

Dance Center EMS Instructions – revised 1-7-22

PLAN AHEAD: All requests must be entered at least 24 hours in advance and by Thursday at noon for a studio needed on Saturday or Sunday.

Log into EMS system; Click **“CREATE A RESERVATION”** in the left-hand column.

1. On the room reservation page, find **“Space Request”** (top of list) - click **“Book Now”**.
 - a. For Choreo II and Coda II Course work only: find **“Dance Center Student”** (bottom of list) - click **“Book Now”**.
2. Fill out the date and time information in the left-hand panel.
 - a. IF NEEDED: Click the **“Recurrence”** button in the same menu. A new window will open and you can modify the recurrence information, **MUST ENTER END DATE** - then click **“Apply Recurrence”**.
 - b. Next to Locations, click the blue **“Add/Remove”** button and select **Dance Center**, then click **“Update Locations”**.
 - c. Click the **“Search”** button
3. Select desired room by clicking the **green + sign** next to the room name.
 - a. A new window will pop-up. Input the number of people attending, setup type and click **“Add Room”**
 - b. The rooms selected will then be listed at the top of the page
4. After selecting rooms needed, at top of page - click tab labeled **“3 – Reservation Details”** to skip the Services page (which is information for requested Services, such as Catering). On the next page, fill out the details of your reservation.
 - a. **Event Name** = First initial and Last name + course name
 - b. **Event Type** = **“Course Related”**
 - c. Under **“GROUP”**: click search button next to drop-down menu; in the new pop-up window search bar: **“Student”**. Once the correct group is listed, click “close”, and verify the correct group is selected in the drop-down menu. Choose contact from the drop-down menu, or type information.
 - d. **Contact Tracing Field:** “Will other people be joining you for your rehearsal”? “If yes, please list the names”.
 - e. Under **Additional Information**, **DO NOT** publish any reservations on the Public, Student, or Dept. calendars.
 - f. Once you have filled out all the information, click the green **“Create Reservation”** button at the bottom of the page.
 - g. Look for confirmation notice or questions, decline notice via email.

IMPORTANT: To make additional bookings: Click **“HOME” – “MY EVENTS”** - click the existing reservation name, then click the blue **“New Booking”** button on the right. Enter the information for your additional booking by following instructions above. When saved, all your bookings will be together in **“MY EVENTS”**

To Cancel: **“HOME” – “MY EVENTS”** - Click the name of the reservation - click the **Blue Symbol** next to the booking you need to cancel - A window will pop up, for you to enter a reason for canceling in the menu/text box. After, click the “Yes, Cancel Reservation” button.

May not be activated due to COVID status: Touch the screen located outside of the studios in order to see when the space is reserved and for who/what. If the space is open (green), one can touch the green **RESERVE** button to book the space for current time only.