1. Login to the **EMS WebApp**
2. Click **book now** next to an appropriate template under **My Reservation Templates**
3. Enter the **Date & Time** of your event
   - **Date**: Thu 08/15/2019
   - **Start Time**: 10:00 AM
   - **End Time**: 11:00 AM
4. Click **Search**. The spaces available* for your date/time will be shown on the right.
   - *Spaces may appear available but currently held by the Registrar or department. A confirmation will be sent to you by the appropriate space scheduler once they confirm availability and process your request.
5. Click the + next to the room(s) you would like to request. Enter the **Attendance & Setup Type** and click **Add Room**
6. Your selected room(s) will appear at the top of the page. Click **Next Step**
   - **Selected Rooms**: Frist Campus Center 206
7. Depending on the room(s) you selected you may see a list of available services for you to select from. If your room does not offer any services, simply click **Next Step**
8. Enter the **Event Name** and select an **Event Type**
CONFERENCES & EVENT SERVICES
UNIVERSITY SCHEDULING

9. Select **Group** and **First Contact**

10. Enter the **Additional Information**, click **Create Reservation**

11. You’re done! You will receive an email from University Scheduling confirming that your request has been submitted

**CHECKING YOUR REQUEST STATUS**

1. Login to the **EMS WebApp**

2. Click **My Events**

3. You will see a listing of your events. The status of your event can be found in the last column

**REQUESTING SPACE IN EMS (cont.)**

If you would like to see your cancelled events, click the checkbox next to **Include cancelled reservations**

Please remember that your event is not confirmed until you receive a confirmation email and your event status is changed to “Confirmed”