

MAKE A ROOM REQUEST ONLINE!

USING OPUS

You must first create an OPUS Account (if you do not already have one) and it must be activated by the Event Services office prior to making your first request.

Request an Account:

Go to <https://vems.unionwellinc.org/> or go to the Event Services website <https://theuniversityunion.com/event-services> and click on OPUS in the right hand column. Click on the Welcome, Guest icon in upper right corner, click Sign in and choose Request an Account
Enter your information and submit your request.

Please allow one day for the Event Services Office to process your new account request before submitting an actual room request. You will be notified when your account has been activated.

HOW TO MAKE A SPACE REQUEST - Single Date & Single Room (for multiples see pg. 2)

Go to “Welcome, guest” icon and sign in. You may browse locations to see what might be available - white space indicates availability, blue/gray indicates the room is not available.

Go to Create a Reservation then choose Book Now for your desired facility
Choose your date, start and end time, room setup type and anticipated number of people
Click Search

You may choose either Schedule or List view. Red lines indicate your requested time, colored areas = room is not available, white space = room is available.

When you find the room you want click the green + to add
Confirm the number of people and setup type and click Add Room
Click Next Step button on the top right

*Choose built-in audio-visual equipment you need then click Next Step button
Choose your group (sponsor field) and fill out required fields
Click the Create a Reservation button

Your request has been made

You may check the status of your request by clicking My Events > Current

If the status is Web Pending it has not yet been processed, you may make changes before we process but once we process it, you must contact Event Services to make changes.

If you do not see your request in your Current tab, it may have been declined. Click the “include cancelled reservations” box in the upper right corner to see these.

Need multiple dates or multiple rooms? See reverse side

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[https:// vems.unionwellinc.org](https://vems.unionwellinc.org)

Requesting Multiple Dates/Rooms:

Date Recurrence (example: one room for every Monday night from 7pm – 10pm)

Sign in to your OPUS account

Go to Create a Reservation then choose Book Now for your desired facility

Click Recurrence button

Select desired pattern of repeat and select start/end date and start/end time

Click Apply Recurrence

Select setup type and number of people expected and click search

From the resulting list select the room with the most available dates (e.g. 7/10)

Select other room(s) for the remaining dates. If no space is available for the remaining dates, you can skip those dates.

Click Next Step and proceed as detailed on page 1*

IMPORTANT: If some dates were not available, let us know using the “special instructions/additional information text box” on the details page. We may be able to find space for those dates or at least wait list you in case space becomes available at a later time.

Same Date/Multiple Rooms (example: three rooms for Sept. 19th from 3pm – 5pm)

Sign in to your OPUS account

Go to Create a Reservation then choose Book Now for your desired facility

Enter the date you wish to request

Enter start and end time, room setup type (choose the setup type for most of your rooms, you can change this later by clicking on my cart) and anticipated number of people

Click Search

You may add as many rooms as you need from the available rooms shown

Click Next Step and proceed as detailed on page 1*