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

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"

3. Continue to next "Edit" screen.
   a. To change attendance select "Attendance & Setup Type"

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

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.

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

School of Medicine and Public Health
UNIVERSITY OF WISCONSIN-MADISON

Room Request

STROUF, CALLIE

< 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 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"

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.

**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.