



## CONFERENCE & EVENT SERVICES UNIVERSITY SCHEDULING

About **EMS**: As of July 2019, EMS is the University's space scheduling and event management system.

The **EMS Web App** is used to:

- Discover which locations may be available for request on a particular date and time
- To request spaces
- To keep track of your reservations and requests.

*Please note: spaces available for view in **EMS** may initially be limited as we onboard the new system.*

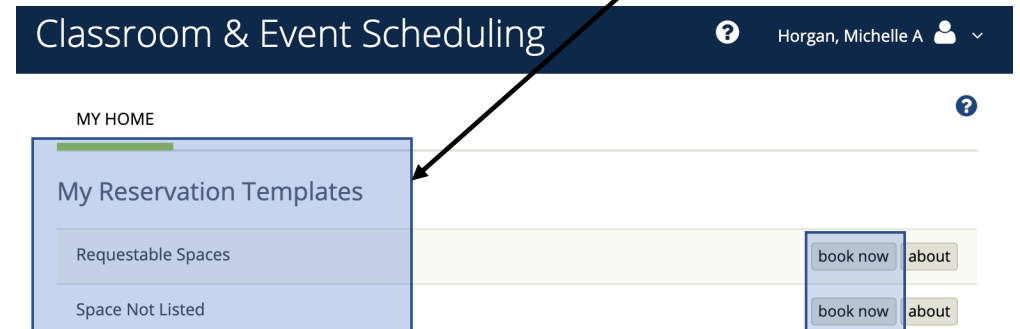
Signing Onto the **EMS Web App**:

- Visit <https://scheduling.princeton.edu>
- Click "Welcome, Guest" message in the top right corner of the screen and then click "Sign In."
- The EMS Web App uses CAS authentication. Please use your NetId and Password to sign in.

## Overview & Accessing EMS

About **Templates** in the **EMS Web App**:

- **EMS Templates** function essentially as folders containing requestable spaces.
- Once logged in, you will see **Templates** containing requestable spaces available to you



- Click book now to access the **Template**

As of July 2019, the **Requestable Spaces Template** includes Registrar spaces and some event spaces.

**Space Not Listed** should only be used for spaces *NOT* contained in the **Requestable Spaces Template**

You may also see a **Template** specific to your department spaces