

# Booking a Space in WesNest

Office of Student Involvement

[involvement@wesleyan.edu](mailto:involvement@wesleyan.edu)

# Who can Book Space?

- Only Primary Contacts and Event Coordinators are able to book space in WesNest

wesleyan.campuslabs.com/engage/actioncenter/organization/wls/roster

Primary Contact  
Shelissa Newball

### Manage Roster

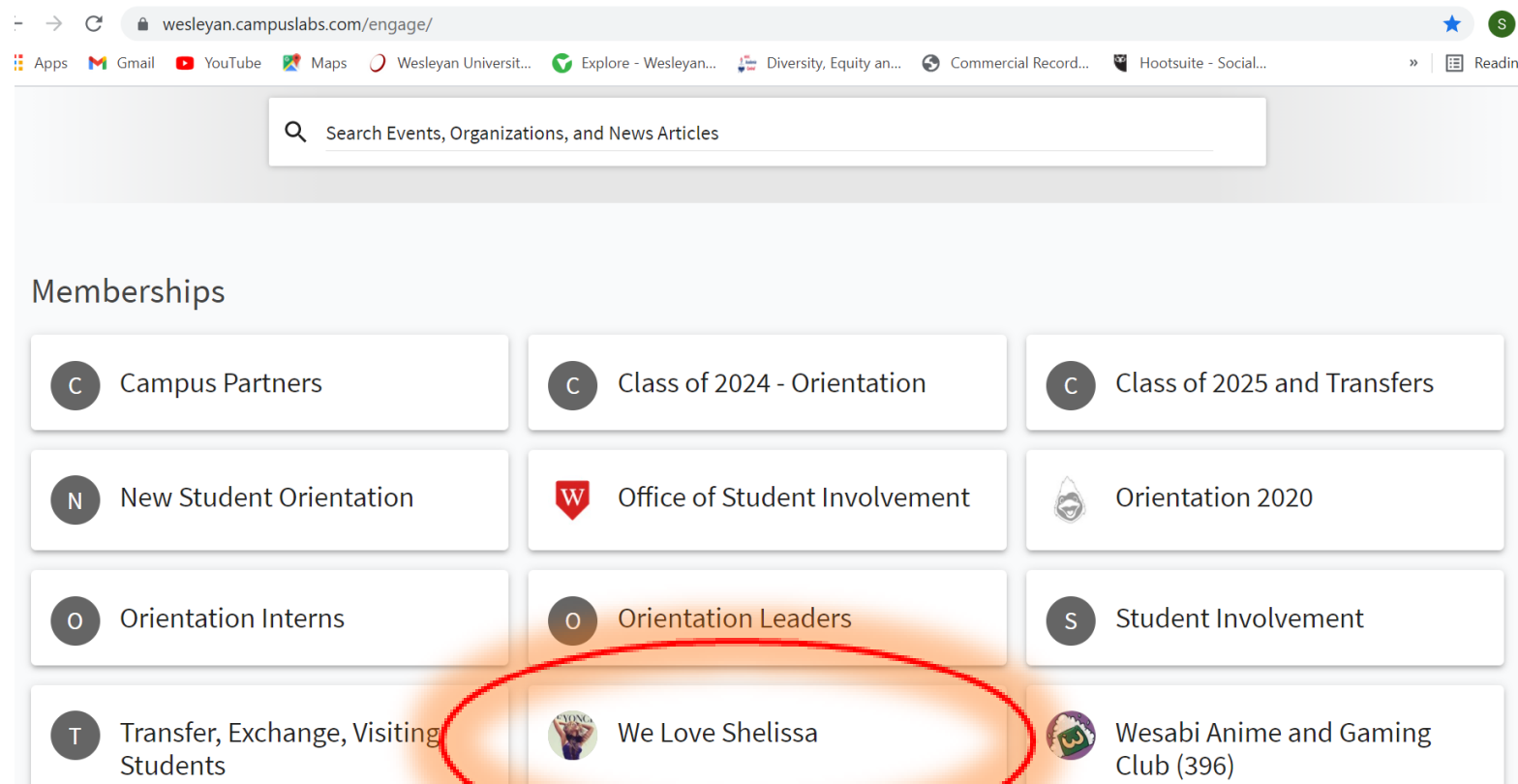
CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS Search

| Select                   | First Name | Last Name | Positions         |
|--------------------------|------------|-----------|-------------------|
| <input type="checkbox"/> | Akossiwa   | Assignon  |                   |
| <input type="checkbox"/> | Anthony    | Price     | Event Coordinator |
| <input type="checkbox"/> | Anya       | Kisicki   |                   |
| <input type="checkbox"/> | Ariana     | Baez      | President         |

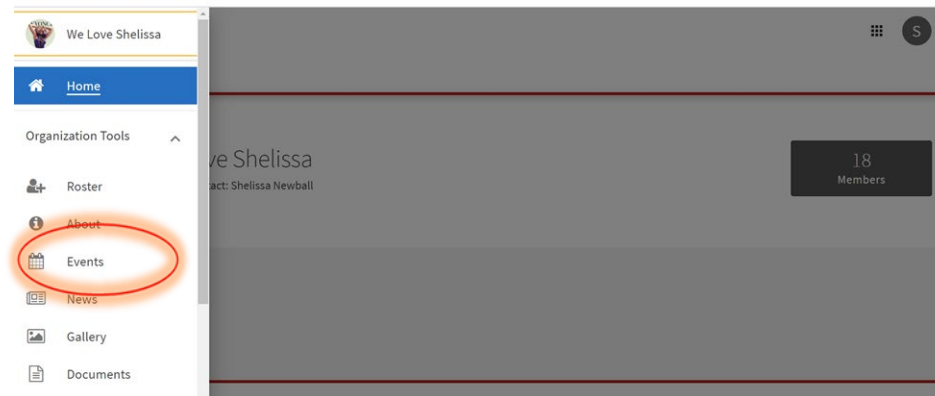
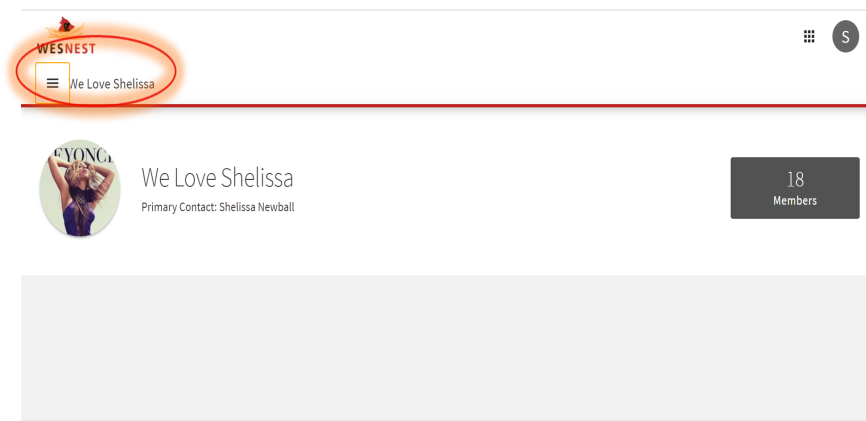
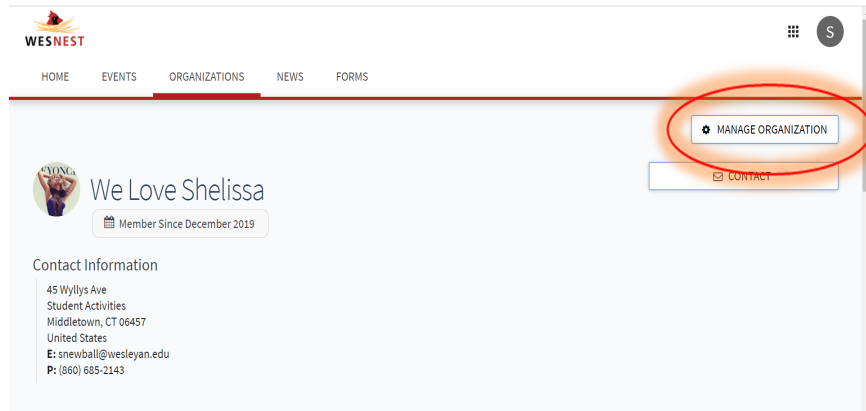
# Step One:

- Log into WesNest & select the organization that you are booking the event under.



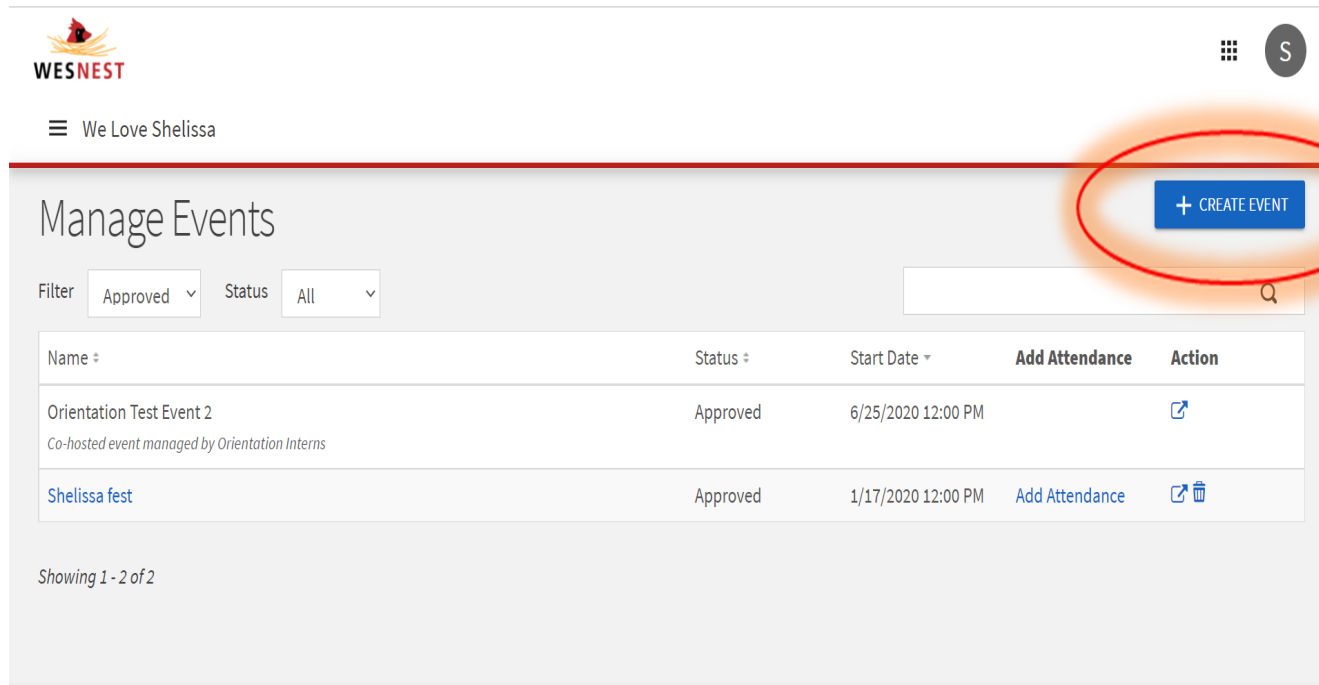
# Step Two

- Go to “Manage Organization.”
- From the dropdown menu, select “Events.”



# Step Three

- Select “Create Event.”



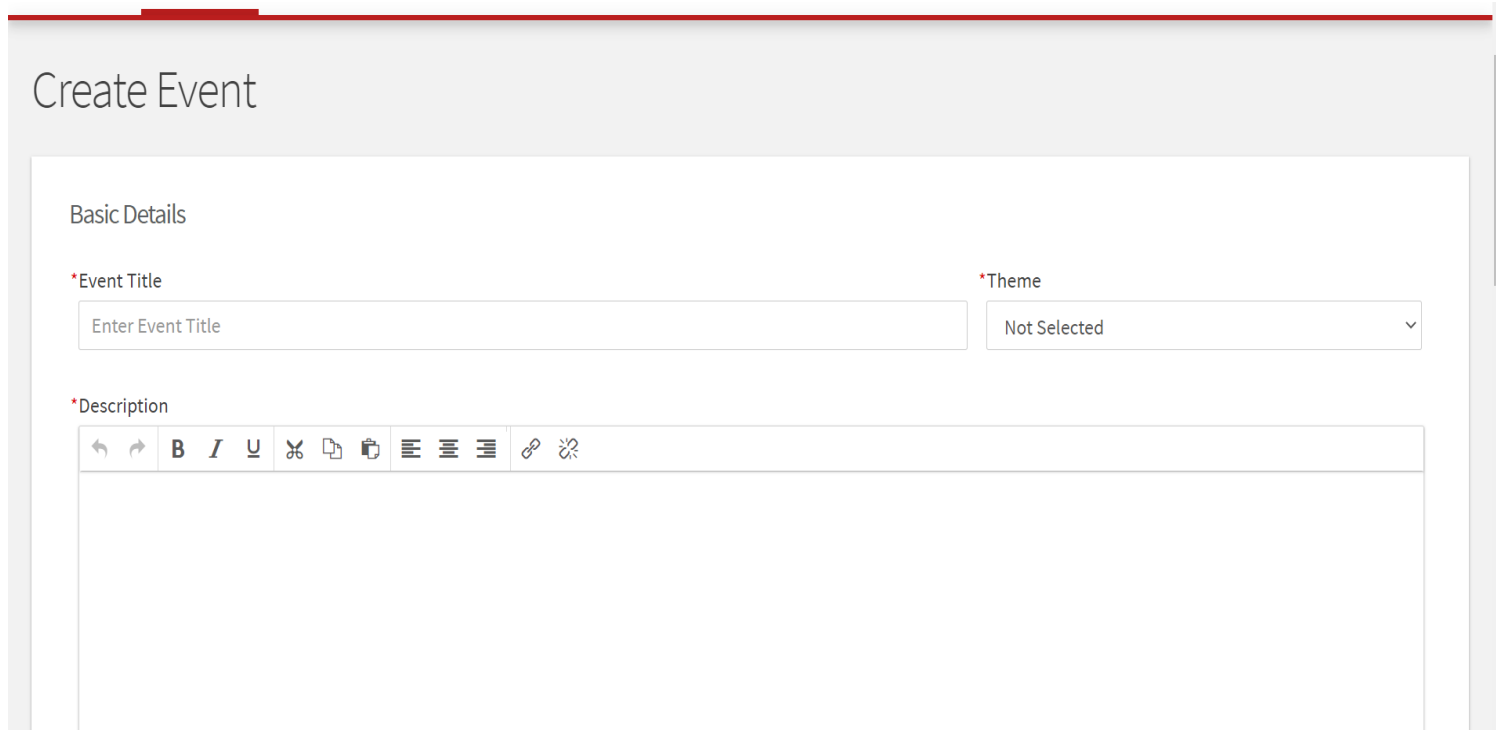
The screenshot shows the WESNEST user interface. At the top left is the WESNEST logo. Below it, the user's name 'We Love Shelissa' is displayed. The main heading is 'Manage Events'. There are filter dropdowns for 'Filter' (set to 'Approved') and 'Status' (set to 'All'). A search bar is present on the right. A table lists two events:

| Name  | Status   | Start Date         | Add Attendance                 | Action                               |
|---|----------|--------------------|--------------------------------|--------------------------------------|
| Orientation Test Event 2<br><i>Co-hosted event managed by Orientation Interns</i> | Approved | 6/25/2020 12:00 PM |                                | <a href="#">🔗</a>                    |
| Shelissa fest   | Approved | 1/17/2020 12:00 PM | <a href="#">Add Attendance</a> | <a href="#">🔗</a> <a href="#">🗑️</a> |

At the bottom left, it says 'Showing 1 - 2 of 2'. A blue button with a plus sign and the text '+ CREATE EVENT' is highlighted with a red circle in the top right area of the interface.

# Step Four

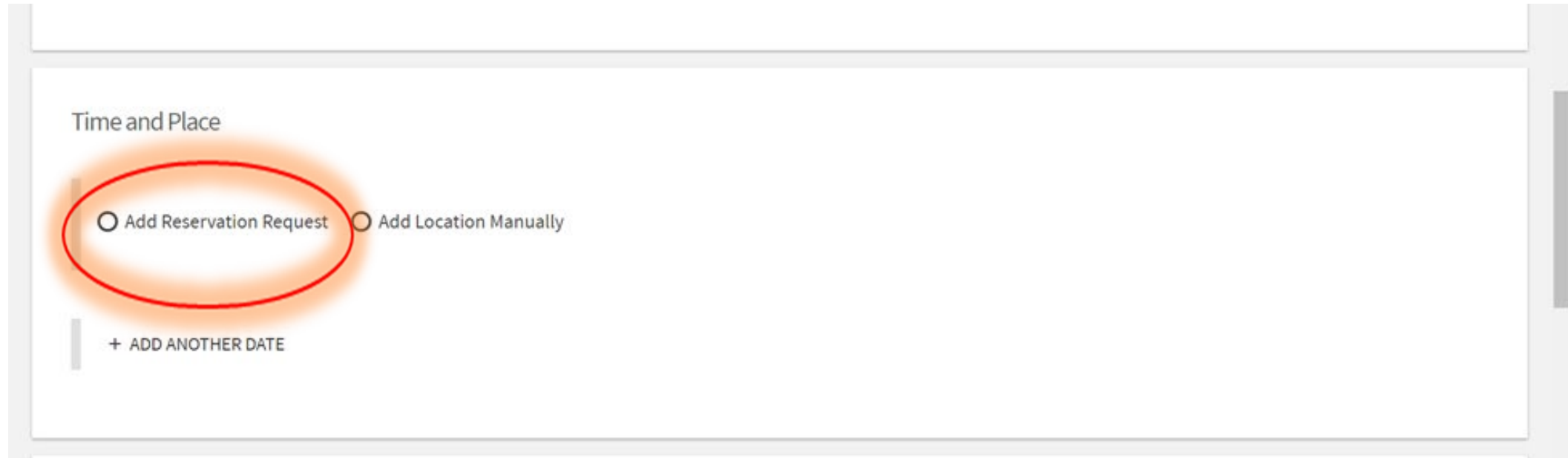
- Start filling out the event form.



The screenshot shows a web form titled "Create Event". The form is divided into sections. The first section is "Basic Details", which contains two required fields: "\*Event Title" and "\*Theme". The "\*Event Title" field is a text input box with the placeholder text "Enter Event Title". The "\*Theme" field is a dropdown menu currently showing "Not Selected". Below these is the "\*Description" field, which is a rich text editor. It features a toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and image. The description area is currently empty.

# Step Five

- When you get to the time and place section, select “Add Reservation Request.”



# Step Six

- Select the date and time of your event, then select “Browse Available Rooms.” Please note, you have to be within the week booking timeframe. Also, please note additional time frames for booking events with performers, or events with needs. All these timeframes vary and can impact your event approval.

Time and Place

Add Reservation Request  Add Location Manually

Enter dates, times, and optional setup/teardown minutes. Then click **Browse Available Rooms**.

\*Start Date   \*Start Time

\*End Date   \*End Time

Setup Time  minutes  minutes

Teardown Time  minutes

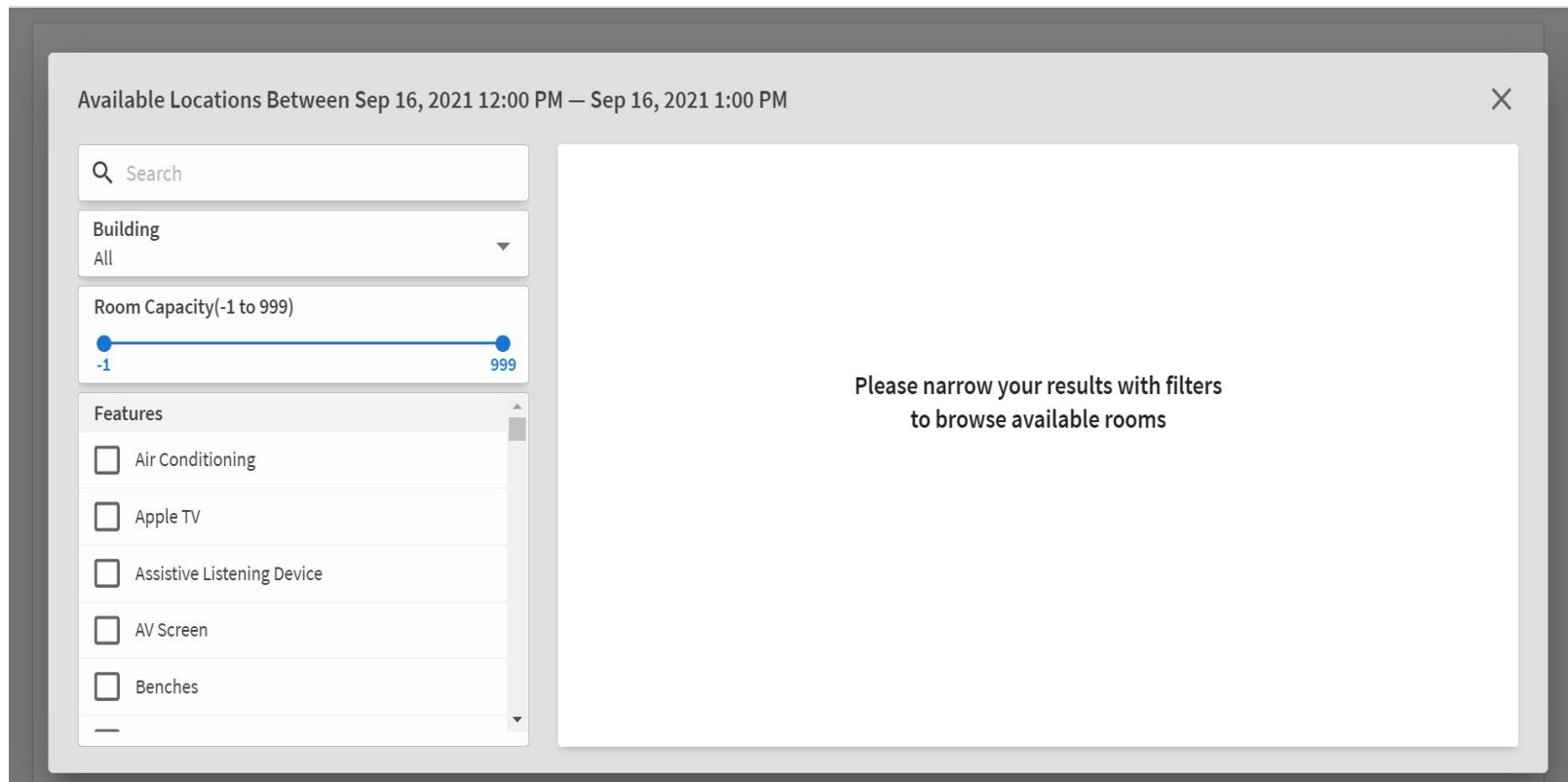
**BROWSE AVAILABLE ROOMS** **ONLINE LOCATION**

+ ADD ANOTHER DATE



# Step Seven

- You will be taken to the available rooms page. On this page, you will be able to use filters to narrow down available rooms and find the available rooms that fit your needs.



# Step Eight

- Once you use the filters, a list of available rooms will appear. You can select the room you want from this list. In this example Memorial Chapel will be selected.

The screenshot shows a web browser window with the URL `wesleyan.campuslabs.com/engage/submitter/organization/WLS/eventssubmission/create`. The page displays a modal window titled "Available Locations Between Sep 16, 2021 12:00 PM – Sep 16, 2021 1:00 PM".

**Filters:**

- Search:** Search bar
- Building:** All
- Room Capacity(-1 to 229):** Slider from -1 to 229
- Features:**
  - Assistive Listening Device
  - AV Screen
  - Benches
  - Biology Laboratory
  - Blackboard
  - Blu-Ray Player

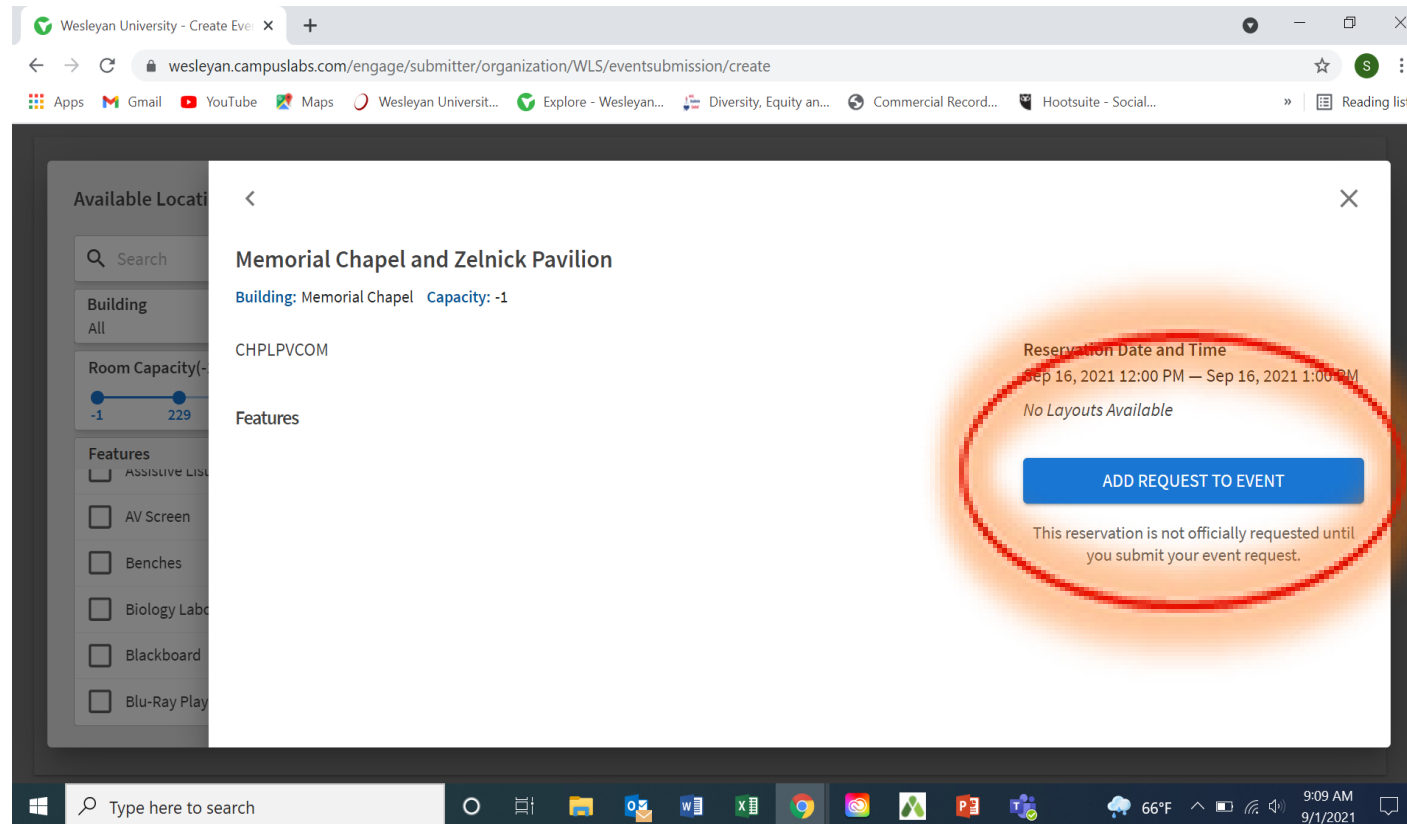
**Available Rooms:**

| Room Name                              | Building                                | Capacity |
|--|---|----------|
| Chapel Conference Room                 | Memorial Chapel                         | -1       |
| Memorial Chapel and Zelnick Pavilion   | Memorial Chapel                         | -1       |
| Memorial Chapel Meditation Room        | Memorial Chapel                         | 25       |
| Memorial Chapel Meeting/Rehearsal Room | Memorial Chapel                         | 50       |
| 132 High Street (Out House)            | 132 High Street (Out House)             | -1       |
| 151 Church St. (International House)   | 151 Church Street (International House) | -1       |

The "Memorial Chapel and Zelnick Pavilion" row is highlighted with a red circle, indicating it is the selected room.

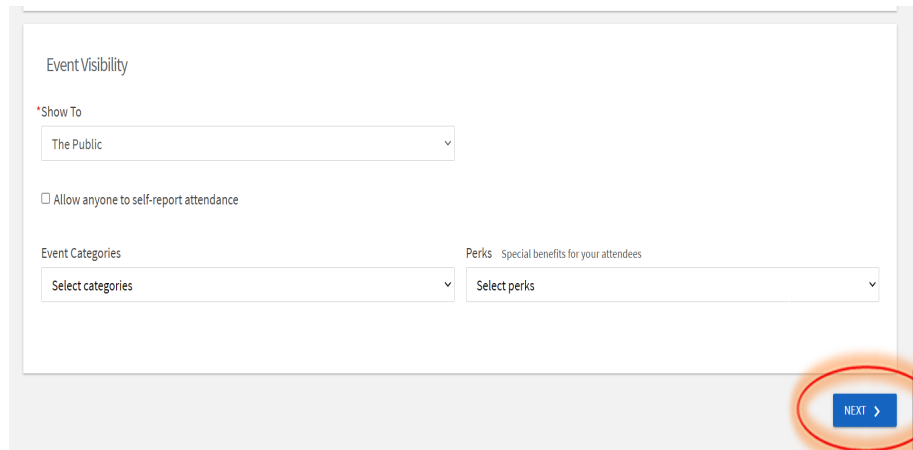
# Step Nine

- Click “Add Request to Event.”



# Step Ten

- You will then be taken through the rest of the event process and will need to answer a series of questions. Make sure to hit next at the end of each page. Below are some examples of pages you will need to fill out.



Event Visibility

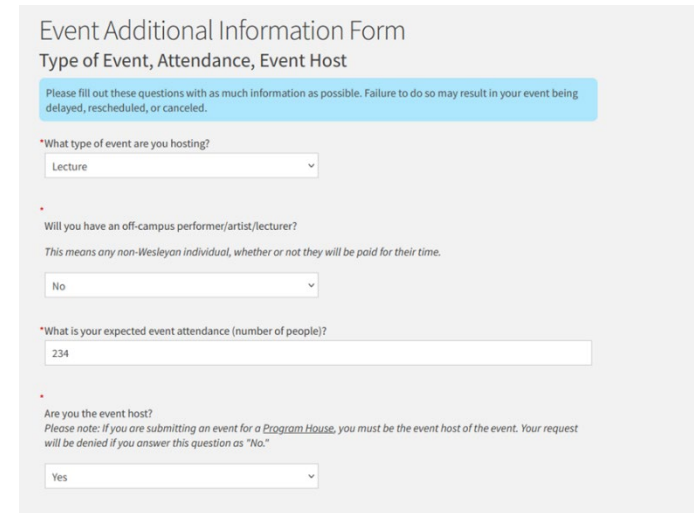
\*Show To  
The Public

Allow anyone to self-report attendance

Event Categories  
Select categories

Perks Special benefits for your attendees  
Select perks

NEXT >



Event Additional Information Form  
Type of Event, Attendance, Event Host

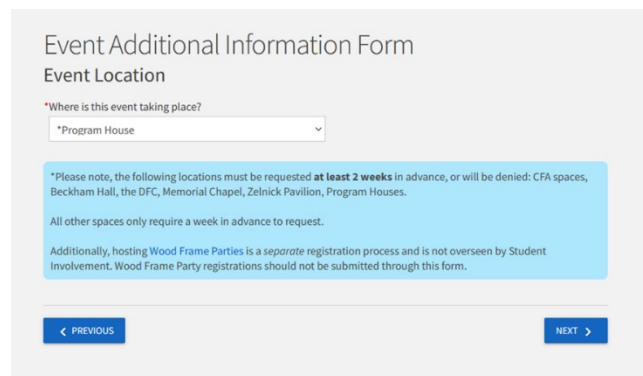
Please fill out these questions with as much information as possible. Failure to do so may result in your event being delayed, rescheduled, or canceled.

\*What type of event are you hosting?  
Lecture

Will you have an off-campus performer/artist/lecturer?  
This means any non-Wesleyan individual, whether or not they will be paid for their time.  
No

\*What is your expected event attendance (number of people)?  
234

Are you the event host?  
Please note: If you are submitting an event for a Program House, you must be the event host of the event. Your request will be denied if you answer this question as "No."  
Yes



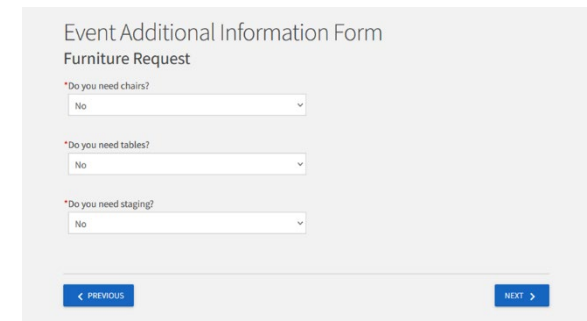
Event Additional Information Form  
Event Location

\*Where is this event taking place?  
Program House

Please note, the following locations must be requested at least 2 weeks in advance, or will be denied: CFA spaces, Beckham Hall, the DFC, Memorial Chapel, Zelnick Pavilion, Program Houses.  
All other spaces only require a week in advance to request.  
Additionally, hosting Wood Frame Parties is a separate registration process and is not overseen by Student Involvement. Wood Frame Party registrations should not be submitted through this form.

< PREVIOUS

NEXT >



Event Additional Information Form  
Furniture Request

\*Do you need chairs?  
No

\*Do you need tables?  
No

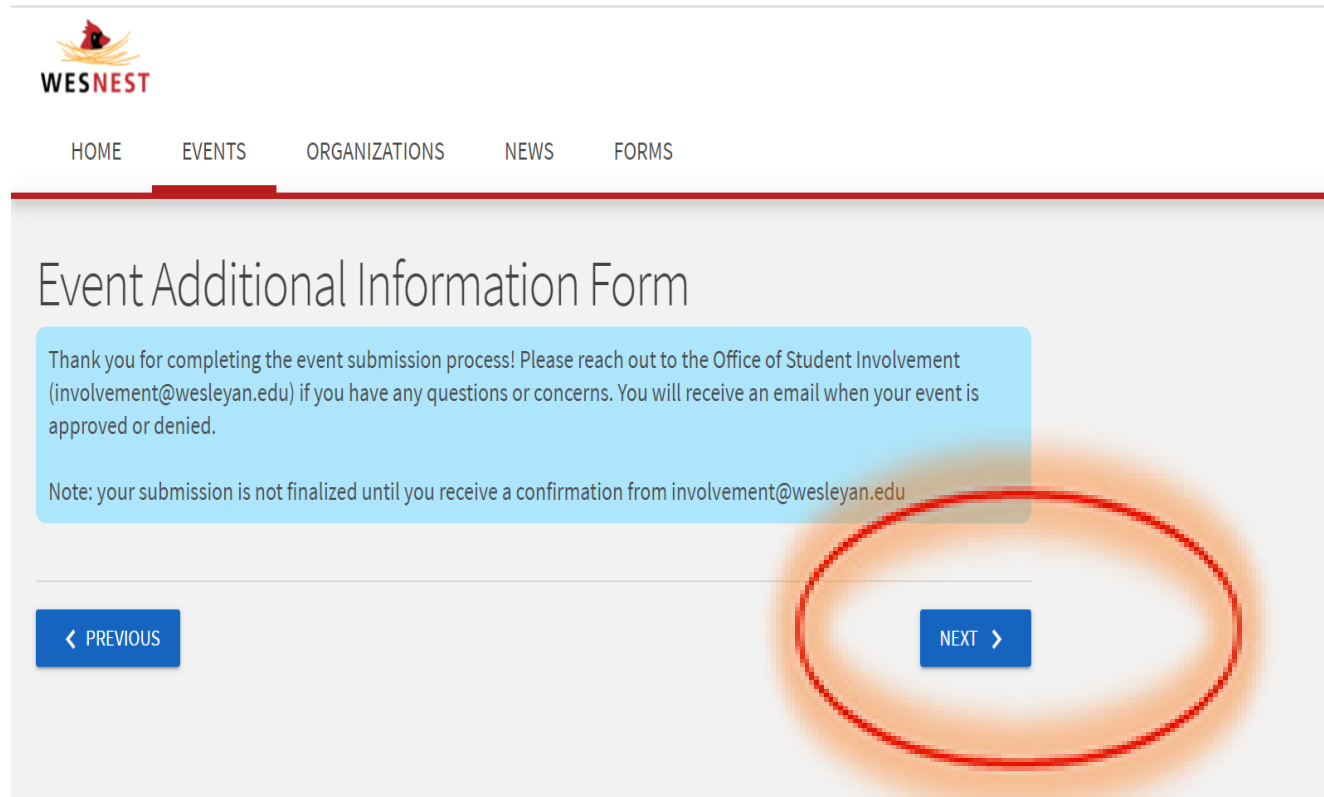
\*Do you need staging?  
No

< PREVIOUS

NEXT >

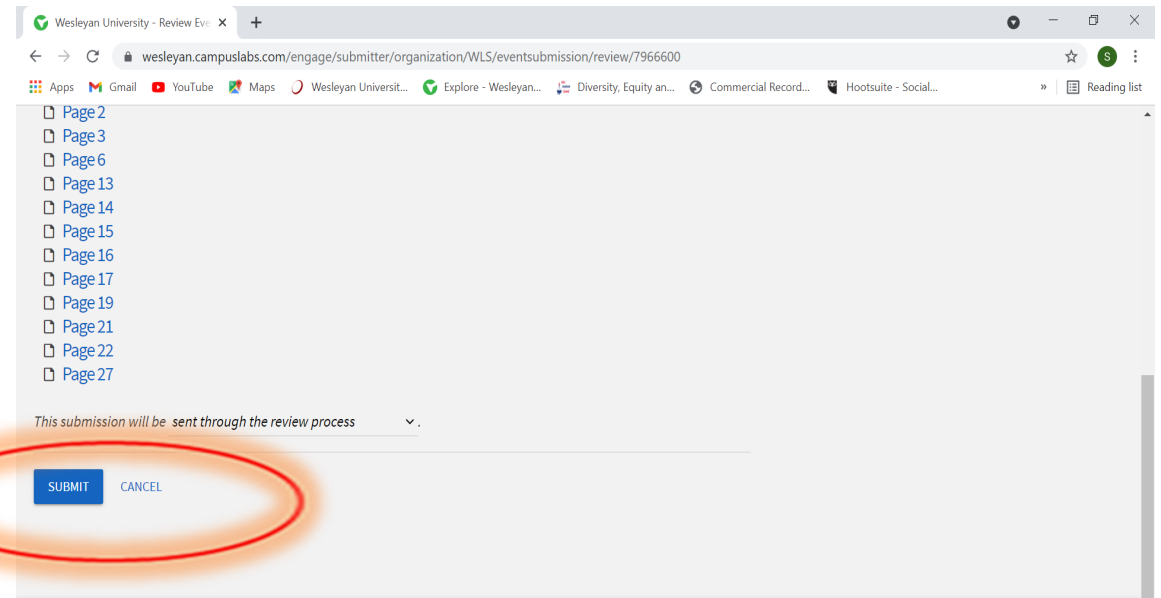
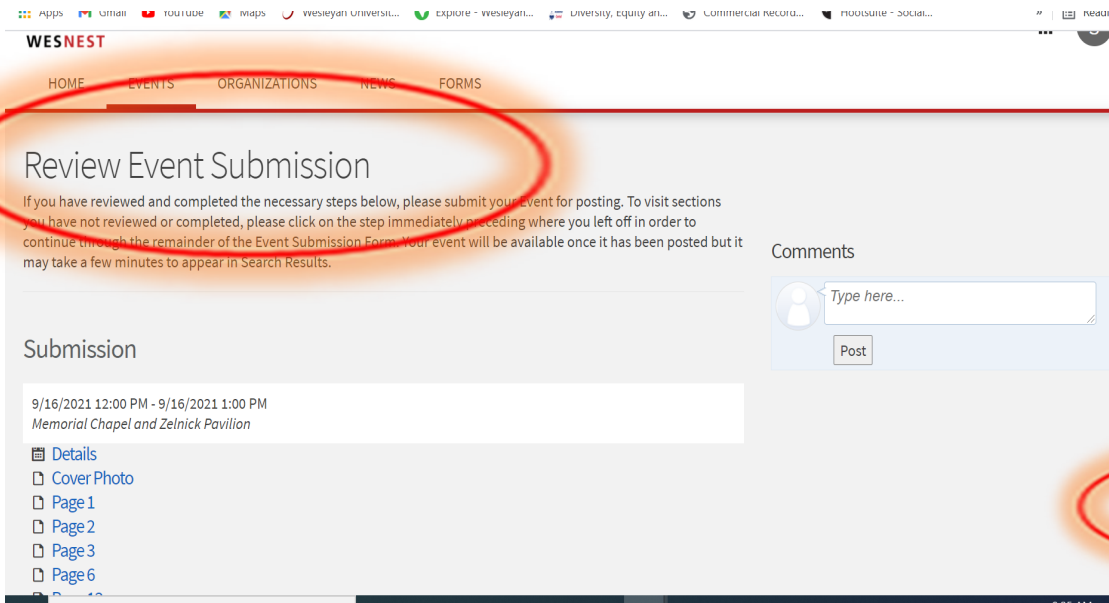
# Step Eleven

- Once you answer all the questions in the event process, you will see this screen. This DOES NOT mean your space or event is approved.

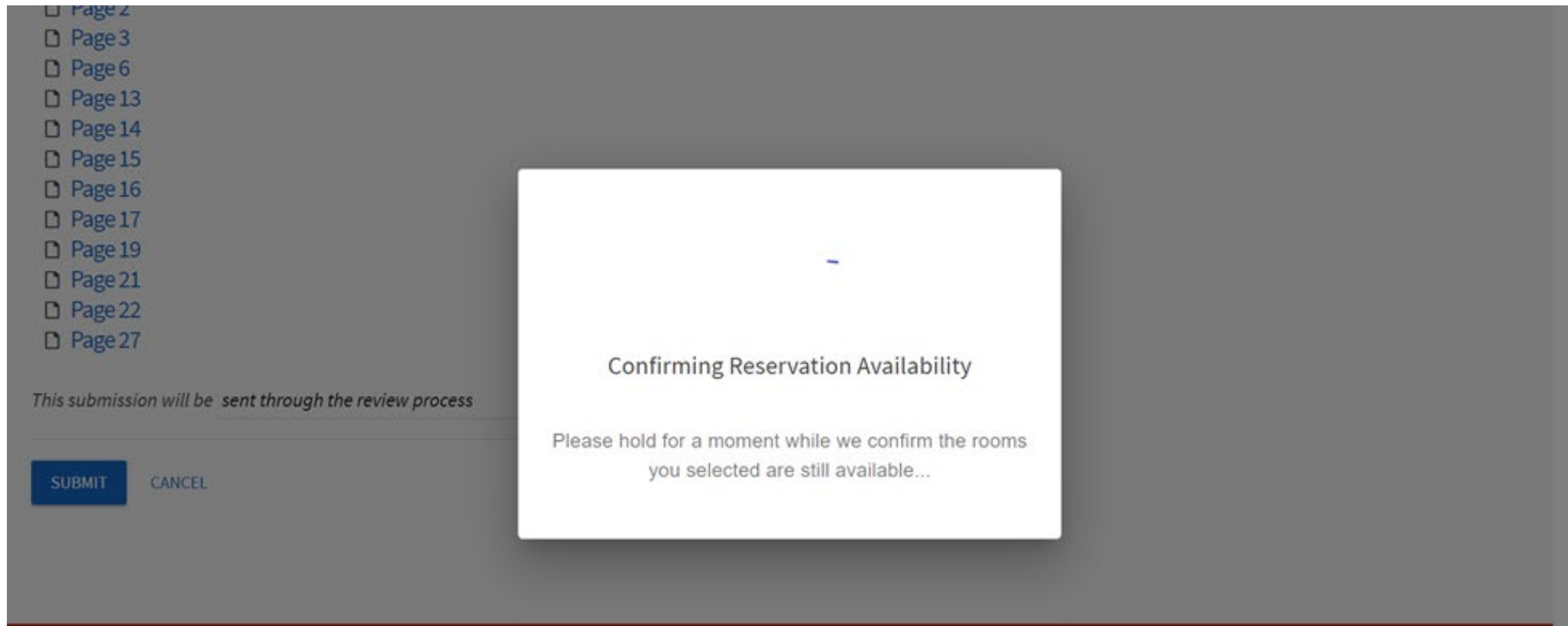


# Step Twelve

- You will be taken to a page where you can review the information you submitted. On this page, you will hit the SUBMIT button. This DOES NOT mean your event or space is approved/confirmed.



- You will see this screen after you hit submit. Again, this DOES NOT mean your event or space is confirmed.



# Step Thirteen

- Once WesNest checks for room availability, you will be taken to this page. Your event will say UNAPPROVED, until it has been approved by a full-time staff person in the Office of Student Involvement. Please note, the approval process can take a while and will depend on the complexity of your event (ex. Events with contracts, Furniture, Staging, A/V needs). It is important that you submit your events early. Also, please note, Beyonce is NOT coming to campus to perform, those are just test events

My Submissions

FORMS ELECTIONS ORGANIZATION REGISTRATIONS **EVENTS** BUDGETING

Filter by Status

| Name   | Organization                  | Status     | Recurrences | Start Date          | Type      |
|--|-------------------------------|------------|-------------|---------------------|-----------|
| Test 4   | We Love Shelissa              | Unapproved |             | 10/21/2021 12:00 PM | New Event |
| Beyonce Concert  | We Love Shelissa              | Approved   |             | 9/28/2021 12:00 PM  | New Event |
| Beyonce Performance  | We Love Shelissa              | Unapproved |             | 9/16/2021 12:00 PM  | New Event |
| Beyonce Concert  | We Love Shelissa              | Approved   |             | 9/15/2021 7:00 PM   | New Event |
| Middletown Town Wide Tag Sale  | Student Involvement           | Approved   |             | 9/11/2021 8:30 AM   | New Event |
| Introduction to Student Journalism and The Argus                         | Student Involvement           | Approved   |             | 9/10/2021 4:30 PM   | New Event |
| Welcome Reception for the Class of 2024 with Dean Mike and Dean Phillips | Office of Student Involvement | Started    |             | 9/9/2021 4:30 PM    | New Event |



# Things to Remember

- All student group events and meeting requests must be submitted through WesNest. Individual student study rooms will still be submitted through room request in your WesPortal.
- The person filling out the space request must be listed as an Event Coordinator OR the Primary Contact for your group. \*You can have multiple Event Coordinators.
- Your event is NOT confirmed until you see the event status changed to approved and you get a confirmation email.
- The person who submits the event through WesNest will be notified
- If you're having any issues, please feel free to email us at [involvement@Wesleyan.edu](mailto:involvement@Wesleyan.edu) or stop by our office in Usdan 102.