Virtual Reservation walk through

Please click on the Virtual Event Management link https://mnsu.scheduling.mncsu.edu/Default.aspx

Virtual reservation submissions are organized and controlled by “Reservations Templates”. They are pre-configured questions and boundaries that can be changed according to user requirements.

Requesting reservations can be done with 7 easy steps. Please click on the Step number to receive more information regarding each step.

**Step 1** – Log in with a star ID or appropriate credentials

**Step 2** – Select an appropriate virtual reservation template on the “Reservations” drop down menu

**Step 3** - Understand the rules and options on the selected template

**Step 4** - Enter mandatory event details

**Step 5** – Select desired locations for the event

**Step 6** – Enter event and group details

**Step 7** – Submit your request

Use the Browse Template to locate a desired date for the meeting.
1. If you already know the desired date please log in using a star ID. For Recognized Student Groups, please log in using RSO credentials.

2. Once you login, place the curser over Reservations. Depending on your credentials, you will be presented with one or many reservation Templates*. Please select the most appropriate template.

Please click on the appropriate template that meets your desire. Once you select a template, it will give brief description about the template along with the rules & regulations associate with it.
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</table>

*Depending on your credentials, templates may vary.

3. **Each template has a different set of boundaries. This document is a generic guide for all templates. Specific details about the templates are available on the front page. If you have any questions please click on the help (�) menu of each template.**

Please read the unique guidelines for each template. Guidelines will vary. Ability to select a date or location depends on the boundaries.
4. *To reserve space on the Virtual Event Management system, please enter the following information.*

* Asterisk denotes required information’s.

**Required information (Click on the name for more details)**

**When and Where** – Event date, Event Time and specific building (EX – CSU, Armstrong, Morris, etc...)

**Setup Information** – Number of expected attendees, set up style (EX – Theater, Round table, Standard, etc...)

**Location** – Specific room in your selected building (EX – Ballroom, AH 101, etc...)

**Event Details** – Name of the event & event type (EX- Meeting, Conference, Special Event, etc...)

**Group Details** – Contact details for the group or department (EX – Phone number, and Email address. Etc...)

**Optional information (Click on the name for more details)**

**Recurrence Templates** – Select dates to reserve multiple bookings/dates (EX – Every Monday, 2nd day of the month, etc...)

**Availability Filters** – Assists to narrow down any specific rooms with furniture (EX – white board, blackboard, Classroom media, etc...)

**Other Information** – Questions related to MSU/CSU policies, security, etc...

**Audio Visual** – Any special technical needs (EX – microphones, sounds systems. etc...)

**Booking Specific Notes** – Your special instructions for CSU Operations crew

**Furniture** – Special Set-up needs (EX- chairs, tables and podiums, etc...)

**Staff** – Technical personnel
When and Where

When choosing the **Start** and **End** time, do not exceed the allowed time or the allocated number of hours stated in the **Info** tab.

Be aware of the **building opening** and **closing times**. You will **not** be allowed to request any rooms beyond the building operational hours.

If your event extends beyond the normal operation hours, please contact the Scheduling Office Directly at 507-389-2223.
Enter the number of expected guests. EMS will show the location results depending on the attendance number and set-up type.

5. **After entering the desired data, click on Find Space** (Find Space)
Location
If the room you desired is vacant during the time period, please click on the + button to add the location.

6. After selecting the room, please click on the Continue button located at the bottom of the page. This will bring you to the event details tab.

Event details
Name and the event type needs to be entered. Please keep in mind the details that you enter will be visible on the event calendar. Therefore, please be professional when entering data (Check for spelling, start with an upper case letter EX-Welcome Week).

* Asterisk denotes required information’s.

Group Details
Please click on the drop down menu (). If the appropriate group is listed please select it and continue to step 7.

If the appropriate group is not listed, please click on the search button. This will bring you to the “Item Lookup page”.

Other Reservations are highlighted in blue and Gray; Place the cursor on top of a highlighted area to get more information about that event.
To search for a group please type the **first name** of the group on the search box and click the **search** button.

**Group name starts with:**

*If you couldn’t find the desired group you can always scroll down and search manually.*

Once you find the desired groups please click on **add** button to add them to the list.

Click on **done** and the group that you selected will be on the dropdown menu (Once you complete this procedure it will be saved and you do not need to repeat this).

1st contact person **must be the person who is requesting** the reservation. Once that person is selected, all the other details will fill out automatically.
7. **If all the details are accurate, please click on Submit.** The page will be redirected to “View My Request” page. The reservations that you submitted will be displayed as a web request or web confirmed.

**Web Request** – Scheduling office staff will contact you when the event is confirm

**Web confirmed** – you will receive a confirmation email automatically

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**Optional Information for specific templates**

**Recurrence Option**

If you want to request for an activity which is recurring in any particular pattern, click the Recurrence button. Be aware that under the Recurrence menu, the **date** is the only variable.

Ex: If you choose to request a meeting room for 5 days within a week, but with each meeting beginning at different times, you will have to request them individually.

You may provide us with either the number of occurrence or the date by which you want this recurrence to end. The **Start Date** is required in order to proceed further. If you use the **Recurrence** option and want to disable it, you will have to go back into the menu and click **Remove Recurrence** to return back to the default settings.

When choosing the **Start** and **End** time, do not exceed the allowed time or the allocated number of hours stated in the **Info** tab.

Be aware of the building opening and closing times. You will **not** be allowed to request any rooms beyond the building operational hours.
**Availability Filters**

This feature is not mandatory to reserve rooms and you can continue without selecting any. However, it will help to narrow down any specific room.

![Availability Filters](image)

**Other Information**

(Only applies to some templates)

Please select the appropriate answer according to the event. These details are mandatory to maintain CSU policies and Security.

Special event checklist is available on the info tab or in University Scheduling and Conference Service Website. [http://www.mnsu.edu/scheduling/](http://www.mnsu.edu/scheduling/)

**Audio Visual**

(Only applies to some templates)

Please select any media equipment’s that you will need. If you are not sure please contact CSU Tech Coordinator at 507-327-6885

**Booking Specific Notes**

(Only applies to some templates)

Use this space to write down any special instructions or needs.

**Furniture**

(Only applies to some templates)

Please select the appropriate furnisher that suites your needs. If you are not sure please contact University Scheduling & Conference Service at 507-389-2223
Staff
(Only applies to some templates)

Please select the appropriate Tech Assistant category. Events in Ballroom & Ostrander must have a Technical personal assigned.
Campus Browsing for Events, Facilities & Space

A Login is not required for the browsing function. However, in order to request rooms and facilities you must Log in using a valid STAR ID.

1. Once you place the cursor on top of “Browse”, you will be given four options.
   - **Browse Events**: Use to locate specific events & classes on campus.
   - **Browse Facilities**: Use to look up details about a particular room.
   - **Browse for Space**: *can be used to see when a room is opened to request.*
   - **Locate Group**: Use to locate any current activities by a group or class Schedule for the present day. (RSO, Departments, etc...)

*To browse spaces anywhere on campus, click on "Browse for Space" for Event Scheduling. Academic Scheduling also has browsing sub-menus under "Browse for Space".*
2. Once you are in the desired browsing menu click on the **Filter**. This option will allow you to customize your search criteria.

### Browse for Space

![Space Scheduling](image)

### Browse for Events

![Event Scheduling](image)

### Browse for Facilities

![Facility Scheduling](image)
3. Once a desired date and location are selected, click on “apply” to see the results.

Please note: Selecting any features are not mandatory. However, it can be used to optimize the search for specific rooms.
Locate Group

Enter the name of the group and click on the “Locate button”. It will display any activities of the present-day. This can be used to locate classes as well.
Edit or Cancel Virtual Reservations

Under reservation menu, click on “view my request”

Click on the desired event that needs to be modified or cancelled
**Edit Reservations page**

Please click on the name for more information and instructions.

![Edit Reservations page diagram](image)

**Editing Tools**
- Edit Reservation
- Add Booking
- Cancel Services
- Cancel Bookings
- Cancel All Bookings
- View Reservation Summary
- Add booking to personal calendar

**Booking Tools**

**Cancel Booking**

Please use this function to cancel any reservations or bookings.

![Cancel Booking](image)

* Asterisk denotes required information’s.*
**Edit Booking**

After editing the details, please click on **update booking** to apply the changes.

**Add or Edit Services**

Edit any Furniture, Audio or Video, Staff and services.
**View Services**

View the services and staff that were requested.

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**Details about the Event/publishing**

Summary of the reservation is available for publishing on Facebook and other social media. Also this can be used to add the event to personal calendars.
Event Location
To review the Event location and location details.

Setup
Change the set-up type or attendance numbers.

Editing Tools