

# HOW TO USE OPUS TO REQUEST ROOMS ONLINE!

\*\*\*In order to request rooms online, 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\*\*\*

## How to Request an OPUS Account:

- Go to <https://vems.unionwellinc.org/>
- 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.

### **If you would like to:**

- Request a single date & single room, continue below **page 1**
- Request a reoccurring event with multiple dates, **see page 2**
- Request multiple rooms on a single date, **see page 2**

## **HOW TO MAKE A SPACE REQUEST - Single Date & Single Room**

- Go to the **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.

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## Requesting Multiple Dates/Rooms: ([https:// vems.unionwellinc.org](https://vems.unionwellinc.org))

### Event with Recurring Dates (ex: 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**
- 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.

### Event with Same Date with Multiple Rooms (ex: three rooms for Sept. 19<sup>th</sup> 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\***