




Requesting Space in EMS

1. Login to the **EMS WebApp**
2. Click **book now** next to an appropriate template under **My Reservation Templates**

My Reservation Templates


Requestable Spaces  **book now** **about**


Space Not Listed **book now** **about**


****Space Not Listed** should only be used if the space you are looking for cannot be found in **Requestable Spaces****

3. Enter the **Date & Time** of your event

Date & Time


Date
Thu 08/15/2019  **Recurrence**


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.

Date & Time

Date
Thu 08/15/2019  **Recurrence**

Start Time
10:00 AM 

End Time
11:00 AM 

Create booking in this time zone
Eastern Time 



Locations
(all) **Add/Remove**


Selected Rooms
Your selected Rooms will appear here.

Room Search Results


LIST **SCHEDULE**

Favorite Rooms only. **Search**

Room	Location	Floor	TZ	Cap	Filter Match
 1879 Green A	Outdoor Spaces	(none)	ET	1	


 **Search**


*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**

Attendance & Setup Type


To continue, please enter the number of attendees and desired setup type for this Room.


No. of Attendees *
15 


Setup Type *
Seminar 

 **Add Room** **Cancel**



6. Your selected room(s) will appear at the top of the page. Click **Next Step**.

 **Next Step**


Selected Rooms  **Attendance & Setup Type**

 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**

1 Rooms  2 Services  3 Reservation Details

Services For Your Reservation


 **Next Step**

Your selected room(s) and date(s) do not allow for additional Services. Please [adjust your selections](#) or continue to the [next step](#).

8. Enter the **Event Name** and select an **Event Type**

Event Details

Event Name *
EMS Training

Event Type *
Training Session 



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

Group Details

Group *
University Scheduling

1st Contact
Dudley, Andrew

1st Contact Phone *
609-258-4962

1st Contact Mobile

1st Contact Email Address *
adudley@Princeton.EDU

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

Additional Information

Please enter your chart string *
XXXXXX XXXX

Will your event have food? *
Yes - Campus Dining

Would you like your event published to the University's Public Events Calendar? *
Yes

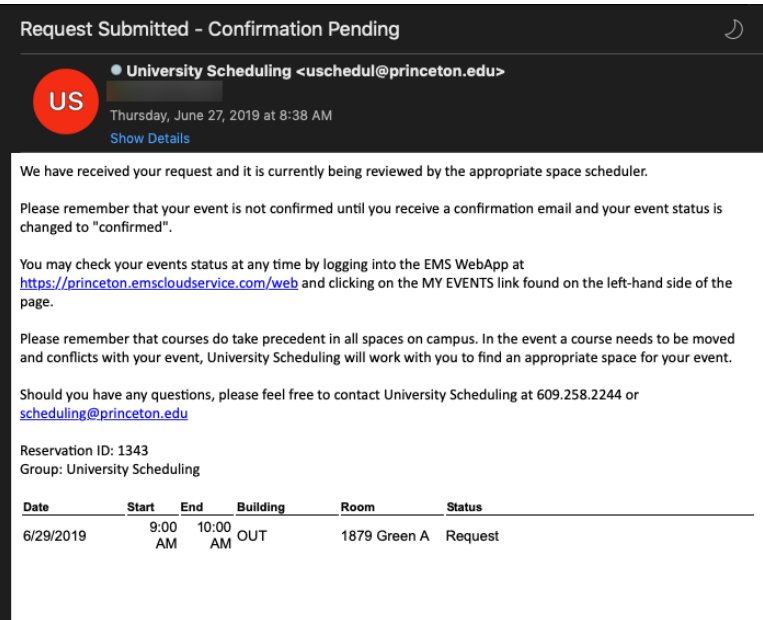
Is there a website associated with your event? If so, please enter the URL.
princeton.edu

Public Events Calendar Description *
This is where you would enter a description of your event which will appear on the public events calendar if/when your event is confirmed.

Which category would you like this event listed under? *
Service

Create Reservation

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

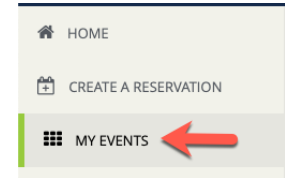


Please remember that your event is not confirmed until you receive a confirmation email and your event status is changed to "Confirmed"

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

Search Reservations 1 Include cancelled reservations

CURRENT		PAST				
Name	First/Last B...	Location	Gr...	Se...	ID	Status
(CANCELLED) Test	Fri Jun 28, 2... Fri Jun 28, 2... (single boo...	Outdoor Spaces - 1879 Green B	U...		13...	Cancelled
(CANCELLED) Test	Fri Jun 28, 2... Fri Jun 28, 2... (single boo...	Outdoor Spaces - 1879 Green A	U...		13...	Cancelled
Test	Fri Jun 28, 2... Fri Jun 28, 2... (single boo...	Outdoor Spaces - 1879 Green A	U...		13...	Request

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