



Step 3: Reservation Details Online Reservation Request

Online Reservation Request (Step 3 Reservation Details)

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UNIVERSITY OF CENTRAL ARKANSAS Room Request ? Lisa Test

Room Request Form (Not SC or Conference Services) My Cart (2) [Create Reservation](#)

1 Rooms ▶ **2 Services** ▶ **3 Reservation Details**

Reservation Details

Event Details ?

Event Name * **Event Type ***

Group Details ?

Group *

1st Contact

1st Contact Name *

1st Contact Phone * **1st Contact Mobile**

1. Complete and/or change all required fields. These may be circled in red and/or may have a *.

Online Reservation Request (Step 3 Reservation Details)

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Will any food be served at your event? *

Choose one

Will any merchandise be sold at your event? *

Choose one

I have read and agree to the terms and conditions

3

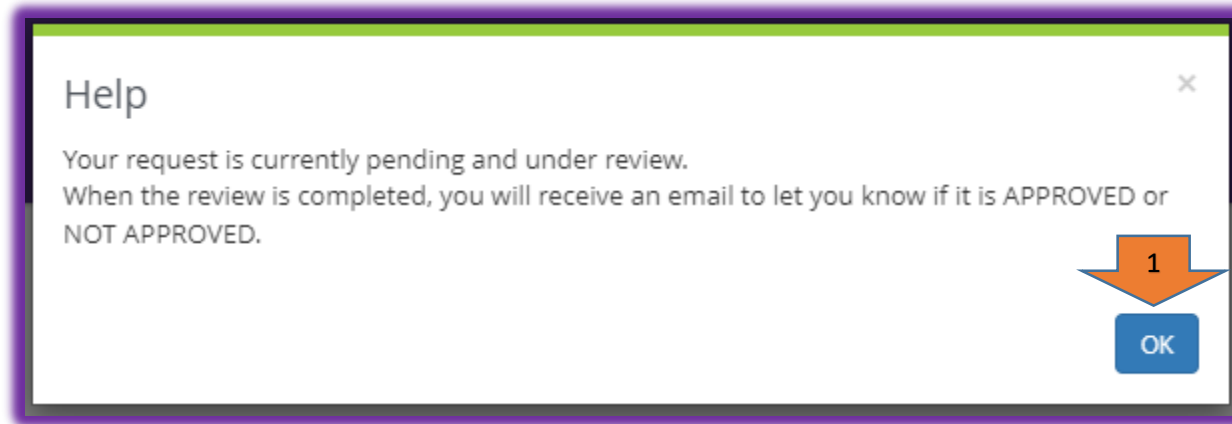
Create Reservation

- 2. a)** Open and read the terms and conditions by clicking on the words [terms and conditions](#).
- b)** Check the box in front of I have read and agree to the terms and conditions.
- 3.** Click on the Create Reservation button at the bottom right. You will receive a popup box thanking you for your request and that an email will be sent once the review process is complete. This email will indicate if your request was approved or not approved.

Online Reservation Request

(Step 3 Message that request is pending.)

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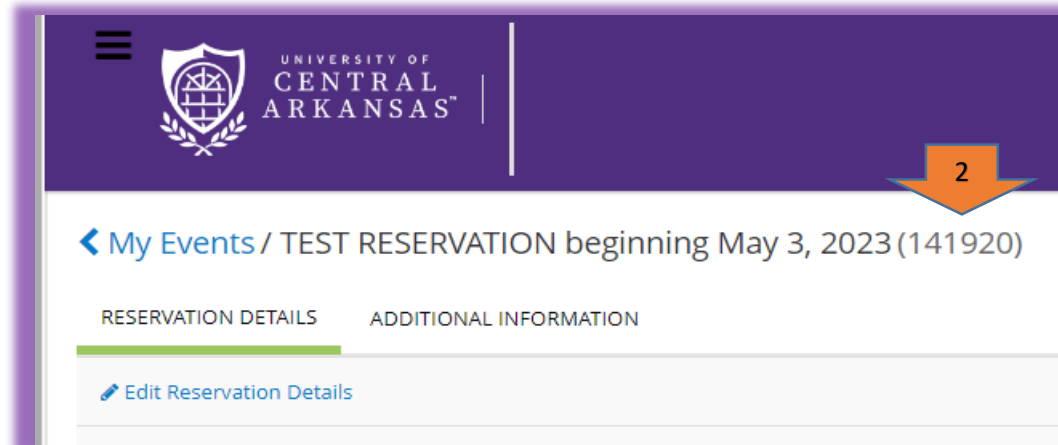
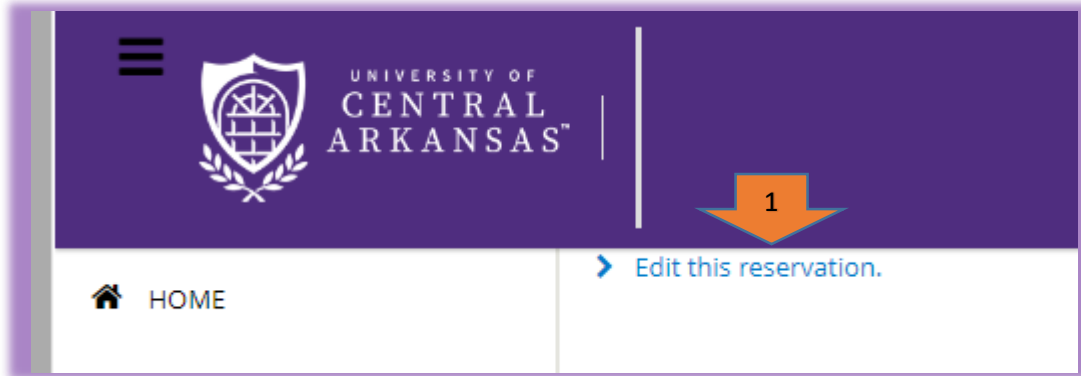


**After clicking on Create Reservation, you will receive this message.
Click on the OK button to close the message.**

Online Reservation Request

(Step 3 Find your reservation number.)

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1. After closing the message, click on Edit this reservation to find your reservation number.

2. The reservation number can be found in the top left corner of the screen.