

BROWN LUPTON UNIVERSITY UNION

Online Reservation System
Instructions for Union Space
Spring 2009



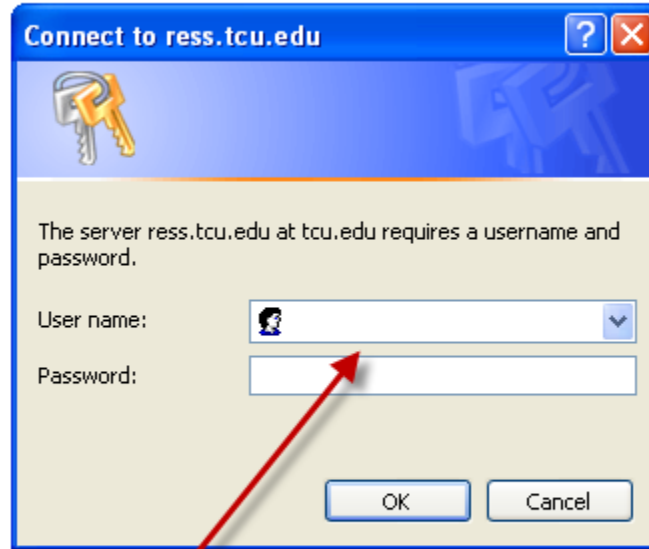
GENERAL RESERVATION REQUEST GUIDELINES

In an attempt to balance space requirements, A/V resources, and set up time and effort, we request that you carefully consider that which you need for your event. To that end:

- ◉ Please do not “over-ask” for space needs, set up requirements, A/V needs, or decorating times.
- ◉ We understand that event needs change as planning progresses. Please let us know about those changes as soon as possible so that we can make the necessary changes on the reservation and so that we might be able to find the most suitable space and/or set up needs.
- ◉ This online system will not allow you to “hold” multiple times for a single event. If you are attempting to schedule a high profile event, please contact Shawn Wagner at 817-257-7927.
- ◉ Occasionally we may need to move an event. We make every attempt to contact you to discuss this before a change is made. You will be notified immediately of any change.



STEP ONE: LOG ON



This is your University user name
and login

STEP TWO: SELECT THE DESIRED DATE




[Student Affairs](#)
[Campus Life](#)
[Today In The Union](#)
[Dining Services](#)
[Conference Services](#)
[Campus Calendar](#)

[Brown-Lupton Union](#)
[Schedule an Event](#)
[Events Listing](#)

Room and Events Scheduling: Reservation Grid

To Request a Reservation

Instructions:

1. On the calendar, select the month/date/year that you need. This will bring up your selected date grid to show the available facilities. You will be limited to making reservations for the current academic year.
2. On the grid, select the desired facility and start time for your reservation.
3. If you need a multiple date reservation you will be given an opportunity to select multiple dates later in the request. Select the first needed date to proceed through the request process.
4. Please answer each question so that a complete reservation can be made for your event.
5. When you place your first online reservation request for any department/organization, you will need to complete your contact information.

Note: Once you select the start time, you will be asked to log-in to the ResNet system.

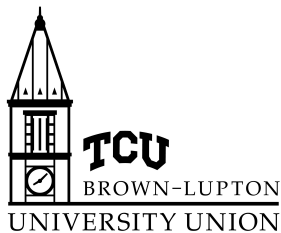
- Available to Reserve. Click to start a new reservation
- Reserved. Mouse-over to show Reservation name
- Building is closed

Select your desired date

April, 2009							>>
Sun	Mon	Tue	Wed	Thr	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

Jump to: 4/2009

[illegible]



STEP FOUR: CONFIRM EMAIL AND SELECT YOUR ORGANIZATION.

The screenshot shows the TCU Brown-Lupton University Union website. The header includes the TCU logo and a navigation bar with links: Student Affairs, Campus Life, Today In The Union, Dining Services, Conference Services, and Campus Calendar. Below the header is a grey bar with links: Brown-Lupton Union, Schedule an Event, and Events Listing. The main content area is titled "Room and Events Scheduling" and contains a form with two input fields: "Select Organization Name" and "Enter your Email Address". The "Select Organization Name" field has a dropdown menu with a blue arrow icon. The "Enter your Email Address" field contains the text "m.russel@tcu.edu". A "Submit" button is located below the email field. Two callout boxes provide instructions: one points to the email field stating "Your email will automatically populate this box." and the other points to the dropdown menu stating "Click the down arrow dialog box to select your organization. If your department or recognized TCU organization is not on this list, please send an email to Shawn Wagner at s.wagner@tcu.edu."

Room and Events Scheduling


Select Organization Name

Enter your Email Address

Your email will automatically populate this box.

Click the down arrow dialog box to select your organization. If your department or recognized TCU organization is not on this list, please send an email to Shawn Wagner at s.wagner@tcu.edu.

STEP FIVE: VERIFY CONTACT INFORMATION. MAKE NECESSARY CHANGES.



TCU BROWN-LUPTON UNIVERSITY UNION

Student Affairs Campus Life Today In The Union Dining Services Conference Services Campus Calendar

Logout Schedule an Event Events Listing

Room and Events Scheduling: Contact Information

Organization Name University Union
Email Address m.russel@tcu.edu

User found! Please enter any corrections to the Contact Information below

Organization Name University Union

Contact Name Michael Russel

Address1 TCU Box 297320

(Optional) Address2

(Optional) City, State Zip Fort Worth TX 76129

Phone 817-257-7927


(Optional) Fax 817-257-5678

Confirm EMail Address m.russel@tcu.edu

Submit

The first time you submit a request you will need to enter this information. Thereafter this screen should populate after you select your organization.

STEP SIX: ENTER EVENT TITLE, BRIEF DESCRIPTION AND EVENT LISTING DECISION



TCU
BROWN-LUPTON
UNIVERSITY UNION

[Student Affairs](#)
[Campus Life](#)
[Today In The Union](#)
[Dining Services](#)
[Conference Services](#)
[Campus Calendar](#)

[Logout](#)
[Schedule an Event](#)
[Events Listing](#)

- 1. Event Information**
2. Event Dates
3. Reservation Information
4. Food
5. Reservation Summary

Room and Events Scheduling: Event Information

Event Information

Building	BLUU
Room	Auditorium
Event Title	How to Use Online Reservation System
Briefly Describe your Event	Training session on how to use the new Brown Lupton University Union online reservation system.
Do you want your event posted on the online BLUU Today's Events Listing?	Yes <input checked="" type="radio"/> No <input type="radio"/>

Select event title and brief description. Brief description will be used for the University calendar (if you select that option).

"Yes" means this event will be listed on the building electronic boards and University Calendar.



STEP SEVEN: SELECT EVENT TYPE FOR ROOM SET UP, ANTICIPATED NUMBERS, EVENT TIMES AND UNIQUE SET UP NEEDS

Event Type:

Attendance

Event Time

In general, rooms are available for your set up 30 minutes prior and after your event, if you need additional time, please indicate that in the Set Up Comments box below.

Event Start Time

Hour Min AM/PM

Event Stop Time

Hour Min AM/PM

Is there anything else we need to know about your event? (AV & set up)

If you need extra set up time or an unusual amount of time for sound checks, please enter that information here.

STEP EIGHT: SELECT MULTIPLE DATES FOR SAME EVENT

Room and Events Scheduling: Multiple Date Request

This screen allows for multiple days of the same event. Go to "continue" if this is a one-time event.

Event Information

Event Title: How to Use Online Reservation System
Event Type: Lecture
Building: BLUU
Room 3301 Central Ballroom

Attendance: 150
Event Start Time: 10:00 AM
Event Stop Time: 11:00 AM
Post on Events Listings: Yes

Multiple Dates Needed

If you have a series of meeting dates with identical needs (other than the meeting date) please select those dates on the calendars below. To select a date not currently on the screen, please click on "Additional Dates".

April, 2009							May, 2009							June, 2009						
Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Tue	Wed	Thr	Fri	Sat
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

[Additional Dates -->](#)

Dates Selected
05/29/2009

Delete Date
[Delete](#)

Dates Selected **Delete Date**



STEP NINE: SELECT ROOM SET UP TYPE. SET UP OPTIONS ARE TAILORED FOR EACH ROOM TYPE

1. Event Information
2. Event Dates
3. Reservation Information
4. Food
5. Reservation Summary

Room and Events Scheduling: Reservation Information

Event Information

Event Title How to Use Online Reservations System

Building: BLUU

Room: 3301 Central Ballroom

Setup: Lecture Room Setup Help

Disability related accommodations needed: Yes ☐ No ☒

What set up items will you need for your event? How many?

If you need other setup items, please provide the details below. Some equipment is in high demand and may not always be available.



STEP TEN: SELECT SET UP ITEMS NEEDED

What set up items will you need for your event? How many?

If you need other setup items, please provide the details below. Some equipment is in high demand and may not always be available.

Add Setup Items

Select Setup Item

Select Setup item...
Select Setup item...
6" x 8" risers to make Stage
6ft. Tables
8ft. Tables
Dividers- 158 inch long
Easels
Extension Cords
Piano
Podium
Whiteboard

Enter Qty Click to Add Item

1 Add Setup Item

Select set up item(s) and number needed and click "Add Setup Item". You can add more than one item, a summary will appear in the "Setup Item" summary

Setup Item

8ft. Tables

Qty

1

Delete

Delete



STEP ELEVEN: SELECT A/V NEEDS. PLEASE BE SPECIFIC AS POSSIBLE.

What audiovisual items will you need for your event?

If you need AV equipment please provide the details below. Some equipment is in high demand and may not always be available. You will be notified if the equipment requested is not available.

Add Audiovisual Items

Select AV Item

How many will you need?

Click to Add AV request to your facility request

AV Comments

Please describe the intended use of the AV equipment you are requesting. (i.e. will you be presenting a power point presentation with sound? If using a playlist, what equipment will we need to interface with?) and any specific AV needs for your event.

Summary of your current AV requests

Audiovisual Item

Qty

Delete

Ballroom Sound

[Delete](#)

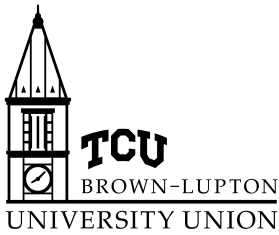
Mac Adapter

[Delete](#)



SPECIFIC UNION A/V GUIDELINES

- ◉ All Audio-visual needs for events held in the Union should be handled by the Union staff if using Union equipment.
- ◉ All A/V requests must be submitted by 12 noon on the Thursday of the week before your event so that we can schedule the necessary A/V techs.
- ◉ Interface cords for projects, DVD players, and iPods are available if requested.
- ◉ While we attempt to arrange most A/V needs at no cost to student groups and University departments, unusually demanding events may result in an A/V charge.
- ◉ Laptop computers for presentations are generally the responsibility of the group hosting the event.



STEP TWELVE: ACKNOWLEDGE THAT YOU NEED TCU DINING TO CONTACT YOU ABOUT FOOD

UNIVERSITY UNION

Room and Events Scheduling: Food Information

Event Information

Event Name How to Use Online Reservations System

Will food and beverage be served at your event? If so, please give us the details below.

You may bring in snacks (chips & dip, cookies or cake and a beverage). Otherwise, TCU Dining Services must provide food service for events in the Brown-Lupton University Union. If you would like Catering Services to contact you, check the box below.

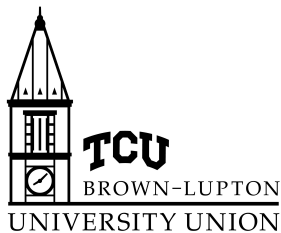


I would like food service for my event, please contact me.

Food Comments

Please give us the details of what food you plan to serve. If you have not been contacted by TCU Catering within 2 business days, please call their office at x 5239.

We would like a buffet dinner for the entire audience.
Please contact me about lower cost buffet options.



STEP THIRTEEN: REVIEW EVENT INFORMATION AND AGREE TO POLICIES.

Additional Information

1. To submit your request click the submit button below.
2. You should be contacted within 48 business hours of your request submission. Any confirmation or concerns about your request will be sent to the email address on your request.
3. The room selected with this reservation request will be treated as your preference for this event. However, to accommodate as many groups as possible we reserve the right to move your event.



I have read and agree to follow the BLUU Facilities Policies and Procedures and the information above.

Submit Reservation Request

Verify the event information above, click the "agree" box to indicate that you have read the Union policies available at www.union.tcu.edu



SCREENSHOT OF COMPLETED RESERVATION

UNIVERSITY UNION

The screenshot shows the TCU Brown-Lupton University Union website. The header features the university's logo and a navigation bar with links: Student Affairs, Campus Life, Today In The Union, Dining Services, Conference Services, and Campus Calendar. Below the navigation bar are three buttons: Logout, Schedule an Event, and Events Listing. The main content area displays a confirmation message: "When this request is approved by the Office of Room and Events Scheduling, the confirmation will be sent to **m.russel@tcu.edu**". It also says "Thank you for your reservation request." and provides a blue link "Create a new Reservation Request" with an arrow pointing to it. A white box on the right contains the text: "If another reservation request is needed, select this link, otherwise you can close this browser window".

TCU BROWN-LUPTON UNIVERSITY UNION

Student Affairs Campus Life Today In The Union Dining Services Conference Services Campus Calendar

Logout Schedule an Event Events Listing

When this request is approved by the Office of Room and Events Scheduling, the confirmation will be sent to **m.russel@tcu.edu**

Thank you for your reservation request.

[Create a new Reservation Request](#)

If another reservation request is needed, select this link, otherwise you can close this browser window



EMAIL SENT TO INBOX

UNIVERSITY UNION





EXAMPLE OF RESERVATION REQUEST EMAIL

From: Room and Events Scheduling [unionreservations@tcu.edu] Sent: Fri 4/10/2009 11:02 AM
To: Russel, Michael; Union Reservations
Cc:
Subject: Reservation Request for How to Use Online Reservations System

BROWN-LUPTON UNIVERSITY UNION RESERVATION REQUEST

Please review the summary of your request below. This is only a request, you will receive a confirmation email when this reservation is completed.

Event Information

Event Name:	How to Use Online Reservations System
Event Description:	Training session on how to use the new Brown Lupton University Union online reservation system.
Sponsoring Dept:	University Union
Contact:	Michael Russel
Phone:	817-257-7927
Email Address:	m.russel@tcu.edu
Attendance:	150
Show in Events Listings:	Y
Preferred Building:	BLUU
Preferred Location:	3301 Central Ballroom
Preferred Setup:	Lecture
Event Type:	Lecture
Handicap Accessible:	N
Event Comments:	I need sound check one hour before event and 15 extra minutes of set up time

POST-RESERVATIONS PROCEDURES

- Once your event has been approved, you will receive a confirmation email.
- Event Services staff members will be in contact with you via email or telephone if there are any difficulties with your reservation request.
- Please keep us updated on any changes to your event (numbers of attendees, room set up, A/V needs) as you know about them.
- If you have recurring reservations (weekly meetings, etc.), we would like to know if you cancel a meeting. This allows us to allow another user to schedule the room and may eliminate needless room set ups or changes.

PLEASE CONTACT US WITH QUESTIONS OR COMMENTS

◉ Shawn Wagner

◉ s.wagner@tcu.edu

Events Coordinator

817.257.7927

◉ Natalie Boone

◉ n.boone@tcu.edu

Assistant Director,
Operations

817.257.7927

◉ Mike Russel

◉ m.russel@tcu.edu

Executive Director

817.257.7927