# USER GUIDE: RESERVE WEST
FOR FACULTY AND STAFF

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Introduction

Reserve West is a room scheduling software that gives all faculty and staff the ability to make room reservations on campus. All users on campus can login to Reserve West with their UWG username and password. The web app can be accessed directly at https://westga.emscloudservice.com/webapp or by visiting www.westga.edu/reservewest.

There are two parts to Reserve West: the Reserve West web app and the Reserve West Desktop Client. The Reserve West web app is for everyday users to request space. The Reserve West Desktop Client is used by venue managers and service providers to review reservation requests.

The following document will outline the procedure for faculty and staff in the web app.

Quick Facts:

- The web app is accessible 24 hours per day from your own cell phone.
- Booking through the web app allows users to browse all available rooms on campus when making a request.
- Users are able to view, edit, or delete the reservations online.
- Users can now request services from WIC through the reservation process.
Access to Reserve West

University faculty/staff and registered student organizations are able to log into Reserve West using their UWG username and password. All current employees have access to Reserve West. New employees must request access through the Reserve West Access Request form. Student organizations information is provided to the Reserve West team through a spreadsheet provided by the Center for Student Involvement.

Important Note: Access to Reserve West is not automatic. User information is submitted to the software company through an overnight upload. Please allow 3-5 business days for access to be granted.

Where to Access Reserve West

Visit www.westga.edu/reservewest and select the Reserve Space button in the image below.
Reserve West Homepage
Log in with your UWG username and password.
Creating a New Reservation

Reservation Process Overview

Reservation Steps in Detail

1. Select Create Reservation on the left side of your screen.
2. Select the template that applies to your meeting/event. Descriptions of each template are below.
   a. Event Promo/Outdoor Space/Tabling Reservation Form
      i. This form is for both UWG employees and student organizations.
      ii. Requests must be submitted 10 business days in advance since these events typically require support from service providers and may also require additional approvals.
   b. Faculty/Staff Newnan Reservations
      i. This form is for UW employees only. Student organizations are not currently allowed to request space on the Newnan Campus.
      ii. Requests must be submitted at least one day in advance for simple meetings and 10 business days in advance for events.
   c. Housing and Residence Life Space
      i. This form is for both UWG employees and student organizations.
      ii. Requests must be submitted 10 business days in advance since these events typically require support from service providers and may also require additional approvals.
   d. Meeting/Event Reservation Form
      i. This form is for both UWG employees and student organizations.
      ii. Requests must be submitted 10 business days in advance since these events typically require support from service providers and may also require additional approvals.
      iii. This form allows users to request up to 10 separate bookings under one reservation. Users can book recurring meetings or one meeting with multiple rooms through this form.
   e. Simple Meeting (No AV/Catering/Setup Request)
      i. This form is for UWG employees only.
      ii. Requests must be submitted 2 business days in advance.
      iii. No requests for room setup, additional AV equipment, or catering can be made through this form.
3. Enter the event date, time, and attendance.
4. Select room(s).

5. Add services.
6. Enter your reservation details.
What Happens Next?

- The request will be routed to the approver of the venue selected.
- You will be contacted via email/phone if additional information is needed.
- Requests that require additional approvals from campus partners will be routed through the system. No more paper forms which the exception of the Food Safety Plan and Raffle Permit.
- You will receive a confirmation email once all approvals have been added and the space confirmed.
Managing Existing Reservations

After a reservation request has been submitted, users are able to update existing reservation if needed.

1. Log back into the Reserve West web app and navigate to My Events on the left side of the screen.
2. Select the event in which you would like to edit. You can also check the status of your event here.
3. Make the changes to your event as indicated in the picture below.

Choose the area of the reservation request that you would like to make changes to.

Need to add an additional meeting date or room with the same meeting/event name? Select “New Booking”
Reservation Forms and Required Documents

Facility Use Agreement

Raffle Form

Food Safety Plan

General Policies and Procedures

To review the general policies and procedures for requesting space on campus, please visit www.westga.edu/ reservewest.

Visit UWG’s Reserve West web page for more information on the UWG’s policies and procedures for reserving space on campus. You will find venue specific and general policies and procedures on the navigation bar.

Please contact us at reservewest@westga.edu for any additional questions or concerns.
Video Tutorials and Other Reserve West Resources

Please visit www.westga.edu/reservewest for video tutorials and other resources to assist you with making reservations. If you have additional questions, please contact reservewest@westga.edu for assistance.

Frequently Asked Questions

Please visit https://www.westga.edu/administration/reserve-west/untitled.php for an updated list of Frequently Asked Questions.