

# AN OVERVIEW OF THE NEW EMS

Skidmore's online Event Management System

# Log In to EMS with your Skidmore username and password

The screenshot shows the EMS (Event Management System) login page. At the top left is the EMS logo with the text "ems" and "Event Management System" below it. At the top right, there is a user profile icon and the text "Welcome, Guest.". Below the logo is a navigation bar with "HOME" and "MY HOME" (which is highlighted with a yellow underline). On the left side, there is a "LINKS" section with a link to "Skidmore Event Scheduling Tips". The main content area is titled "Sign In" and contains two input fields: "User Id \*" and "Password \*". Below these fields is a blue "Sign In" button.

ems  
Event Management System

Welcome, Guest.

HOME MY HOME

LINKS  
Skidmore Event Scheduling Tips

Sign In

User Id \*


Password \*


Sign In

- HOME
- CREATE A RESERVATION**
- MY EVENTS
- BROWSE
  - EVENTS
  - LOCATIONS
- LINKS
  - Event Scheduling Tips
  - How to Request Catering
  - Event Setup Form
  - Event Calendar

[SITE HOME](#) [MY HOME](#)

To **BROWSE** for scheduled events, click **EVENTS** or **LOCATIONS** in the left navigation


To request space, click  **CREATE A RESERVATION** in the left navigation. Select the appropriate Reservation Template and click **BOOK NOW**. For information on each template click **ABOUT**

To review the status of your request, make changes to a request, or add catering or other services, click on  **MY EVENTS** in the left navigation

Space requests will be reviewed Monday through Friday. Space managers will try to respond to requests within 48 hours

**Space requests are currently being accepted through May 19, 2018. Dates after May 19, 2018 will be grayed out.**

Spaces must be requested 24 hours in advance (not including weekend hours). For last minute space requests please contact the Scheduling Office.

Click on  for more information or help on that page or section.

Questions?

Contact: [schedule@skidmore.edu](mailto:schedule@skidmore.edu)

Tel: 518-580-5599

Click "ABOUT" FOR INFORMATION ABOUT THE TEMPLATE.

Click "book now" to SUBMIT A SPACE/SERVICE REQUEST.

The screenshot shows the 'Room Request' interface with the following elements:

- Header:** 'ems' logo, 'Room Request' title, and user profile 'Megan Bove'.
- Left Navigation:** HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS), and LINKS (Skidmore Event Scheduling Tips, Submitting a Catering Service R..., Service Only Request, Link to Facilities (Event Setup R...)).
- Main Content:** 'My Reservation Templates' section with a list of reservation options, each with 'book now' and 'about' buttons.
- Annotations:** A blue arrow points to the 'about' button for the 'Space Request' template, which is also circled in blue.

CLICK ON "MY EVENTS" TO SEE CURRENT OR PAST EVENTS ASSOCIATED WITH YOUR NAME.

YOU CAN ALSO SEARCH FOR YOUR EVENTS BY DATE UNDER "MY BOOKINGS"

The screenshot displays the EMS website interface. On the left sidebar, the 'MY EVENTS' link is circled in blue, with a blue arrow pointing to it. The main content area shows 'My Reservation Templates' with a list of items: Catering Only, Space Request, College Owned Vehicle Request Form, Dining Hall, Dining Hall Meal Tickets & Table Linen Only, Tang, Tables & Poster Spaces, and Library Group Study Room. Each item has 'book now' and 'about' buttons. Below this, the 'My Bookings' link is circled in blue, with a blue arrow pointing to it. The date 'JANUARY 5, 2018' is selected, and a 'SEARCH' button is visible. The page footer shows 'Eastern Time [ET]' and navigation links for 'Previous', 'Today', and 'Next'. A message at the bottom states: 'There are no bookings for January 5, 2018'.

# TO VIEW ALL EVENTS SCHEDULED CLICK ON "EVENTS"

The screenshot displays the EMS website interface. On the left, a navigation menu includes 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'EVENTS' (highlighted with a blue circle and arrow), and 'LOCATIONS'. Below this is a 'LINKS' section with various event-related links. The main content area is titled 'MY HOME' and features 'My Reservation Templates' with a list of reservation types such as 'Catering Only', 'Space Request', and 'Dining Hall', each with 'book now' and 'about' buttons. Below this is the 'My Bookings' section, which shows a search for 'JANUARY 5, 2018' and a message stating 'There are no bookings for January 5, 2018'. The page also includes a user profile 'Megan Bove' in the top right corner and a time zone indicator 'Eastern Time [ET]'.

# TO FIND SCHEDULED EVENTS BY LOCATION CLICK ON "LOCATIONS"

The screenshot shows the EMS website interface. The top navigation bar includes the EMS logo, a help icon, and the user name 'Megan Bove'. The left sidebar contains a navigation menu with the following items: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, and LOCATIONS. The 'LOCATIONS' item is circled in blue, and a blue arrow points to it from the right. Below the navigation menu are 'LINKS' such as 'Skidmore Event Scheduling Tips' and 'Submitting a Catering Service R...'. The main content area has tabs for 'SITE HOME' and 'MY HOME', with 'MY HOME' selected. Under 'My Reservation Templates', there is a list of reservation types: Catering Only, Space Request, College Owned Vehicle Request Form, Dining Hall, Dining Hall Meal Tickets & Table Linen Only, Tang, Tables & Poster Spaces, and Library Group Study Room. Each item has 'book now' and 'about' buttons. Below this is the 'My Bookings' section, which shows the date 'JANUARY 5, 2018' and a 'SEARCH' button. The date is underlined in yellow. To the right of the date is the text 'Eastern Time [ET]'. Below the date and search button are navigation options: 'Day', 'Month', and 'Date' (with a dropdown arrow). Further right are 'Previous', 'Today', and 'Next' buttons. A large empty box contains the text: 'There are no bookings for January 5, 2018'.



QUESTIONS?



PLEASE CONTACT  
[SCHEDULE@SKIDMORE.EDU](mailto:SCHEDULE@SKIDMORE.EDU)

