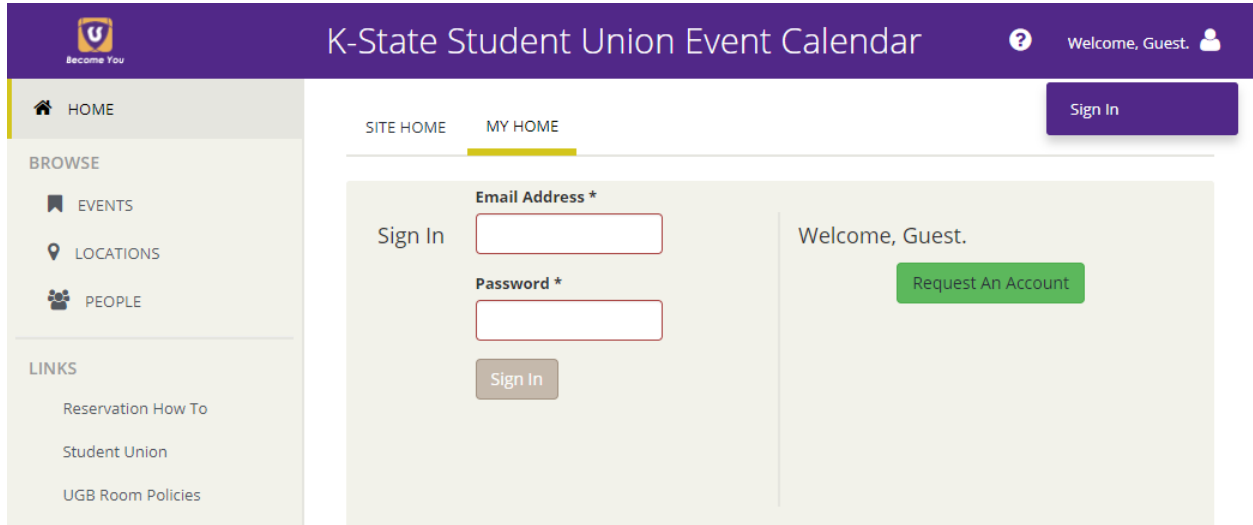


# K-State Student Union Web Reservation Guide

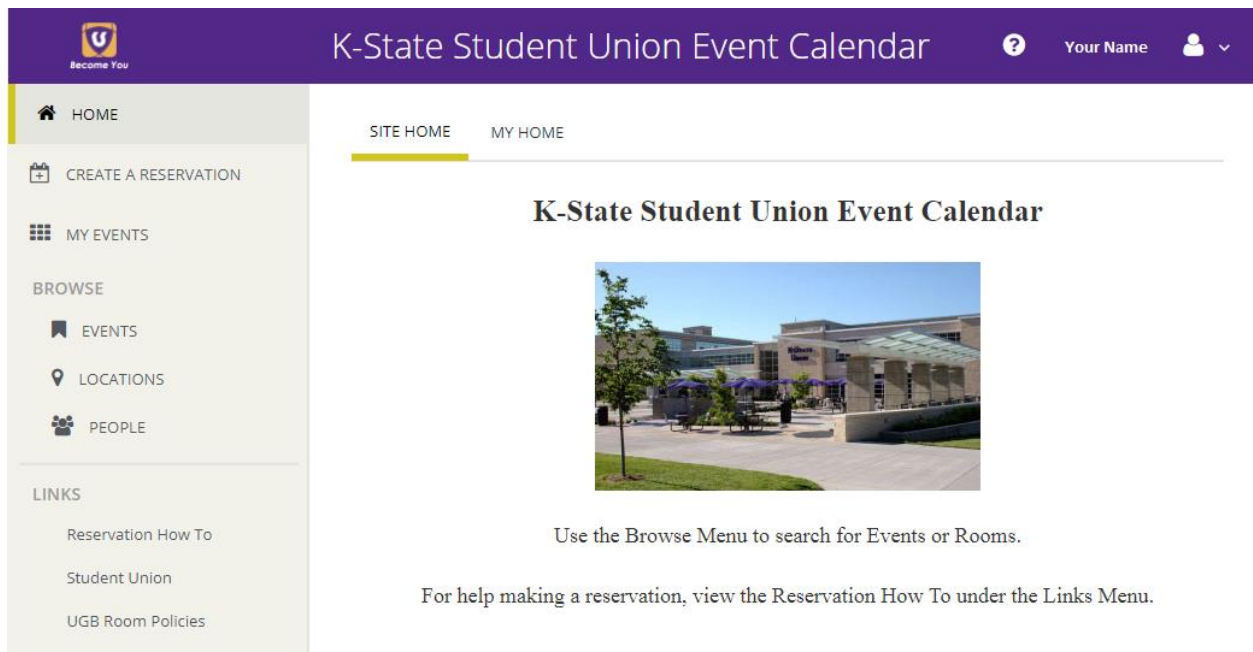
Go to <https://reservations.union.ksu.edu>

To create an account click [here](#).

Sign in using your previously registered account:







After signing in, the reservations landing page:




Click on the "My Home" tab:

Click “book now” button next to the appropriate “My Reservation Templates” type.

Click on the calendar icon next to the date and select the date of the event. Next click the clock icon for both start time and end time and set each.

  **Room Request** ? Your Name  

Create booking in this time zone  
Central Time 

**Locations** Add/Remove  
K-State Student Union

**Search**

**Let Me Search For A Room**

**Setup Types** Add/Remove  
Conference Table


**Room Types** Add/Remove  
(all)

**Features** Add/Remove  
(none)

Number of People

**Search**

**I Know What Room I Want**



On the left (you may need to scroll down), select the Setup Type, Room Type, and Features, and enter the approximate number of people attending. Then click the “Search” button.

**\*\*Note:** If the event needs any technology, please select it from the Features section.

**Room Request**

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Find A Room Search

| ROOM     | LOCATION              | FLOOR        | TZ | CAP | PRICE | FILTER MATCH |
|----------|-----------------------|--------------|----|-----|-------|--------------|
| Room 057 | K-State Student Union | Ground Floor | CT | 6   | 0.00  | [Green Bar]  |
| Room 202 | K-State Student Union | 2nd Floor    | CT | 14  | 0.00  | [Green Bar]  |
| Room 203 | K-State Student Union | 2nd Floor    | CT | 12  | 0.00  | [Green Bar]  |
| Room 204 | K-State Student Union | 2nd Floor    | CT | 14  | 0.00  | [Green Bar]  |
| Room 205 | K-State Student Union | 2nd Floor    | CT | 14  | 0.00  | [Green Bar]  |
| Room 208 | K-State Student Union | 2nd Floor    | CT | 12  | 0.00  | [Green Bar]  |
| Room 303 | K-State Student Union | 3rd Floor    | CT | 8   | 0.00  | [Green Bar]  |
| Room 305 | K-State Student Union | 3rd Floor    | CT | 15  | 0.00  | [Green Bar]  |

Based on the entered criteria, a list of available rooms appears on the right. Click the Plus icon next to the desired room.

**Attendance & Setup Type**

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

**No. of Attendees \***

1

**Setup Type \***

Conference Table

Add Room Cancel

Confirm/update the Number of Attendees and Setup Type. When complete, click “Add Room” button.

**\*\*Note:** If the attendance for the room is greater than the capacity, an error will occur.

The screenshot shows the 'Room Request' interface. On the left, there are search filters for time zone (Central Time), locations (K-State Student Union), and room types (all). A 'Search' button is visible. The main area displays a table of 'Rooms You Can Request' with columns for Room, Location, Floor, TZ, CAP, and PRICE. The table lists several rooms, including Room 057, Room 202, Room 203, Room 204, Room 205, and Room 208. Each room has a plus icon to its left, indicating it can be added to the selection.

| ROOM     | LOCATION              | FLOOR        | TZ | CAP | PRICE | FILTER MATCH             |
|----------|-----------------------|--------------|----|-----|-------|--------------------------|
| Room 057 | K-State Student Union | Ground Floor | CT | 6   | 0.00  | <input type="checkbox"/> |
| Room 202 | K-State Student Union | 2nd Floor    | CT | 14  | 0.00  | <input type="checkbox"/> |
| Room 203 | K-State Student Union | 2nd Floor    | CT | 12  | 0.00  | <input type="checkbox"/> |
| Room 204 | K-State Student Union | 2nd Floor    | CT | 14  | 0.00  | <input type="checkbox"/> |
| Room 205 | K-State Student Union | 2nd Floor    | CT | 14  | 0.00  | <input type="checkbox"/> |
| Room 208 | K-State Student Union | 2nd Floor    | CT | 12  | 0.00  | <input type="checkbox"/> |
| Room 203 | K-State Student Union | 3rd Floor    | CT | 8   | 0.00  | <input type="checkbox"/> |

After clicking the “Add Room” button, the Plus icon changes to a Minus icon. To add more rooms repeat the previous two steps.

The screenshot shows the 'Room Request' interface during the reservation process. The top navigation bar indicates '1 Rooms', '2 Services', and '3 Reservation Details'. A 'My Cart (1)' button and a 'Create Reservation' button are visible. The main area displays 'New Booking for Mon Mar 26, 2018' and a 'Next Step' button. The 'Selected Rooms' section shows 'Room 057' with a minus icon. The 'Room Search Results' section shows a list of available rooms, including Room 057, Room 202, and Room 203. Each room has a plus icon to its left, indicating it can be added to the selection.

| ROOM     | LOCATION              | FLOOR        | TZ | CAP | PRICE | FILTER MATCH             |
|----------|-----------------------|--------------|----|-----|-------|--------------------------|
| Room 057 | K-State Student Union | Ground Floor | CT | 6   | 0.00  | <input type="checkbox"/> |
| Room 202 | K-State Student Union | 2nd Floor    | CT | 14  | 0.00  | <input type="checkbox"/> |
| Room 203 | K-State Student Union | 2nd Floor    | CT | 12  | 0.00  | <input type="checkbox"/> |

Click the “Next Step” button at the top right of the page to continue the reservation process.

Student Full Service Reservation

My Cart (1) [Create Reservation](#)

1 Rooms | **2 Services** | 3 Reservation Details

Services For Your Reservation

[Next Step](#)

A/V Equipment

Audio ^

Misc ^

Phone ^

Visual ^

Caterers

List ^

Furnishings

Services Summary

Select the needed technology, services, or furnishings

Room Request

Your Name

Student Full Service Reservation

My Cart (1) Create Reservation

1 Rooms 2 Services 3 Reservation Details

Services For Your Reservation Next Step

**A/V Equipment**

- Audio ^
- Misc ^
- Phone ^
- Visual ^

**Caterers**

- List ^

**Furnishings**

- Misc ^

**Setup Notes**

**Services Summary**

- A/V Equipment**
  - 1 CD Player
  - 1 Apple/Mac display adapter
- Caterers**
  - 1 Chick-fil-A
- Furnishings**
  - 1 Linen Tablecloth (Rectangle 18"x6') \$2.50

A list of the selected technology, services, and furnishings and any additional costs (if any) will appear on the right.

**\*\*Note:** Prices are subject to change.

When the selections are complete, click the "Next Step" button at the top left.

Student Full Service Reservation My Cart (1) [Create Reservation](#)

1 Rooms 2 Services 3 Reservation Details

### Reservation Details

#### Event Details

**Event Name \***

**Event Type \***

#### Group Details

**Group \***

**1st Contact**

**1st Contact Name \***

**1st Contact Phone \***

**1st Contact Fax**

**1st Contact Email Address \***

Enter in the "Event Name" and select the "Event Type". Also, select or enter the contact information for the group. "1st Contact" information is required.

**2nd Contact Email Address**

#### Attachments

Drag and drop your files here

#### Billing Information

**Dept Account #**

[Create Reservation](#)

If you have files (e.g. diagrams, forms, etc.) you will need to upload digital copies in the "Attachments" section (you may need to scroll down). When this information is complete click the "Create Reservation" button.




# Create Account

The screenshot shows the 'Create Account' page of the K-State Student Union Event Calendar. The header is purple and contains the site logo, the title 'K-State Student Union Event Calendar', and a user status 'Welcome, Guest.' with a profile icon. A 'Sign In' button is located in the top right. The left sidebar has a 'HOME' button and sections for 'BROWSE' (EVENTS, LOCATIONS, PEOPLE) and 'LINKS' (Reservation How To, Student Union, UGB Room Policies). The main content area has 'SITE HOME' and 'MY HOME' tabs. Below the tabs is a sign-in form with 'Email Address \*' and 'Password \*' fields, a 'Sign In' button, and a 'Request An Account' button. The text 'Welcome, Guest.' is displayed above the 'Request An Account' button.


To create an account click the “Request An Account” button.





# Request An Account

 HOME

## BROWSE

 EVENTS

 LOCATIONS

 PEOPLE

## LINKS

[Reservation How To](#)

[Student Union](#)

[UGB Room Policies](#)

## Request An Account

To request an account, enter your info and click **Request An Account**.

### Email & Password

**Email Address \***

**Password \***

Password Strength

**Confirm Password \***

Enter your password again.

### About You

**Name \***

**Phone 1 \***

**Phone 2**

Enter the required (\*) information. You may need to scroll down. When complete click the "Request An Account" button at the bottom of the page.

Please allow 1-2 business days for the reservation office to complete this request.