

ASU Reservations Quick Guide

Steps to get to the Reservations Website:

1. Go directly to the Reservations Home Page at reservations.angelo.edu (OR)
2. Go to rampart.angelo.edu and log in using your ASU username and password
 - Students:
 - Navigate to the **Campus Life** Page
 - Go to the Get Involved section and Select the **Reserve Space** button
 - Select **Reservation Request Form** button
 - Faculty/Staff:
 - Navigate to the **Employee Page**
 - Select the **Reserve a Room** button
 - Select **Make a Room Reservation** button
 - ASU Reservations online site will open in a new window

Steps to create a New User Account

- Go to My Account
- Create An Account
 - Fill in your email, name, phone number, fax number, answer the question, and fill in all departments or organizations that you would request space on behalf of.
 - Click Save (You will see a message at the top that your data was saved successfully, and your account is currently pending.
- Your request will be directed to the Reservations Team and you will receive an email within 3 business days with further information.

You will navigate the ASU Reservations System with the ASU Reservations Toolbar located directly under the above header as follows:

Browse

- Browse Events – Renders a calendar of events for auxiliary space only
 - Change view of calendar by daily, weekly, and monthly list or by weekly or monthly calendar view.
 - Use the Filter Button to narrow scope of search
- Browse for Space – Shows when rooms are booked
 - Use the Filter Button to narrow scope of search (i.e. to search specific buildings/rooms)

Reservations

- Academic Room Request (Faculty and Staff only)– to request use of academic space (for meetings, SI sessions, testing, etc.)
- Facilities Request – use of auxiliary space for meetings, catered events, banquets, receptions, and special events.
- UC Display Case Request – to request use of University Center Display Cases
- View My Requests – access a history of current and past events; make changes, add services, and cancel event.

My Account

Log Out

Edit My Account – update contact information and department information

Links – Access additional information, resources, documents, and tools helpful to your reservation

- ASU Reservations User Guide
- ASU Reservations Quick Reference Sheet
- Special Events Home Page
- Scheduling Staff Contact Information
- Policies and Guidelines
- Special Events Brochure
- University Center Floor Plan
- Facilities Fee Waiver Form
- Chartwells Catering Service
- Alcohol Request Form
- Solicitation Request Form
- TULIP Liability Insurance Instructions
- TULIP website

Shortcuts and Helpful Hints:

-If you know your preferred room:

- Browse for Space for find availability
- Use filter button on right to enter search details
- Click apply, or
- Go straight to Request Form

-If you do not know your preferred room:

- Use Browse Facilities feature to search available options, either by capacity or setup type
- Defaults list by building in alpha order
 - Use filter to enter search criteria to narrow scope of search
 - Once you find a room that fits your needs, visit Browse for Space to find availability or go straight to Request Form.

-You can make adjustments to your reservation requests by selecting Reservations, then View My Requests. This is helpful to check on status, add services orders, or to make changes at any time.

-For a large event with different locations, dates, and times:

1. You can utilize the recurrence button to add multiple dates that follow a particular pattern (day of week, weekly, monthly or random).
2. You can adjust the "When and Where" box, select find space and add rooms using the green plus sign continually until your reservation is built the way you want it.