

MAKING ONLINE RESERVATIONS

Through Reserve Carolina

Event Services
3105 FPG Union
eventservices@unc.edu
919.966.3832

Reservation Login

Reservation requests are submitted online through **Reserve Carolina**
<http://reservecarolina.unc.edu>

WHAT'S MY LOGIN?

Check with your organization's primary contact!

- Each organization has a single unique login issued by the Office of Event Services
- The user name and password is emailed to the primary contact, as listed on studentlife.unc.edu, at the start of the academic year

If your organization does not yet have an account please visit Reserve Carolina and scroll down the Accounts section.

Request Schedules & Timelines

FIRST DAY OF RESERVATIONS

At the start of each fall and spring semester the Office of Event Services opens up reservations for select General Purpose Classrooms and Union spaces for the upcoming semester. The First Day of Reservations always occurs on the 12th business day of the fall and spring semester with online reservations beginning at 9am.

RESERVATION SCHEDULING CYCLE

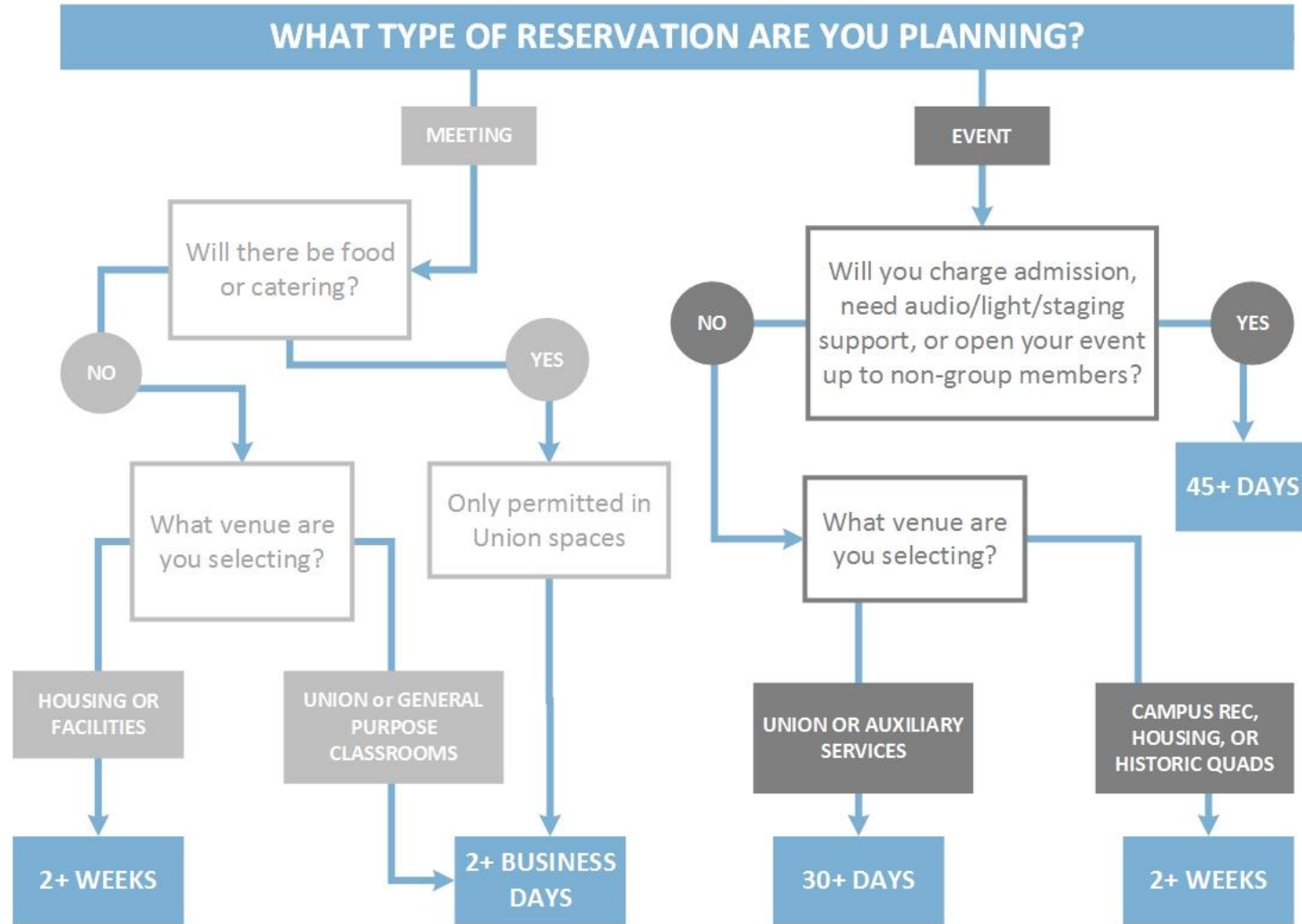
FALL

- ✓ You can book Union spaces (including the Pit) for the spring semester
- ✓ You can book General Purpose Classrooms for the fall semester

SPRING

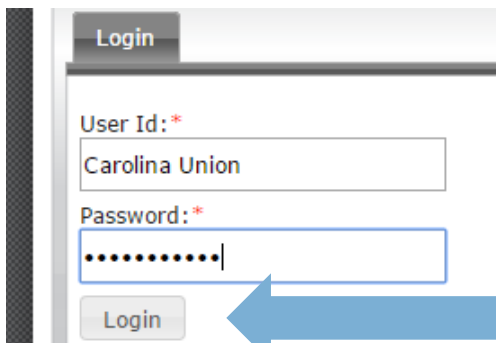
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Request Schedules & Timelines

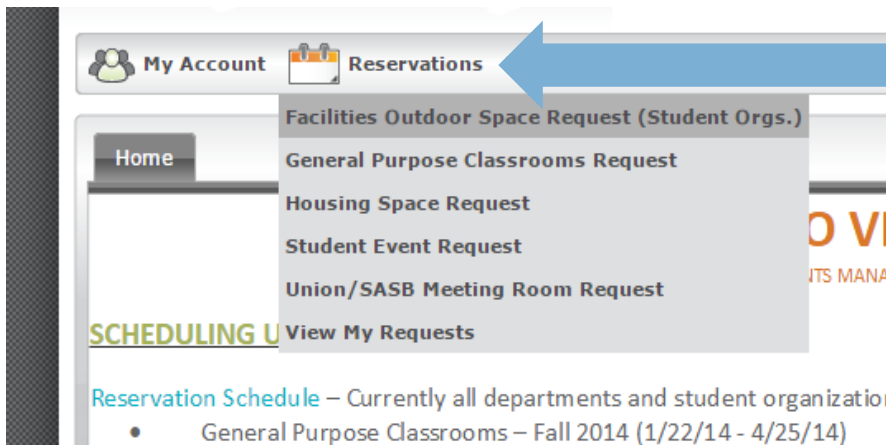


Logging In

Go to <http://reservecarolina.unc.edu>



- Log in with your Reserve Carolina account
- Once logged in, you will see updates on the main page regarding spaces & dates that are available to reserve



To make a reservation go to “Reservations” & select the correct request

Which Request Template to Use?

UNION MEETING ROOM REQUEST

Ideal for meetings and gatherings.

- ✓ Food allowed
- ✓ Union Meeting Rooms
- ✓ West Lounge Tables

OUTDOOR PROMOTION SPACE REQUEST

Ideal for recruitment, promotions of events and organization, and sales of your organization's merchandise.

- ✓ Pit
- ✓ Solicitation Tables
- ✓ Plaza (the Gift)
- ✓ Davis Courtyard
- ✓ SASB Courtyard

HOUSING SPACE REQUEST

Ideal for requesting housing basketball & volleyball courts, grills, lawns, and lounges for community gatherings. If you are a resident of the community area you are seeking contact your Community Director.

STUDENT EVENT REQUEST

Ideal for events, receptions, conferences, lectures, performances, etc. that will be open to non-members, sell tickets, or may utilize AV and production.

- ✓ Great Hall & Lobby
- ✓ Rehearsal Space
- ✓ Pit
- ✓ Auditorium & Lobby
- ✓ Aquarium Lounge
- ✓ Davis Courtyard
- ✓ Art Gallery
- ✓ SASB Courtyard
- ✓ West Lounge
- ✓ Select GPC's
- ✓ Plaza (the Gift)

GENERAL PURPOSE CLASSROOM REQUEST

*Ideal for member only meetings and gatherings on weekends and after 6pm on weekdays. Food is **not** allowed in classroom buildings.*

Select rooms in:

- ✓ Bingham
- ✓ Howell
- ✓ Murphey
- ✓ Carolina Hall
- ✓ Hamilton
- ✓ Peabody
- ✓ Chapman
- ✓ Hanes
- ✓ Philips
- ✓ Dey
- ✓ Hanes Art Center
- ✓ Wilson
- ✓ Gardner
- ✓ Manning
- ✓ Genome Science
- ✓ Mitchell

HISTORIC QUAD SPACE REQUEST

Ideal for requesting outdoor UNC Facilities areas for promotions or events. Please note the Old Well is not available for reservation.


- ✓ Polk Place
- ✓ McCorckle Place
- ✓ Bell Tower

Making a Reservation

The screenshot shows a web form titled "Student Event Request". It is divided into two main sections: "When and Where" and "Setup Information".

- When and Where:** Contains fields for "Date:" (9/17/2015 Thu), "Start Time:" (7:00 PM), "End Time:" (10:00 PM), and "Facilities:" (FPG Special Auditoriums). A "Recurrence" button is also present.
- Setup Information:** Contains fields for "Attendance:" (300) and "Setup Type:". The "Setup Type:" dropdown menu is open, showing options: Auditorium, Banquet/Reception, Classroom, Cleared, Fixed Set, and See Set-up Notes.

Blue arrows point from the text on the right to the "Recurrence" button, the "Attendance:" field, the "Setup Type:" dropdown, and the "Find Space" button.

- Once you have selected your request template you will see the following menu
- Choose your desired date, time, and facility
 - *If this is a reoccurring meeting select recurrence.*
- Put the expected number of people who will be present at your reservation
- Select your desired set up type for the space
 - *For GPC's select Fixed Set*
 - *You can find setup types and capacities under the  **Browse** menu at the top*
- Click "Find Space"

Making a Reservation

Union/SASB Meeting Room Request

Info Location Details

When and Where

Date:* 7/16/2015 Thu

Start Time:* 12:30 PM End Time:* 1:30 PM

Facilities: FPG Union

Setup Information

Attendance:* 15

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SE
7/16/2015 Thu		12:30 PM	1:30 PM	FPG Union - Room 3407	Reserve	15

List Grid

Thursday, July 16, 2015

Room	Cap	7	8	9	10	11	12 PM	1	2	3
FPG Union										
+ Room 2420	65		Private						Private	
+ Room 2422	30		Private						Introduc	
+ Room 3102	35		Private							
Room 3407	30		Private							

- Locations available will be listed with green plus button. If you do not see your desired venue, it is not available for the date and time you requested
- To add the location you want, click the green plus button
- To add multiple dates for the same time and space select "Recurrence"

Making a Reservation

Union/SASB Meeting Room Request

Info Location **Details**

When and Where

Date: *
7/30/2015 Thu

Start Time: *
2:00 PM

End Time: *
3:00 PM

Facilities:
FPG Union

Setup Information

Attendance: *
15

Selected Locations

DATE	HOLIDAY	START	END	LOCATION	STATUS	SE
7/16/2015 Thu		12:30 PM	1:30 PM	FPG Union - Room 3407	Reserve	15
7/30/2015 Thu		2:00 PM	3:00 PM	FPG Union - Room 2422	Reserve	15

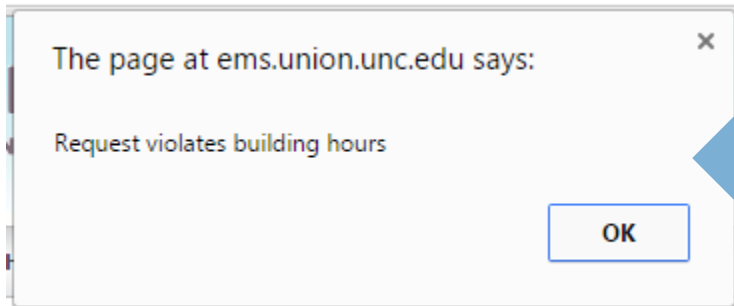
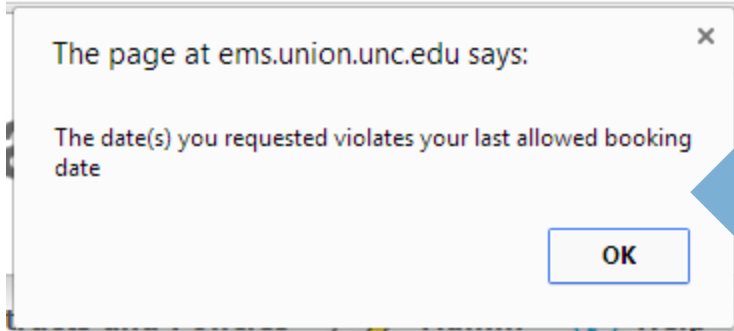
List Grid

Thursday, July 30, 2015

Room	7	8	9	10	11	12 PM	1	2	3
FPG Union									
Room 2422									
+ Room 2423									
+ Room 2510									
Private									

- To add different dates and times under the same request select a new date and time by changing the information under the “When and Where” section
- Click “Find Space” each time you change the date or time
- Be sure to click the green plus button to add each requested room
- Once done, click the “Details” tab

Reservation Error



If you get one of these error messages it is due to one of the following reasons:

You are not requesting far enough in advance (please review request timelines)

Your requested reservation time falls outside of the venue's reservable hours

- *Some spaces may have a 15 minute buffer time built in*
- *If you are having trouble try changing your start/end time by 15 minutes*

Making a Reservation

Be specific with your Event Name for your reservation as this displays online and is used to help us review your reservation

The screenshot shows a reservation form with two main sections: "Event Details" and "Customer Details".

- Event Details:** Includes a text input for "Event Name: *" containing "Learn How to Use VEMS" and a dropdown for "Event Type: *" with "Marathon" selected. A blue arrow points from the text box to the "Event Name" instruction, and another blue arrow points from the "Marathon" option to the "Event Type" instruction.
- Customer Details:** Includes a dropdown for "Customer: *" (with a blue arrow pointing to it from the right), a dropdown for "1st Contact: *", and text inputs for "Phone: *", "Fax:", and "Email: *".

- Select an appropriate event type that fits best with your reservation
- Customer details are associated with your user account.
- Selections in the drop down will auto-populate based on what is on file with the Event Services Office
 - *Please contact us if any information needs to be updated*

Making a Reservation

Other Information

Event Description:

We will be in McCorkle Place tabling and telling people about how to utilize the online reservation system.

Please provide a detailed description of the outcome of this meeting/event:*

We will be in McCorkle Place tabling and telling people about how to utilize the online reservation system.

Is this event open to the public or members only?:*

Open the to Public

Please provide us with a brief event timeline:*

8am - arrive and set up
9am - table and inform
12pm - start cleaning up
1pm - outta there

What is the contingency plan in the event of inclement weather?*

we will not have the event

What other venue would be requested in case of rain?:*

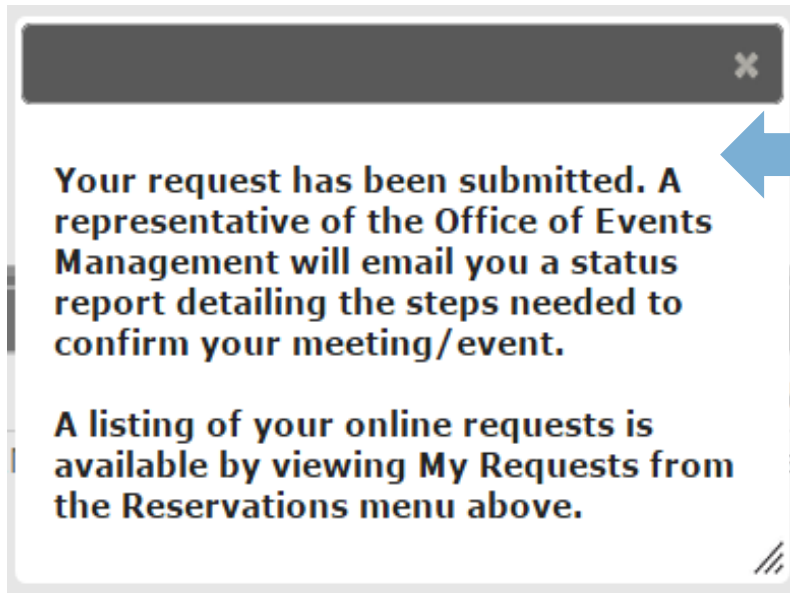
n/a

Submit

- Fill in all required fields with as much detail as possible
- Be sure to let us know if you have any specific needs such use of certain technologies, trash cans for food, and/or names any campus guests, VIPS or speakers attending

Once filled out click submit.

Successful Request!



Once you hit submit you will get a pop up message indicating you have successfully submitted your request.

Reviewing Requests

The screenshot shows the Reserve Carolina website interface. At the top, there is a navigation bar with links for 'My Account', 'Reservations', 'Forms, Contracts and Policies', 'Admin', 'Help', and 'Browse'. A user greeting 'Welcome Becki Jalernpan' is visible on the right. Below the navigation bar, a dropdown menu is open under 'Reservations', listing options: 'Facilities Outdoor Space Request (Student Orgs.)', 'General Purpose Classrooms Request', 'Housing Space Request', 'Student Event Request', 'Union/SASB Meeting Room Request', and 'View My Requests'. A blue arrow points to the 'View My Requests' option. Below the menu, a table titled 'Reservations' is displayed. The table has columns for 'ID', 'NAME', 'LAST BOOKING', 'STATUS', 'LOCATION', and 'HAS SERVICES'. One reservation is listed with ID 103803, name 'Carolina Union', last booking '10/31/2014 Fri', status 'Hold', location 'McCorkle Place - McCorkle Place', and 'HAS SERVICES' set to 'No'. A link 'Learn how to use VEMS' is visible next to the ID.

ID	NAME	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
103803	Carolina Union	10/31/2014 Fri	Hold	McCorkle Place - McCorkle Place	No

- To review your requests go to “Reservations” and then “View My Requests”
- You cannot make changes to reservation details from Reserve Carolina
- You can cancel reservations from Reserve Carolina or by contacting our office, but be sure to do so before the required deadline

Questions?

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3103 FPG Student Union
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