Select **Add Services** under the **Action** column, far right, lower half of the reservation. The next page shows you what options you have:

- Answer these questions please
- Equipment Needs
- Notes

Select **Equipment Needs**

Select **Equipment Provided by SPH**

Check the **left-most box** next to the item you need. Quantity box defaults to one (1). Change it to desired quantity if needed.

A **dialog box** opens up when you check any item. Enter any comments or requests you may have for the Facilities staff about your selection. Otherwise, leave it blank.

When finished with all equipment selections, click on **Submit** button at the bottom of the page.

### **Setup Notes and Miscellaneous Event Notes:**

If you need to add Notes for the Facilities staff about room or equipment setups, use **Add Services** again, and select the **Notes** category.

Select **Additional Setup Notes** or **Misc. Event Notes** as appropriate. Type in your message.

When finished, click **Submit**.

### **Review Reservation Request**

To review your entire request and email yourself a summary, select **Email Summary** at the bottom of the Reservation Summary page.

## Support

Please contact Tonga Alexander at [talexand@uic.edu](mailto:talexand@uic.edu) or 312-996-6620 for assistance. If you prefer hands-on training with an instructor to learn the entire system (45-60 min.), please contact Nancy Boettger at [nboettg@uic.edu](mailto:nboettg@uic.edu) or 312-355-3147.