

Canceling a Reservation & Editing Attendance/Occupancy Information

Login to your online SMPH Room Reservation Account: <https://smph.ems.wisc.edu/>

1. Select "My Events" on the left side panel of your account.
 - a. You may need to select Include cancelled reservations as some series reservation may get relabeled if you've canceled some dates of your series.
2. Select the Event you wish to review/edit/cancel

My Events

RESERVATIONS BOOKINGS

Search Reservations Include cancelled reservations

CURRENT PAST

Name	First/Last Booking ^	Location	Group	Services	ID	Status
TEST	Tue Dec 15, 2020/ Tue Dec 15, 2020 (single booking)	Health Sciences Learning Center - Room 1335	SMPH -...		274737	Confirmed

1. To cancel the entire reservation click "Cancel Reservation"
2. To cancel an individual date (if part of a series) click the icon next to the specific date you want to cancel.
3. To edit an individual date reservation information (**EDIT ATTENDANCE HERE**) click the icon.
 - a. If this is a series, there is no way to edit all dates at once unless you cancel and submit a new series.
4. To add another reservation (another date or room) onto this to create a series click on "New Booking"

My Events

My Events / TEST beginning Dec 15, 2020 (274737)

RESERVATION DETAILS ADDITIONAL INFORMATION

Event Name TEST

Event Type Timetable Class/Lecture

Group SMPH - Classroom and AV Services

1st Contact Name Callie Strouf

Phone 263-4163

Reservation Tasks

Booking Tools

Cancel Reservation

Send Invitation

Add to My Calendar

Bookings

CURRENT PAST

Include cancelled bookings

Cancel Bookings Booking Tools

New Booking

Date ^	Start Time	End Time	Time Zone	Location	Status	
TEST	Tue Dec 15, 2020	6:00 PM	7:00 PM	CT	Health Sciences Learning Center - Room 1335	Confirmed

3. Continue to next "Edit" screen.

a. To change attendance select "Attendance & Setup Type"

TEST (713265)

Edit Booking Tue Dec 15, 2020

Update Booking

Event Details

Event Name *

TEST

Event Type *

Timetable Class/Lecture

Date & Time

Date

Tue 12/15/2020

Start Time

6:00 PM

End Time

7:00 PM

Create booking in this time zone

Central Time

Locations

Add/Remove

Health Sciences Learning Center

Search

Let Me Search For A Room

I Know What Room I Want

Room Search Results Attendance & Setup Type

LIST SCHEDULE

Favor...

Find A Room

Search

7 AM 8 9 10 11 12 PM 1

Rooms You Can Reserve

Health Sciences Learnin... Cap 7 AM 8 9 10 11 12 PM 1

Room 1345 26

Availability Legend

Update Booking

Cancel

b. Input the correct attendance that complies with current restrictions. CLICK UPDATE to save!

The screenshot shows a web application interface for room booking. A modal window titled "Attendance & Setup Type" is open in the foreground. The modal has a close button (X) in the top right corner. It contains a table with two columns: "Location" and "Attendance". The "Location" column contains "Room 1335". The "Attendance" column contains a dropdown menu with the value "11" selected. Both the dropdown menu and the "Update" button at the bottom right of the modal are circled in red. The background interface is dimmed and shows a "Room Request" header, a user profile "STROUF, CALLIE", and a "TEST (713265)" event. The event details include "Event Name * TEST", "Event Type * Timetable Class/Lecture", "Date & Time" (Tue 12/15/2020), and "Start Time" (6:00 PM) and "End Time" (7:00 PM). A calendar grid is visible, showing a table of room availability for the date 12/15/2020. The table has columns for times 7 AM, 8, 9, 10, 11, 12 PM, and 1. The row for "Room 1335" shows a capacity of 32. There are "Update Booking" and "Cancel" buttons at the bottom of the calendar grid.

Location	Attendance
Room 1335	11

Update Cancel

- c. To change the room location (in case you need a bigger room to accommodate group size) select "Search" to search the date and time you have already identified.

 **Room Request** STROUF, CALLIE

← TEST (713265) ?

Edit Booking Tue Dec 15, 2020 Update Booking

Event Details Room Search Results Attendance & Setup Type

Event Name *
TEST

Event Type *
Timetable Class/Lecture

Date & Time
Date: Tue 12/15/2020

Start Time: 6:00 PM End Time: 7:00 PM

Create booking in this time zone: Central Time

Locations Add/Remove
Health Sciences Learning Center

Search

LIST **SCHEDULE**

Favor... Find A Room Search

	7 AM	8	9	10	11	12 PM	1
Rooms You Can Reserve							
Health Sciences Learnin... Cap							
Room 1345	26						

Update Booking Cancel Availability Legend

Let Me Search For A Room

I Know What Room I Want

- d. Scroll down to select new room – Current capacity listed next to room number, or view expanded information by clicking on the Room Number.

TEST (713265)

Edit Booking Tue Dec 15, 2020

Update Booking

Event Details

Room Search Results Attendance & Setup Type

Event Name *

TEST

Event Type *

Timetable Class/Lecture

Date & Time

Date

Tue 12/15/2020

Start Time

6:00 PM

End Time

7:00 PM

Create booking in this time zone

Central Time

Locations

Add/Remove

Health Sciences Learning Center

Search

Let Me Search For A Room

I Know What Room I Want

LIST SCHEDULE

Favor...

Find A Room

Search

7 AM 8 9 10 11 12 PM 1

Rooms You Can Reserve

Health Sciences Learnin... Cap 7 AM 8 9 10 11 12 PM 1

+ Room 1134

8

+ Room 1202

8

+ Room 1203

10

+ Room 1188

10

+ Room 1192

4

+ Room 1220

10

+ Room 1222

10

+ Room 1225 DE

10

+ Room 1229 DE

10

+ Room 1244 DE

10

+ Room 1248 DE

10



- e. "ADD Room"
- f. Click "Update Booking"

TEST (713265)

Edit Booking Tue Dec 15, 2020

Update Booking

Event Details

Room Search Results Attendance & Setup Type

Event Name *

TEST

Event Type *

Timetable Class/Lecture

Date & Time

Date Tue 12/15/2020

Start Time 6:00 PM End Time 7:00 PM

Create booking in this time zone Central Time

Locations Health Sciences Learning Center

Search

LIST SCHEDULE

Favor...

Find A Room Search

	7 AM	8	9	10	11	12 PM	1
Rooms You Can Reserve							
Health Sciences Learnin... Cap							
Room 1335 32							

Update Booking Cancel

- g. Review updated reservation information. Notice reservation has been reset to “tentative” and you will receive an updated confirmation email once processed by our staff.

My Events School of Medicine and Public Health UNIVERSITY OF WISCONSIN-MADISON STROUF, CALLIE

My Events / TEST beginning Dec 15, 2020 (274737)

RESERVATION DETAILS ADDITIONAL INFORMATION

Event Name	TEST
Event Type	Timetable Class/Lecture
Group	SMPH - Classroom and AV Services
1st Contact Name	Callie Strouf
Phone	263-4163

Reservation Tasks

- Booking Tools
- Cancel Reservation
- Send Invitation
- Add to My Calendar

Bookings

CURRENT PAST Include cancelled bookings

Cancel Bookings Booking Tools [New Booking](#)

Date	Start Time	End Time	Time Zone	Location	Status
Tue Dec 15, 2020	6:00 PM	7:00 PM	CT	Health Sciences Learning Center - Room 1335	Tentative

****It is your responsibility to help us maintain an accurate schedule. Cancel any reservations that are no longer needed. Submit and when needed edit reservations to reflect accurate attendance, and the times that people will be occupying the space reserved.**

*Email the SMPH Room Reservations staff at Reservations@hslc.wisc.edu if you have any questions.