

# SKIDMORE'S ONLINE EVENT REQUEST SYSTEM

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Skidmore's Online Event Request

# HOW TO BROWSE FOR EVENTS AND ROOM AVAILABILITY ON CAMPUS

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Click on the "Browse" icon. You can browse the system in three ways:

1. "Scheduled Events"- shows you all of the reserved events for a given day, week, or month in a list or calendar format.

2. "Room Availability"- shows a grid for the day. The spaces that are already reserved will be blocked off.

3. "Room Features"- shows a list of details about each space that you can reserve.

ems.skidmore.edu/VirtualEms/ Virtual EMS

avorites Tools Help

**SKIDMORE** Skidmore 365  
C O L L E G E

Browse Reservations Admin Log Out Help Welcome Theresa Polson

Scheduled Events  
Room Availability  
Room Features

**SKIDMORE**  
C O L L E G E

- To log in click Log In, enter your Skidmore user name and password.

Once logged in:

- To Browse for Space, Facilities, or scheduled Events go to the Browse icon.
- To request space go to the Reservations icon and click on Room Request.
- Space requests will be reviewed Monday through Friday. Space status notifications will be emailed within 48 hours.
- To review the status of your request or history of previous requests go to the Reservations icon and click on View My Requests.
- Spaces must be requested 24 hours in advance. For last minute space requests please contact the [Scheduling Office](#).

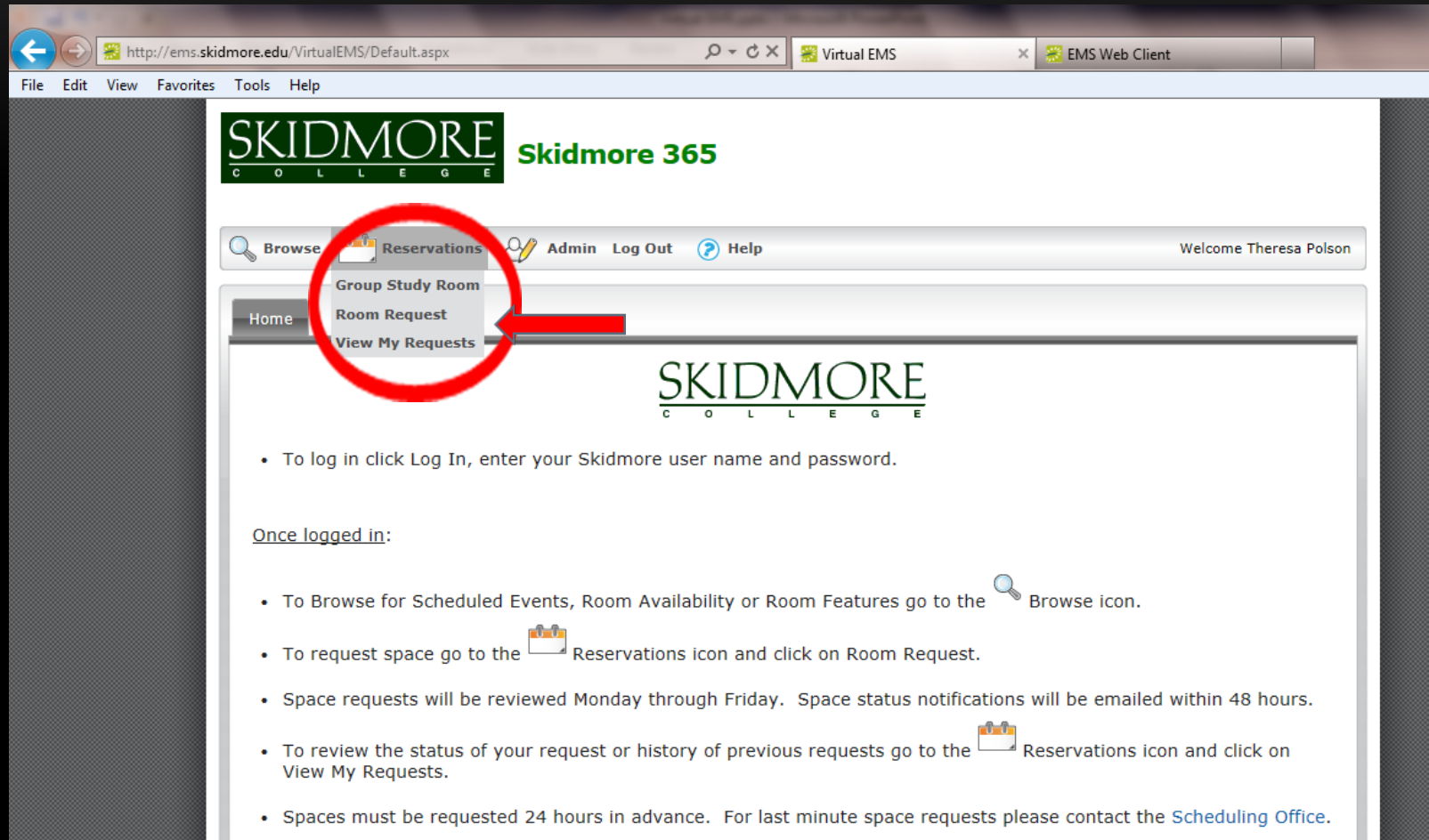
Questions?  
Contact: Theresa Polson [schedule@skidmore.edu](mailto:schedule@skidmore.edu)  
Tel: 580-5599

Powered by ems

# HOW TO SUBMIT A REQUEST

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Click on the "Reservations" icon and then click on the "Room Request" button.



The screenshot shows a web browser window with the URL <http://ems.skidmore.edu/VirtualEMS/Default.aspx>. The page header includes the Skidmore College logo and "Skidmore 365". A navigation bar contains "Browse", "Reservations", "Admin", "Log Out", and "Help". The "Reservations" menu is open, showing "Group Study Room", "Room Request", and "View My Requests". A red circle highlights the "Reservations" menu, and a red arrow points to the "Room Request" option. Below the navigation bar, the page content includes the Skidmore College logo and a list of instructions for logging in and making room requests.

- To log in click Log In, enter your Skidmore user name and password.

Once logged in:

- To Browse for Scheduled Events, Room Availability or Room Features go to the  Browse icon.
- To request space go to the  Reservations icon and click on Room Request.
- Space requests will be reviewed Monday through Friday. Space status notifications will be emailed within 48 hours.
- To review the status of your request or history of previous requests go to the  Reservations icon and click on View My Requests.
- Spaces must be requested 24 hours in advance. For last minute space requests please contact the [Scheduling Office](#).

\* To Reserve a Group Study Room in the library choose "Group Study Room". For all other room choose "Room Request".

Fill in the REQUIRED fields:

1. Date
2. Time (Start and End time) \*Remember to check for AM/PM
3. Attendance: the expected number to attend the event

Then click "Find Space" or add in recurrence.

The screenshot shows the Virtual EMS Room Request interface. The 'When and Where' section is circled in red, highlighting the Date, Start Time, End Time, and Attendance fields. A red arrow points to the 'Find Space' button. The 'Setup Information' section is also visible.

Room Request

Info Location Details

**When and Where**

Date:\* 7/7/2012 Sat Recurrence

Start Time:\* 8:00 AM End Time:\* 9:00 AM

Facilities: (all)

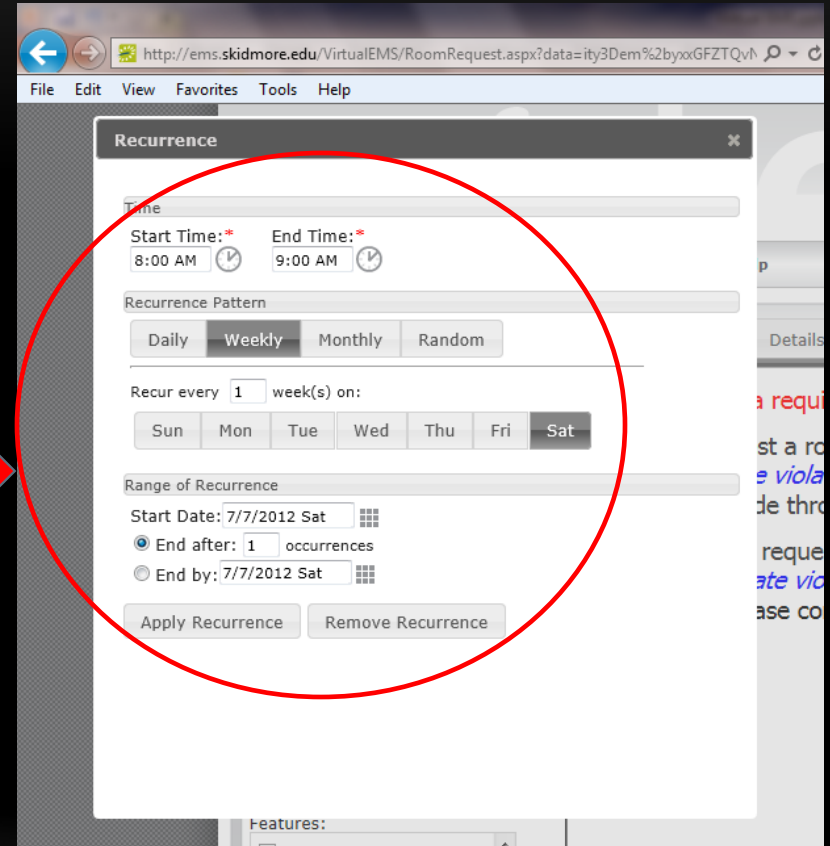
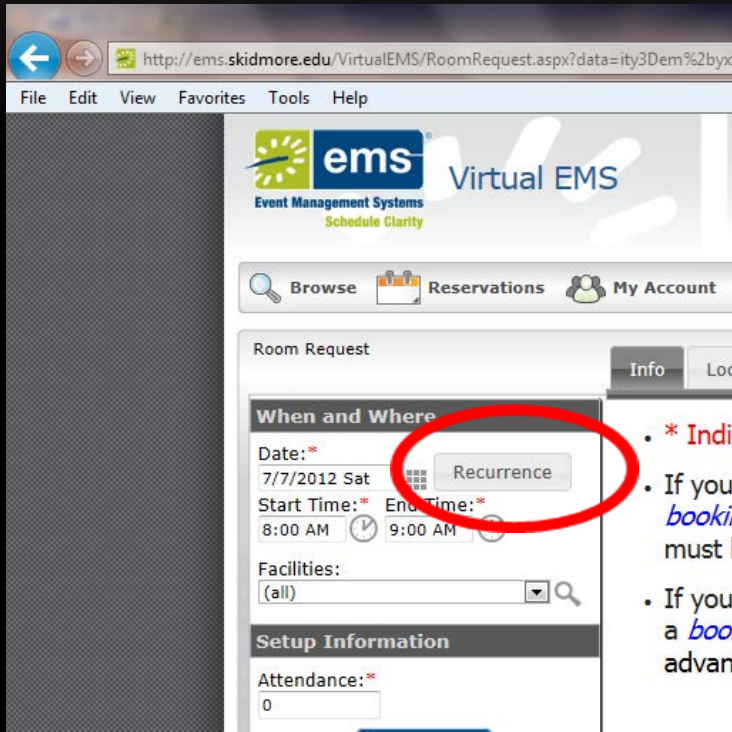
**Setup Information**



Attendance:\* 0

Find Space

- \* Indicates a required field
- If you request a room less than 48 hours in advance you will receive a *booking date violation*. Request for space less than 48 hours in advance must be made through the Scheduling Office.
- If you try to request space more than 180 days in advance you will receive a *booking date violation*. To request space more than six month in advance please contact the Scheduling Office.

If the event is a recurring event select the "Recurrence" button. The box that pops up will allow you to schedule any recurring event. \*\*If the recurring event will not be at the same exact day/time you cannot use this feature.



The available spaces for your event will appear to the right in the "Location" tab. Click on the desired room to view the room features. Select the room that you want to schedule for your event by clicking on the green  to the left of the space's name. \*\*If you need multiple spaces for this event you may select more than one by clicking the green  for every space you wish to reserve.

Virtual EMS  
Event Management Systems  
Schedule Clarity

Welcome Theresa Polson

Room Request

Info Location Details

When and Where

Date: 8/13/2012 Mon Recurrence

Start Time: 9:00 AM End Time: 10:30 AM

Facilities: (all)

Setup Information

Attendance: 20

Find Space

Availability Filters

Room Type: (all)

Features:

- Card Swipe Entry
- Chalkboard
- Chalkboard - Portable
- Coat Rack
- Darkening Shades
- Desktop Lecturn
- Electricity

Selected Locations

No rooms currently selected

List Grid

Monday, August 13, 2012 12 Hours

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
<b>Filene Hall</b>													
Filene Recital Hall	235												
119	38												
115	20												
<b>Harder Hall</b>													
201	30												
101- PC computer lab	24												
108- PC computer lab	30												Summer PC Lab
103- Mac computer lab	20												Summer Mac Lab
203	33												
202	36												
<b>Janet Kinghom Bernhard Theater</b>													
Rehearsal Studio B	30												
Rehearsal Studio A	30												
Lobby	100												
Black Box	120												
JKB - Main Stage	350												
<b>Ladd Hall</b>													
307	50												
106	20												Res Life Training
207	25												
206	30												
<b>Palamountain Hall</b>													



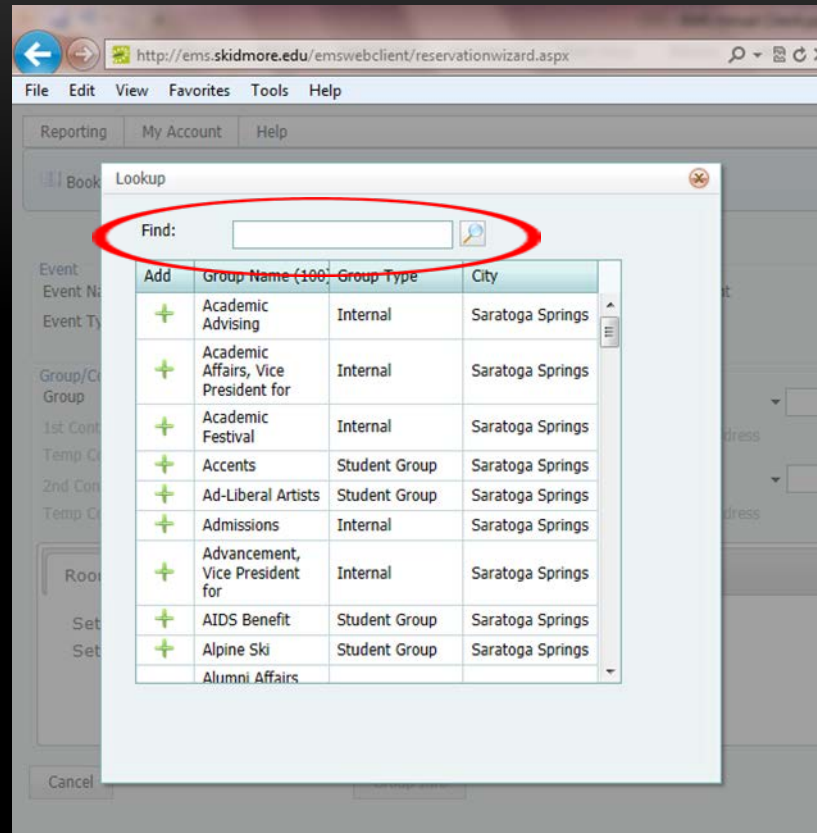
Click on the "Details" tab to submit the contact information and details for the event.

- Event name
- Event type

You will need to look up the department/group that will be using the space by clicking on the magnifying glass button next to "Group".

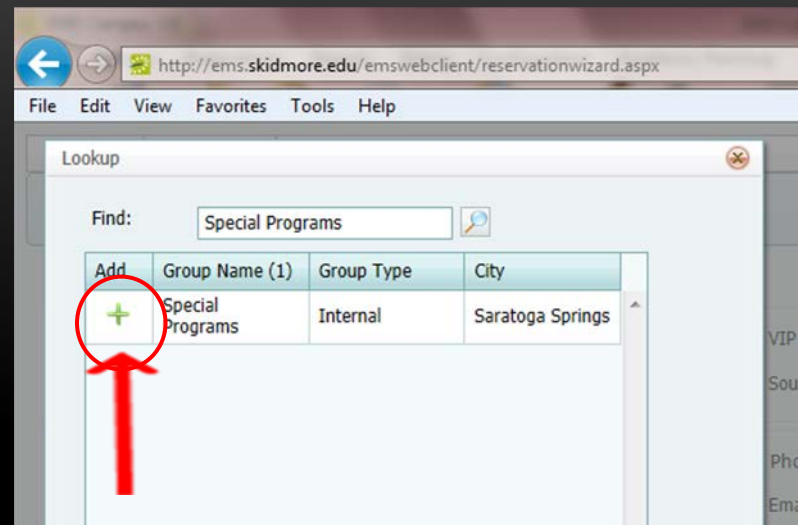
The screenshot shows a web browser window with the URL <http://ems.skidmore.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQv>. The page title is "Virtual EMS - Room Request". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the "Virtual EMS" logo and the tagline "Event Management Systems Schedule Clarity". Below the header is a navigation bar with "Browse", "Reservations", "My Account", and "Help". The main content area is titled "Room Request" and has three tabs: "Info", "Location", and "Details". The "Details" tab is selected and circled in red. The form is divided into several sections: "When and Where" (Date: 8/13/2012 Mon, Start Time: 9:00 AM, End Time: 10:30 AM, Facilities: (all)), "Setup Information" (Attendance: 20, Find Space button), "Availability Filters" (Room Type: (all), Features: Card Swipe Entry, Chalkboard, Chalkboard - Portable, Coat Rack, Darkening Shades), "Event Details" (Event Name, Event Type), "Group Details" (Group, 1st Contact, Phone, Fax, Email), and "Other Information" (Event Description). Red arrows point from the "Event Name" and "Event Type" fields in the "Event Details" section to the "Event Name" and "Event Type" labels. A red circle highlights the magnifying glass icon next to the "Group" field in the "Group Details" section. A yellow "Submit Reservation" button is located at the bottom of the form.

You can either search for the group by typing in the name or by hitting the magnifying glass and scrolling through the list.

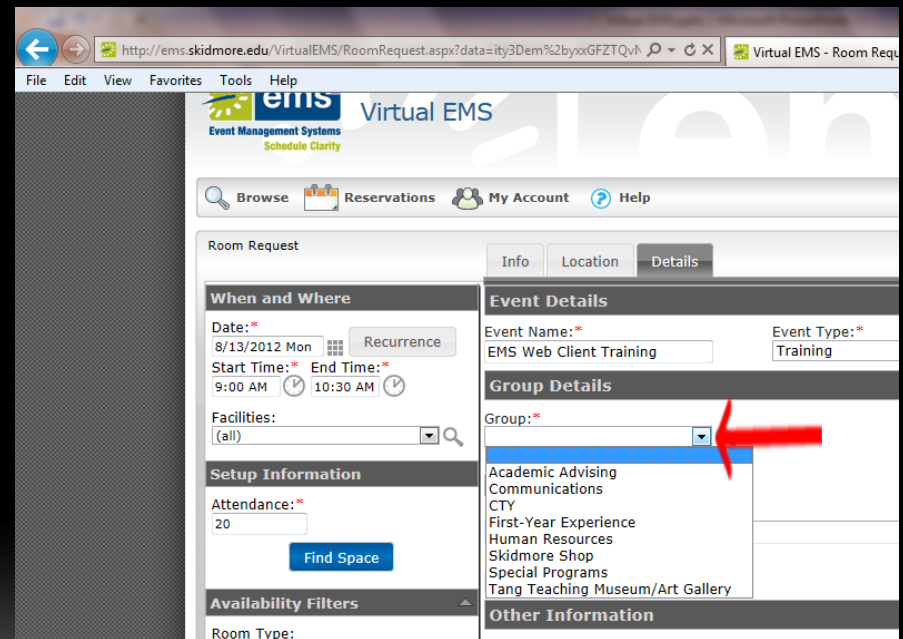


Once you've found the group you can click the **+** in the add column next to the group. This will bring up the contact information for the person assigned to that group. Once you've added the group click the "Done" button.

\*This will only need to be done once.



Next you will need to use the drop down button next to "Groups" to select the department/group name that you've added. Next time you go to make a reservation the group should still be there.



Once all the information is entered click "Submit Reservation".

Event Name: EMS Web Client Training  
Event Type: Training  
1st Contact Name: Theresa Polson  
Phone: 518-580-5599  
2nd Contact Name: [Blank]  
Phone: [Blank]

Room Request

Location

**When and Where**

Date: 8/17/2012 Fri  
Start Time: 2:00 PM  
End Time: 3:30 PM  
Facilities: (all)

**Setup Information**

Attendance: 20  
Find Space

**Availability Filters**

Room Type: (all)  
Features:  
 Card Swipe Entry  
 Chalkboard  
 Chalkboard - Portable  
 Coat Rack  
 Darkening Shades  
 Desktop Lecturn  
 Electricity

**Selected Locations**

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
8/17/2012 Fri		2:00 PM	3:30 PM	Harder Hall - 101- PC computer lab	Request	20	

Friday, August 17, 2012 12 Hours

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Dance Studio 2	24												
Dance Center	500												
Dance Theater	184												
IM Gym	550												
<b>Filene Hall</b>													
Filene Recital Hall	235												
119	38												
115	20												
<b>Harder Hall</b>													
201	30												
101- PC computer lab	24												
108- PC computer lab	30												Summer PC Lab
103- Mac computer lab	20												Summer Mac Lab
203	33												
202	36												
<b>Janet Kinghom Bernhard Theater</b>													
Rehearsal Studio B	30												
Rehearsal Studio A	30												
Lobby	100												
Black Box	120												
JKB - Main Stage	350												
<b>Ladd Hall</b>													
307	50												
116	20												

Submit Reservation

Your reservation details will pop up and if you need to make any changes to your reservation you can do it from here.

The screenshot shows a web browser window with the URL <http://ems.skidmore.edu/VirtualEms/ReservationSummary.aspx?data=QHB4fIHidYDkOK>. The page header includes the 'ems Virtual EMS' logo and navigation links for 'Browse', 'Reservations', 'My Account', and 'Help'. A welcome message for 'Theresa Polson' is visible in the top right.

The main content area is titled 'Reservation Details' and contains the following information:

<b>Reservation Id</b>	1199	<b>Group Name</b>	Special Programs
<b>Event Name</b>	EMS Web Client Training	<b>1st Contact Name</b>	Theresa Polson
<b>Event Type</b>	Training	<b>Phone</b>	518-580-5599

Below the details are tabs for 'All', 'Current', and 'Historical'. A 'Back to My Requests' link is located in the top right of the details section. A red circle highlights a list of actions:

- Edit Reservation
- Add Booking
- Cancel Bookings
- Cancel All Bookings
- Add booking to personal calendar
- Booking Tools

The 'Bookings' section contains a table with the following data:

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		8/13/2012 Mon	9:00 AM - 10:30 AM	EMS Web Client Training	Harder Hall - 101- PC computer lab	Confirmed	As is/Default (10)
		8/17/2012 Fri	2:00 PM - 3:30 PM	EMS Web Client Training	Harder Hall - 101- PC computer lab	Requested	As is/Default (20)
		8/21/2012 Tue	9:00 AM - 10:30 AM	EMS Web Client Training	Harder Hall - 101- PC computer lab	Requested	As is/Default (10)

The screenshot shows the Virtual EMS web application interface. At the top, there is a navigation bar with 'Browse', 'Reservations', 'My Account', and 'Help' buttons. Below this is a 'Reservation Details' section with a 'Back to My Requests' link. The reservation details are as follows:

<b>Reservation Id</b>	1199	<b>Group Name</b>	Special Programs
<b>Event Name</b>	EMS Web Client Training	<b>1st Contact Name</b>	Theresa Polson
<b>Event Type</b>	Training	<b>Phone</b>	518-580-5599

To the right of these details is a list of actions: Edit Reservation, Add Booking, Cancel Bookings, Cancel All Bookings, Add booking to personal calendar, and Booking Tools. A red circle highlights the 'Add Booking' and 'Add booking to personal calendar' options. Below the details is a 'Bookings' table with columns for ACTIONS, SERVICES, DATE, TIME, TITLE, LOCATION, STATUS, and SETUP.

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
		8/13/2012 Mon	9:00 AM - 10:30 AM	EMS Web Client Training	Harder Hall - 101- PC computer lab	Confirmed	As is/Default (10)
		8/17/2012 Fri	2:00 PM - 3:30 PM	EMS Web Client Training	Harder Hall - 101- PC computer lab	Requested	As is/Default (20)
		8/21/2012 Tue	9:00 AM - 10:30 AM	EMS Web Client Training	Harder Hall - 101- PC computer lab	Requested	As is/Default (10)

**“Edit Reservation”:**  
Allows you to change the event name, event type and group.

**“Add Booking”:**  
Allows you to add another booking to this reservation.

**“Cancel Bookings”:**  
Allows you to cancel one or more of the bookings in your reservation.

**“Cancel All Bookings”:**  
Allows you to cancel all of the bookings in your reservation.

**“Add booking to personal calendar”:**  
Allows you to put this reservation on your outlook calendar.

**“Booking Tools”:**  
Allows you to change the reservation date or time.

You should hear from the scheduling office within 48 hours about your reservation. If your space is confirmed the primary scheduler for your group/department will receive an e-mail confirmation.

Reservation 1199 for EMS Web Client Training - Message (HTML)

File Message

Ignore X Meeting Room Confirmat... To Manager  
 Junk Delete Reply Reply All Forward More Team E-mail Done  
 Delete Respond Reply & Delete Create New

Move Actions Rules OneNote Assign Mark Categorize Follow Up  
 Policy Unread Tags Unread Follow Up Translate Related Select Zoom

From: tpolson@skidmore.edu  
 To: Theresa Polson  
 Cc: Theresa Polson  
 Subject: Reservation 1199 for EMS Web Client Training

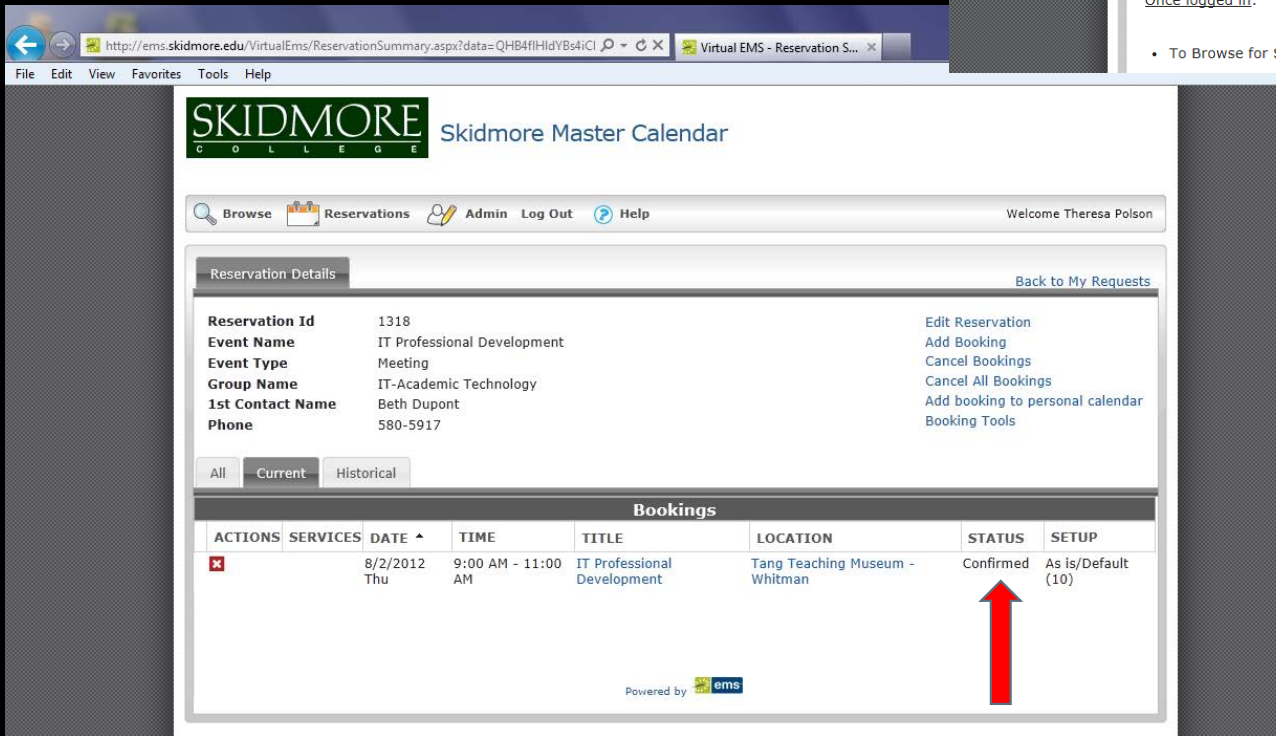
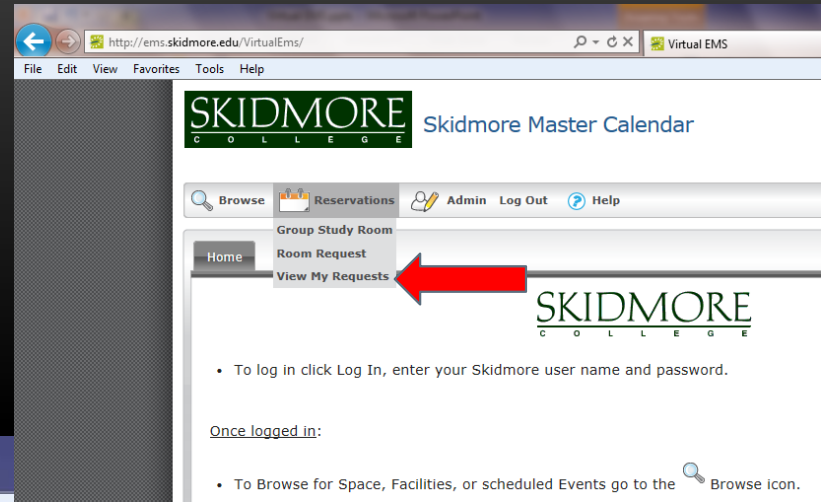
Message Confirmation-1199.pdf (9 KB)

Scheduling Office  
 Skidmore College  
 815 North Broadway  
 Saratoga Springs NY 12866  
 518-580-5599 / 518-580-5548

**Request Status**

Group	Reservation: 1199
Theresa Polson Special Programs 815 North Broadway Saratoga Springs, NY 12866-1632	
<b>Bookings / Details</b>	<b>Quantity</b>
<b>Monday, August 13, 2012</b>	
9:00 AM - 10:30 AM EMS Web Client Training (Confirmed) HARDER 101- PC computer lab As is/Default for 10 Room Charge:	1
<b>Friday, August 17, 2012</b>	
2:00 PM - 3:30 PM EMS Web Client Training (Confirmed) HARDER 101- PC computer lab As is/Default for 20 Room Charge:	1
<b>Tuesday, August 21, 2012</b>	
9:00 AM - 10:30 AM EMS Web Client Training (Confirmed) HARDER 101- PC computer lab As is/Default for 10 Room Charge:	1

To check the status of any of your requests choose "View My Requests" under the "Reservations" tab.



Click on the reservation and under the heading "Status" it will show the current status of your reservation.



# THE END

If you have any questions or comments about the new Online Event Request System please e-mail the [Scheduling Office](#) or call extension 5599.