



WESTERN

COLORADO UNIVERSITY

UNIVERSITY CENTER

How to get to home page for reservations

1. Western home page
2. Current student
3. UC operations (bottom of page under Helpful Links and Student Life)
4. Reservation Process tab (right of page)
5. Follow link under step #1 of Reservation Process
6. Click the sign in button (top right corner)
 - a. Login with your western username and password
 - i. ex: stu345875 : Peanuts12
7. Create Reservation (left side bar)
8. Book now (top right)

1 – Rooms

9. Select date
10. Set reoccurrence if applicable
11. Select start and end time
12. Search for a room by entering group size
 - a. You will see which rooms are available once this is submitted
 - b. You may also search for a specific room by clicking the option “I know what room I want”
13. Click the blue plus sign next to the room you want
 - a. Enter expected attendance and setup type on the pop-up window
 - b. You may get a warning pop up about group size, conflicting events, or building hours. Some rooms require a minimum or maximum number of people for set up.
 - c. To add multiple rooms to a reservation, repeat step 13
14. Click NEXT in the top right to move on to the SERVICES page

2 – Services

15. Select Sodexo if you choose to have catering – you will also need to contact Sodexo separately
16. Setup Notes – please enter any specific setup requests
17. Under Audio/Visual Equipment, please select the equipment needed.
18. Click NEXT step in the top right to move to the RESERVATIONS DETAILS page.

3 - Reservation details

19. Fill in Event name and type
20. Under group, select the search button
21. Enter group name – this will fall under 4 categories
 - a. Western – Department Name
 - b. Club – Club Name
 - c. External – Organization Name
 - d. NCAA – Team Name
22. The primary contact for your group will automatically appear in the contact space.
 - a. If you wish to change the contact or add a second contact, click the drop down arrow and select temporary contact - fill in your information.
23. If you will be serving alcohol, showing a movie, or if you have any additional requests, add that information at the bottom of the page
24. Select “Create Reservation”