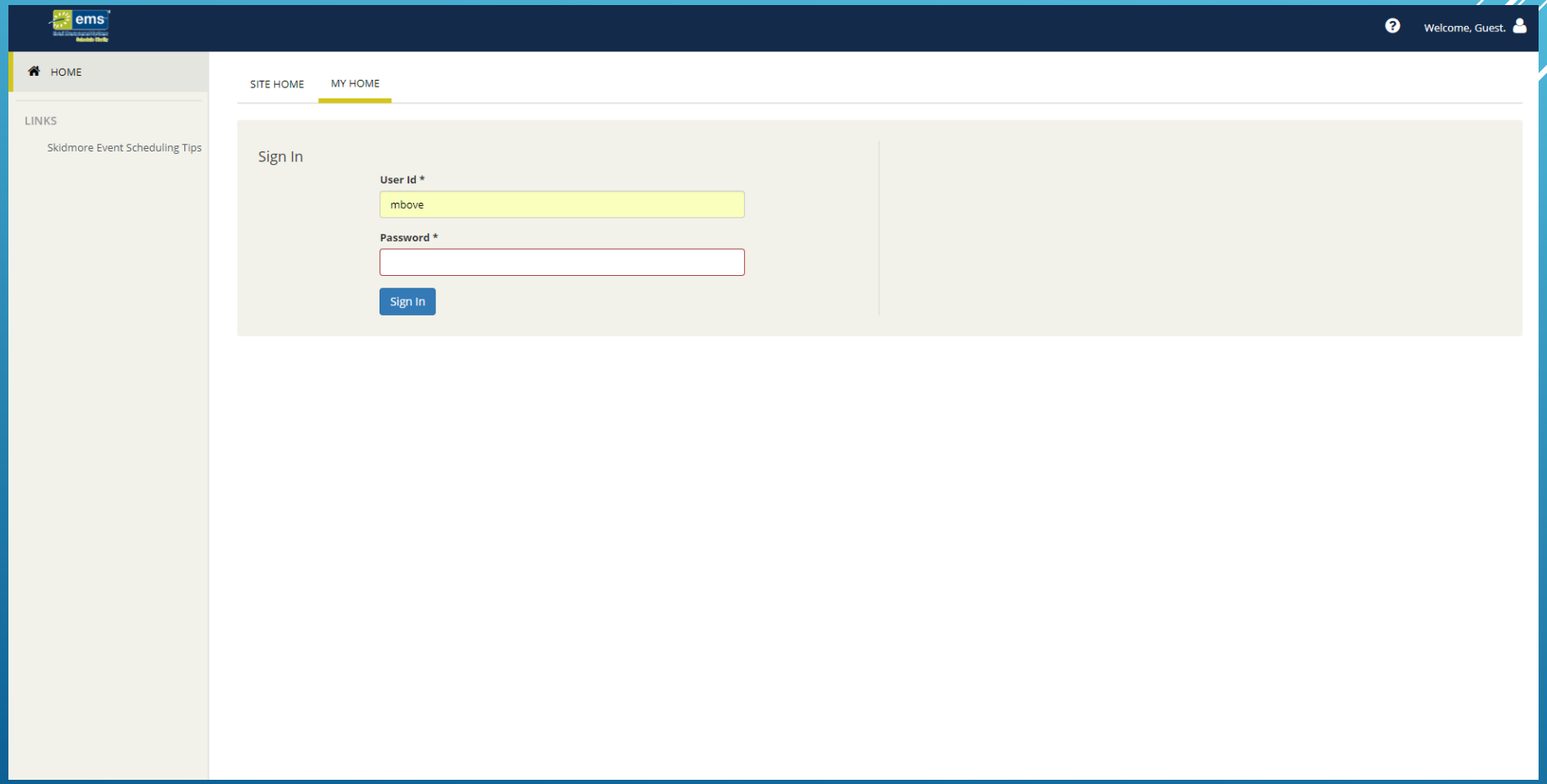
HOW TO REQUEST SPACE USING EMS

Using Skidmore's online event system

https://calendar.skidmore.edu//EMSWebApp/

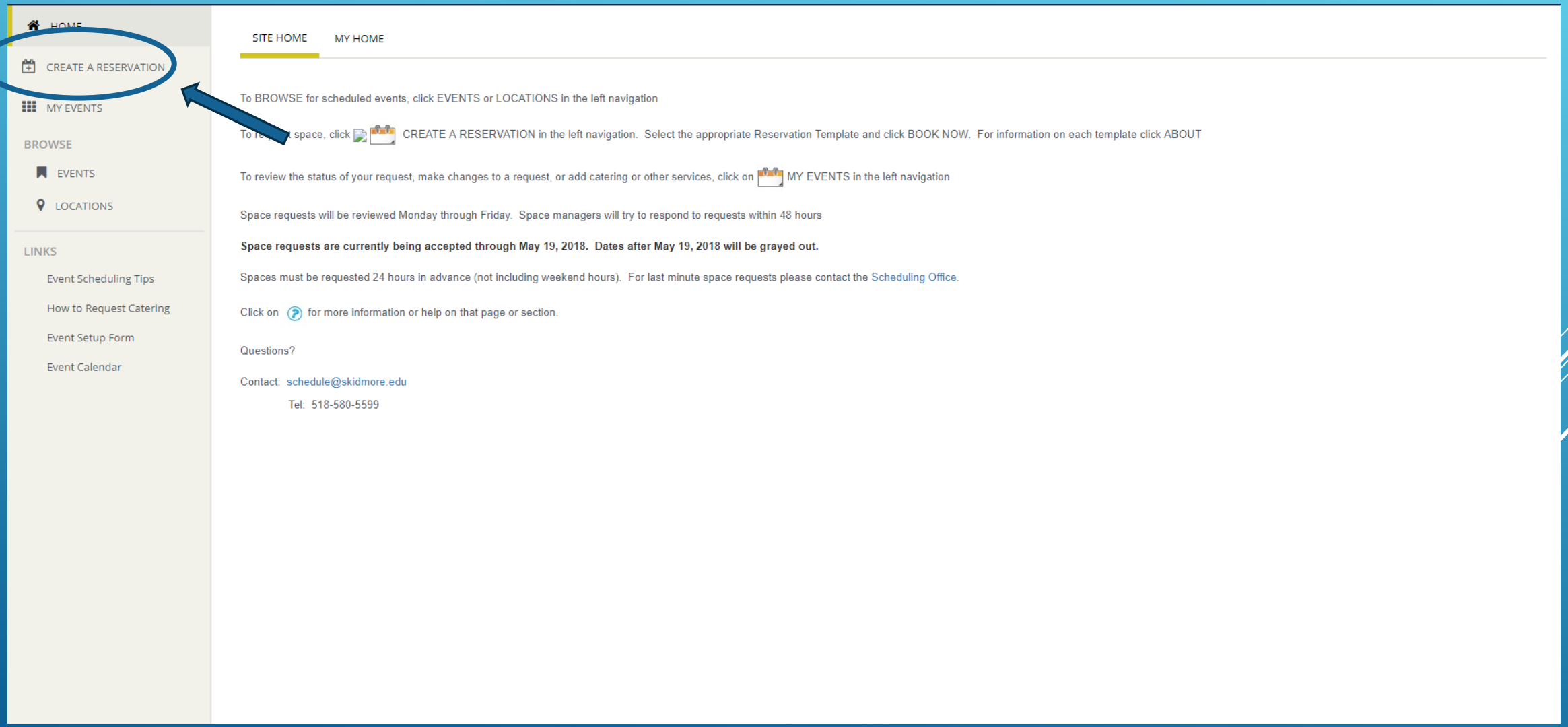
Logging into EMS

LOG INTO EMS USING YOUR SKIDMORE USERNAME AND PASSWORD



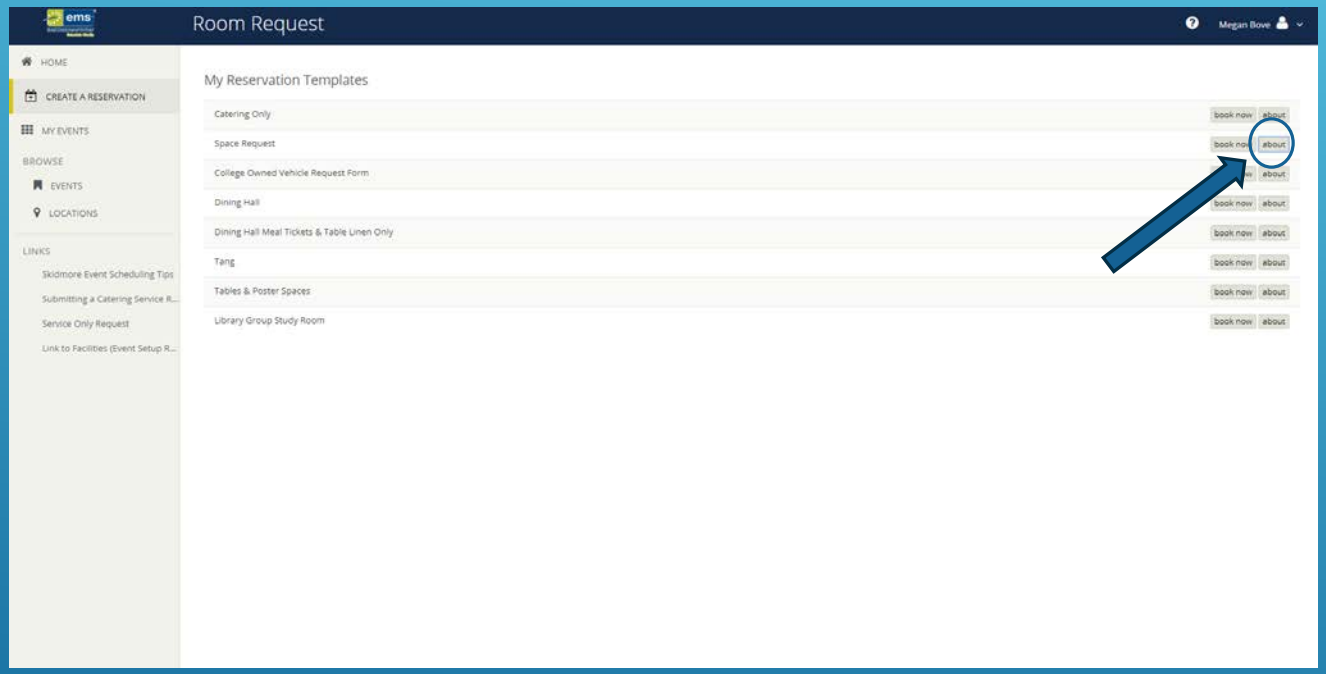
Create A Reservation

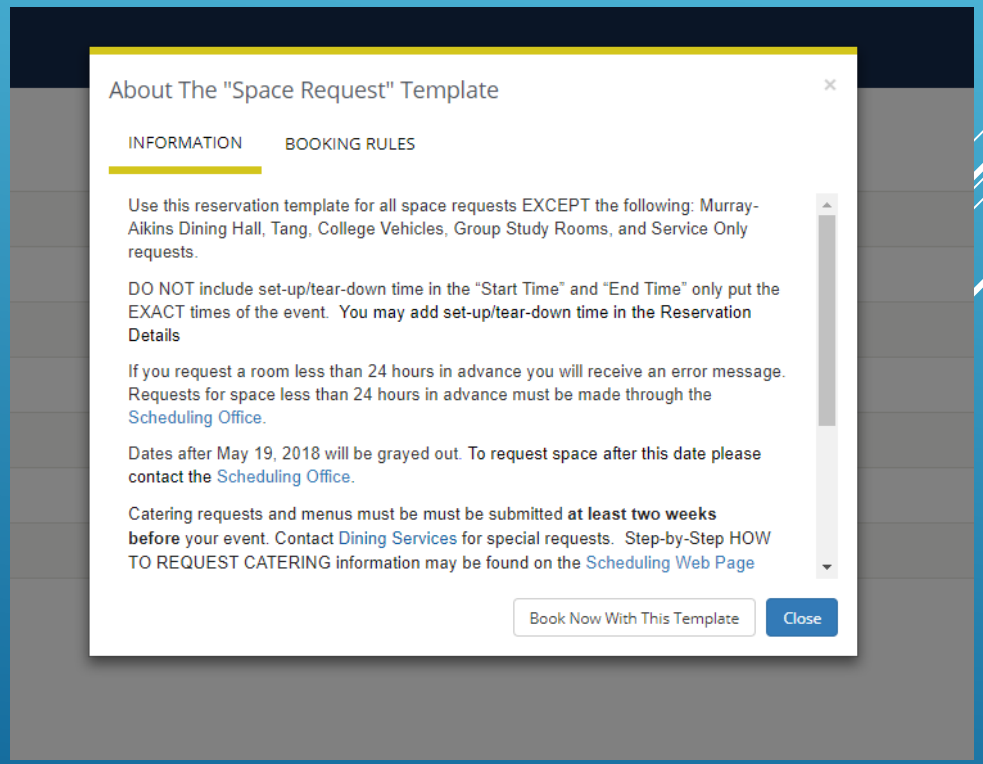
TO SUBMIT A SPACE/SERVICE REQUEST CLICK ON “CREATE A RESERVATION”



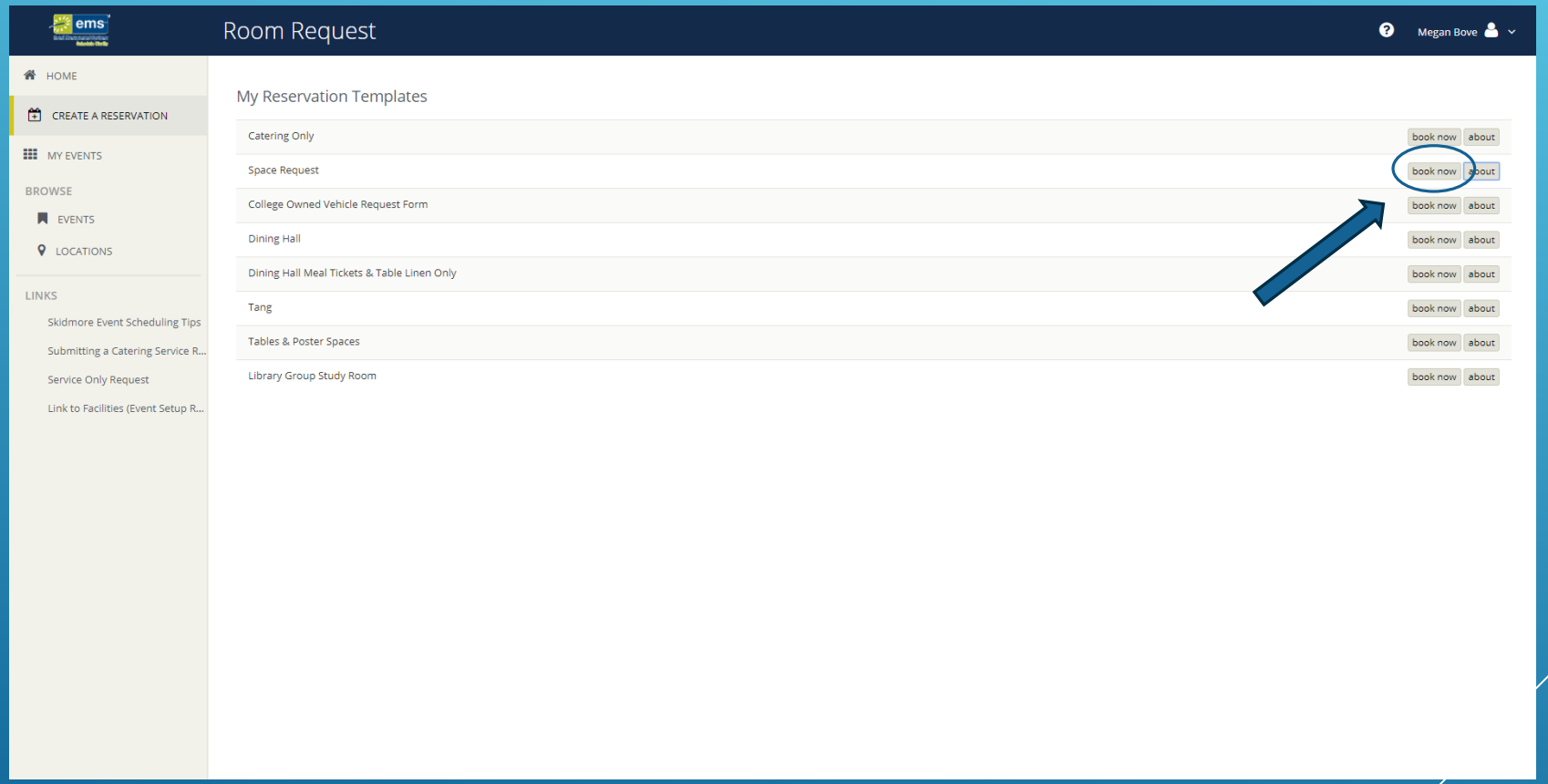
CHOOSE THE APPROPRIATE RESERVATION TEMPLATE FOR THE SPACE/SERVICE YOU ARE REQUESTING.

THE “ABOUT” ICONS LIST INFORMATION ABOUT EACH TEMPLATE.



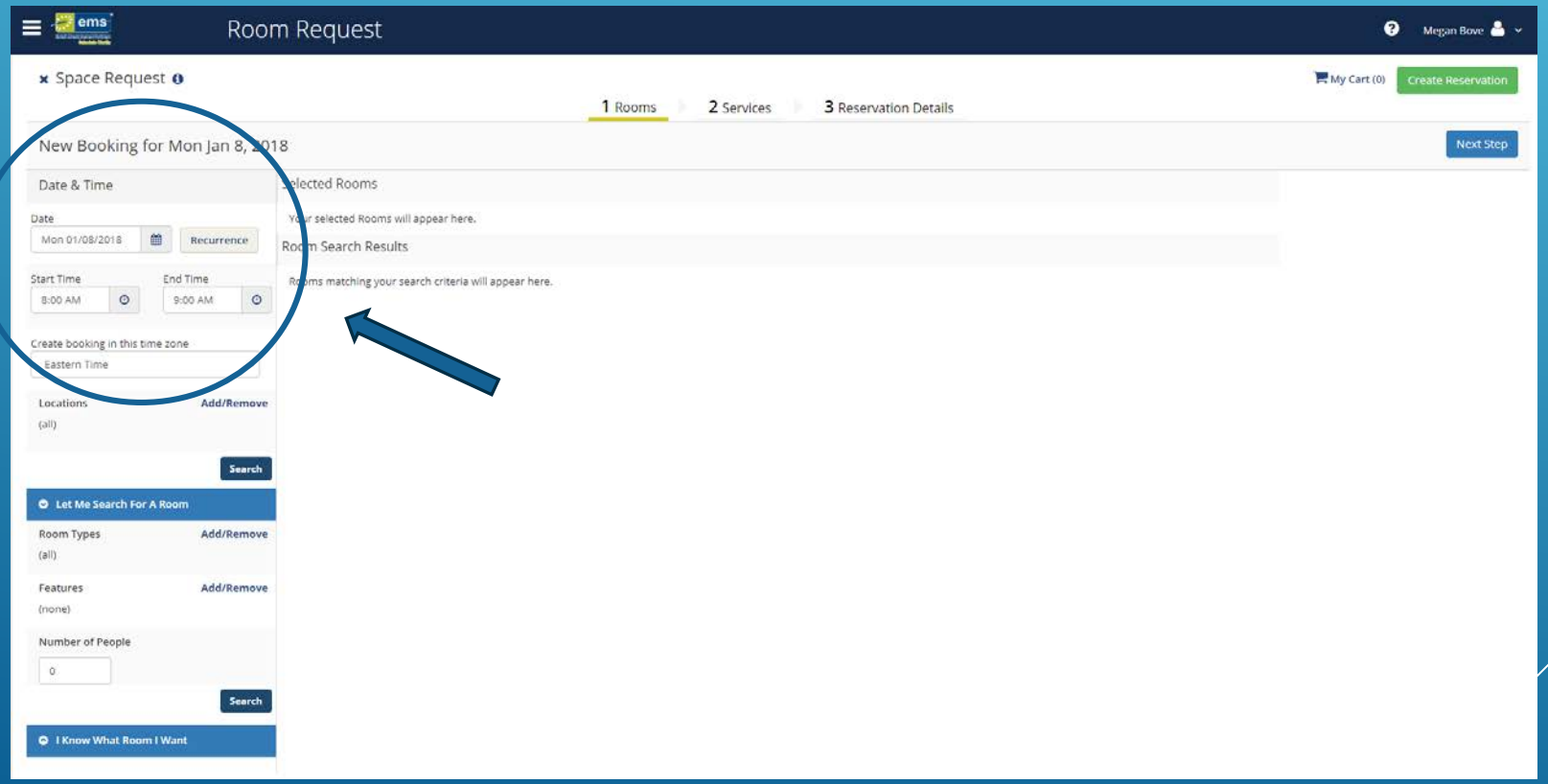


CLICK “BOOK NOW” ON TEMPLATE TO BEGIN SPACE REQUEST



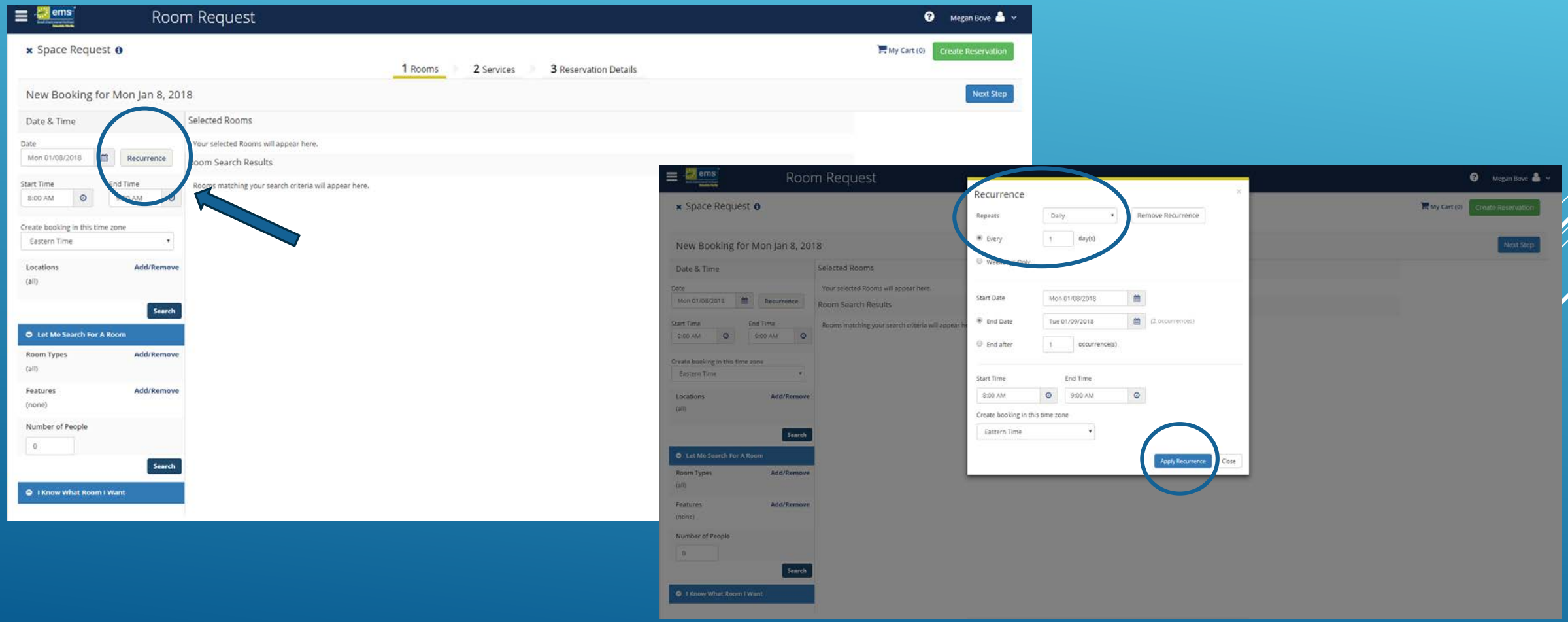
Space Request

FILL OUT EVENT DATE AND TIME. *START AND END TIME SHOULD REFLECT ***ACTUAL*** EVENT TIME. SET UP AND TEAR DOWN TIME WILL BE ADDED IN RESERVATION DETAILS



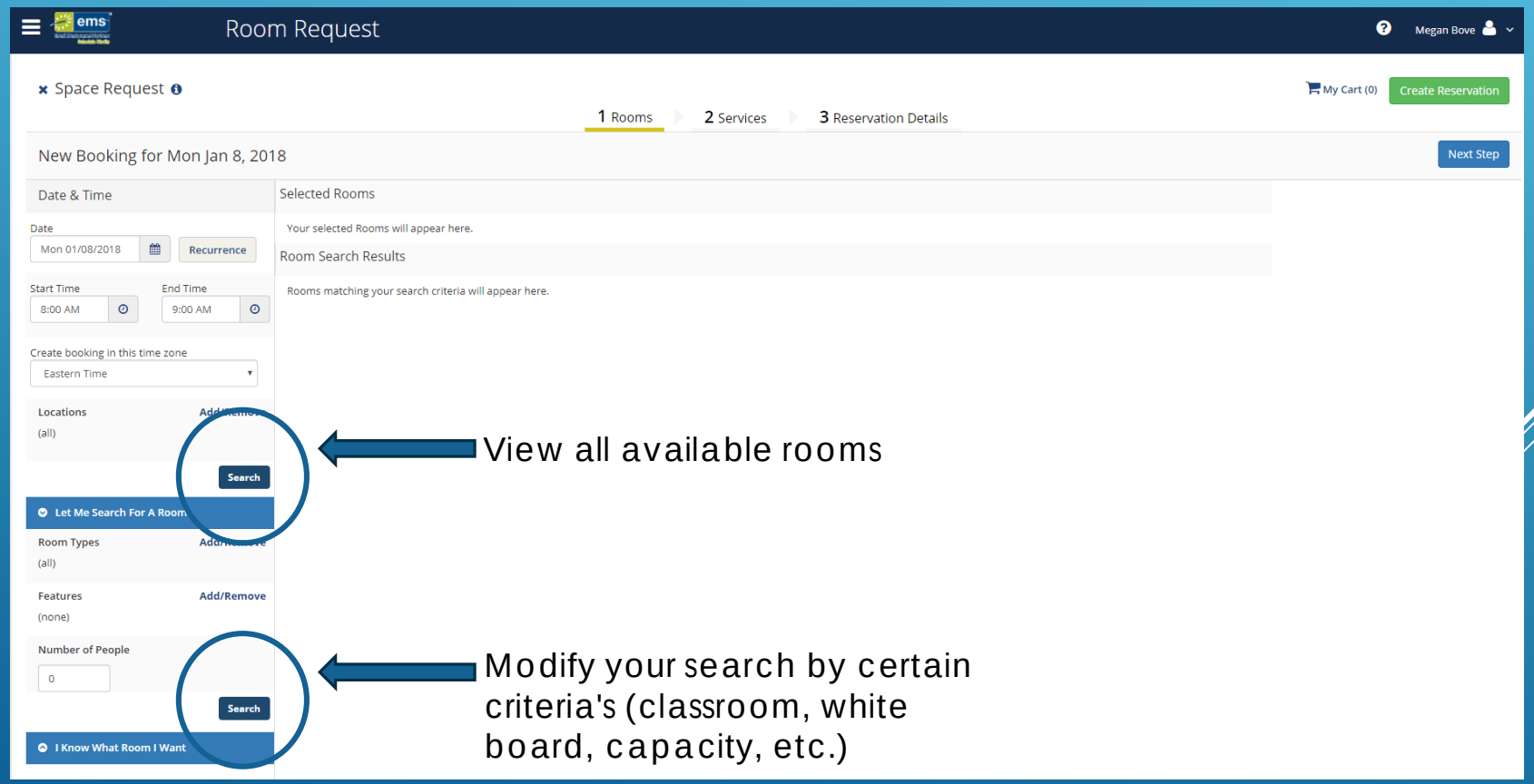
Reoccurring Event Date & Time

IF YOU ARE REQUESTING A RECURRING EVENT CLICK “RECURRENCE”. USE DROP DOWN MENU IN “REPEATS” TO MODIFY. WHEN FINISHED APPLY RECURRENCE



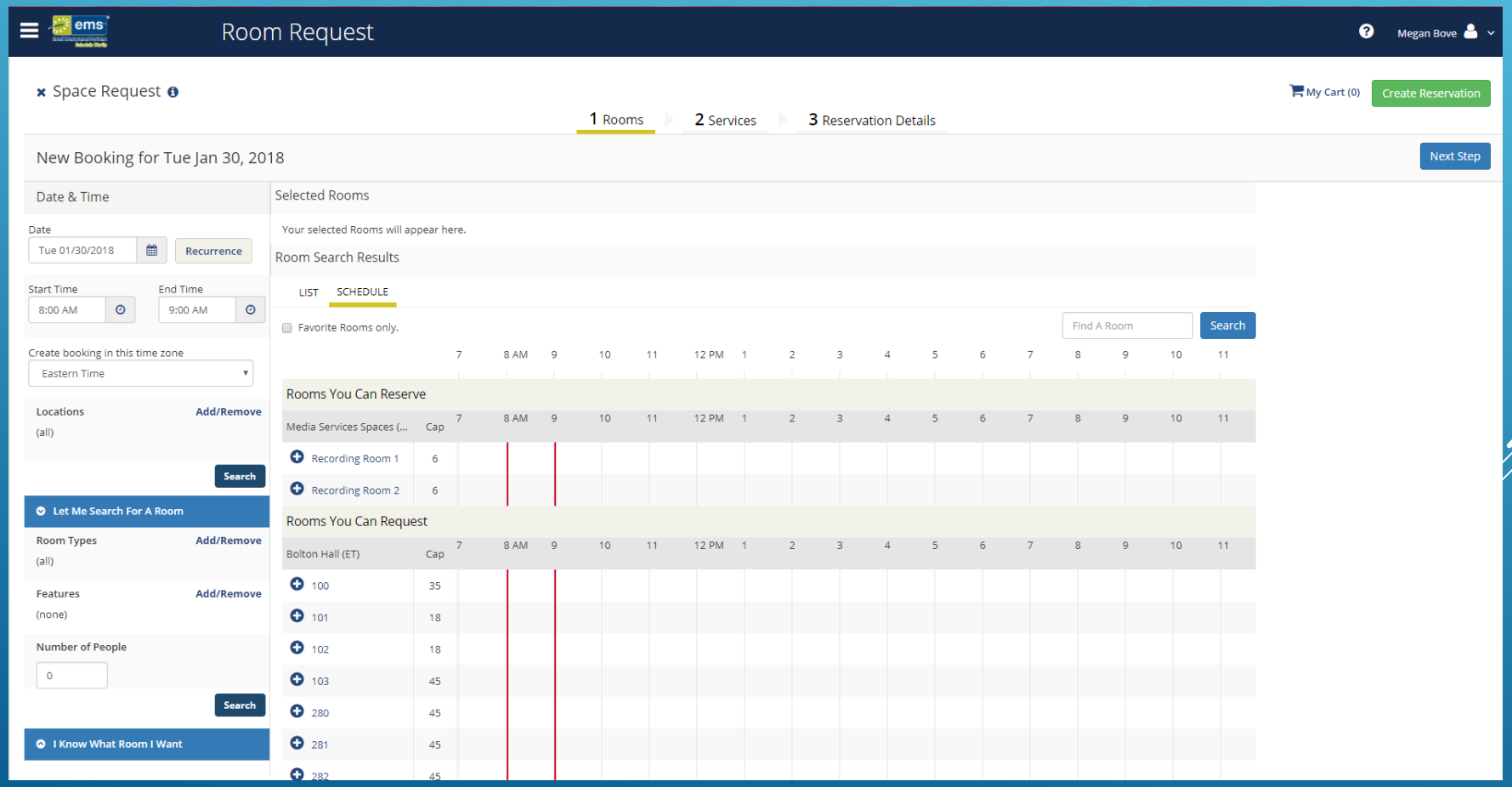
Finding a Room

IF YOU WANT TO VIEW ALL AVAILABLE ROOMS FOR THE DATE AND TIME REQUESTED CLICK “SEARCH” OR FILTER BY ROOM TYPE, FEATURE, CAPACITY OR SPECIFIC ROOM



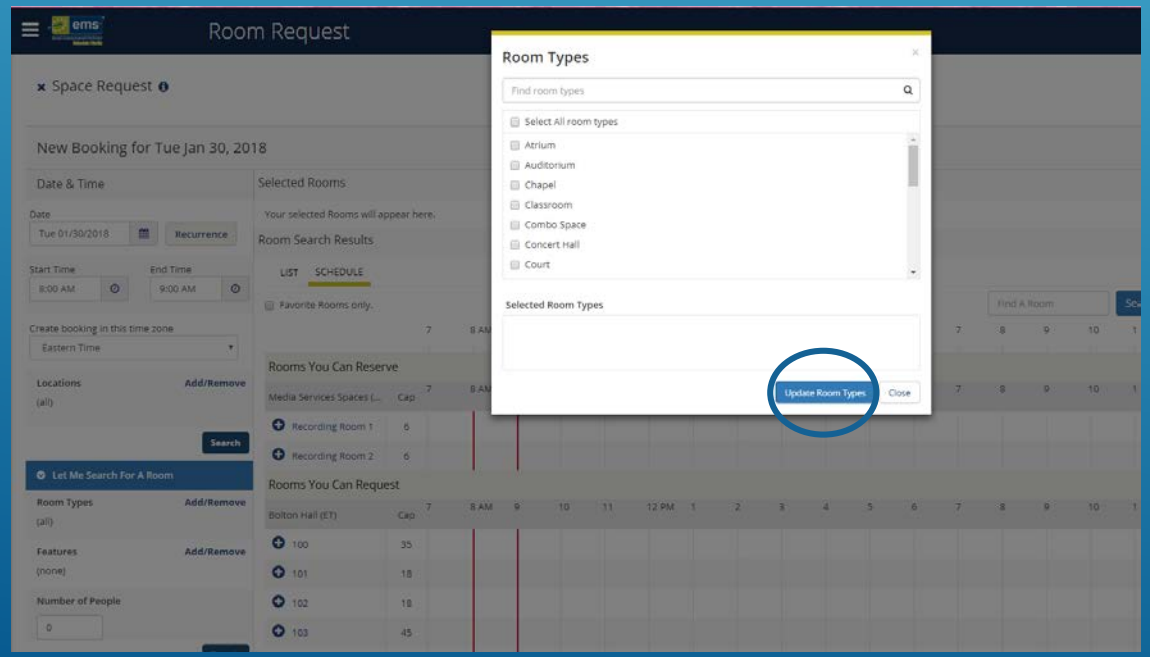
All Available Rooms

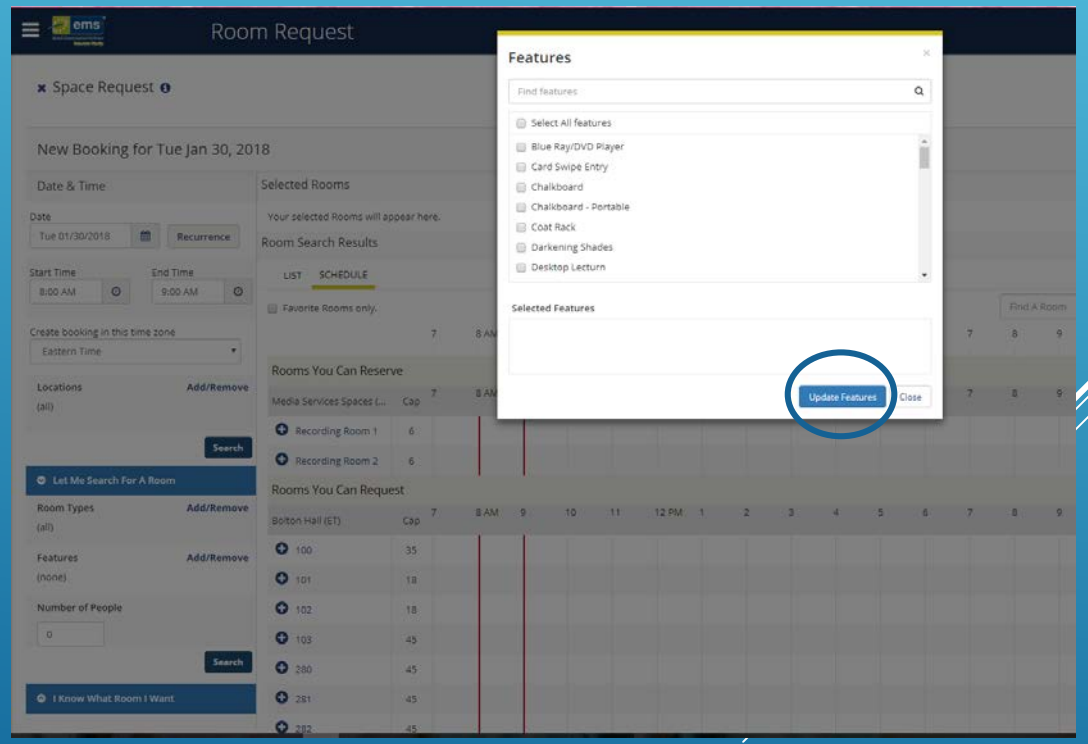
A LIST OF ALL AVAILABLE ROOMS ON CAMPUS WILL APPEAR FOR YOUR DATE AND TIME REQUESTED.



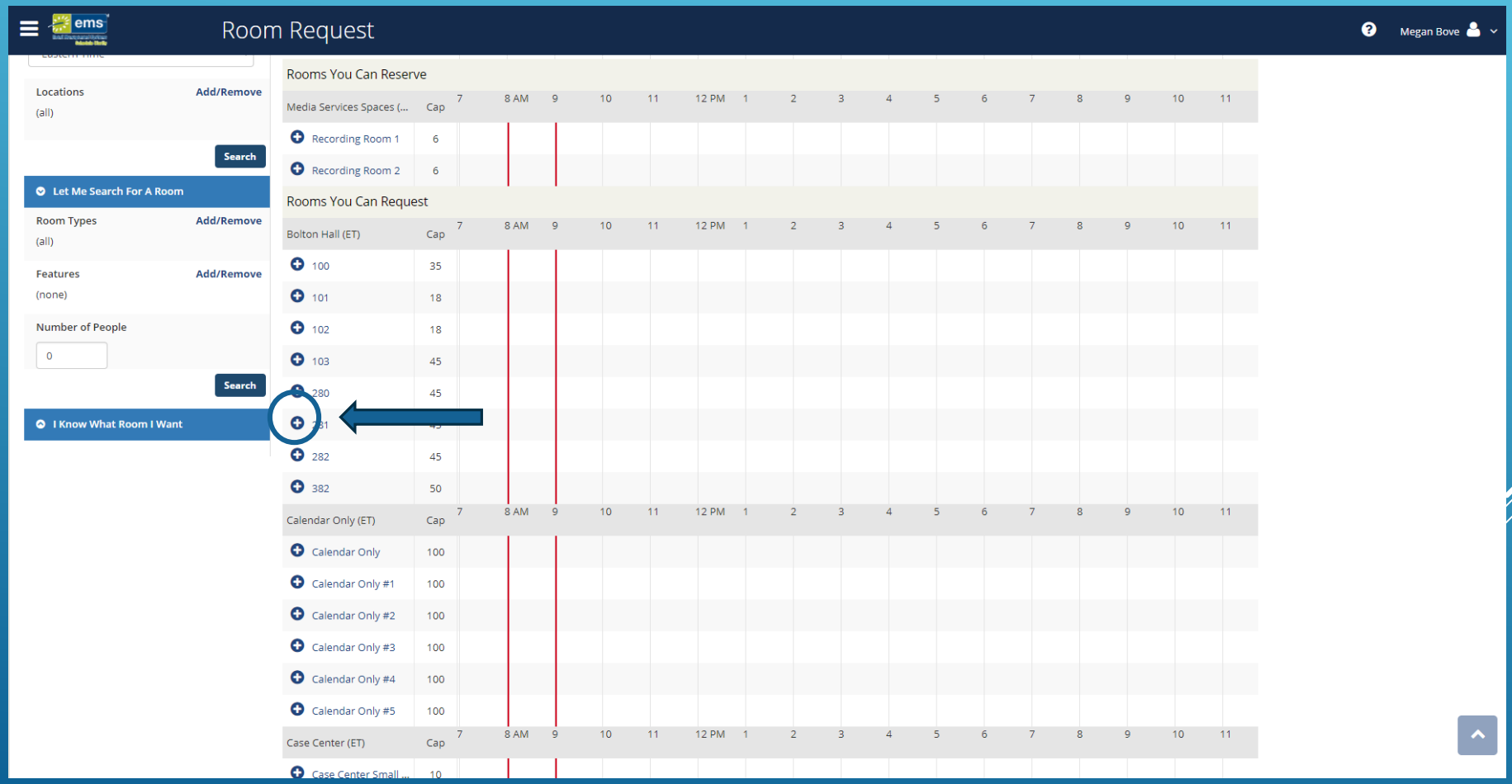
Modified Room Searches

TO MODIFY YOUR ROOM SEARCH, YOU MAY SELECT SPECIFIC ROOM TYPE, FEATURES, OR CAPACITY. CHECK THE BOXES OF THE FEATURES YOU ARE LOOKING FOR AND PRESS “UPDATE ROOM FEATURES”

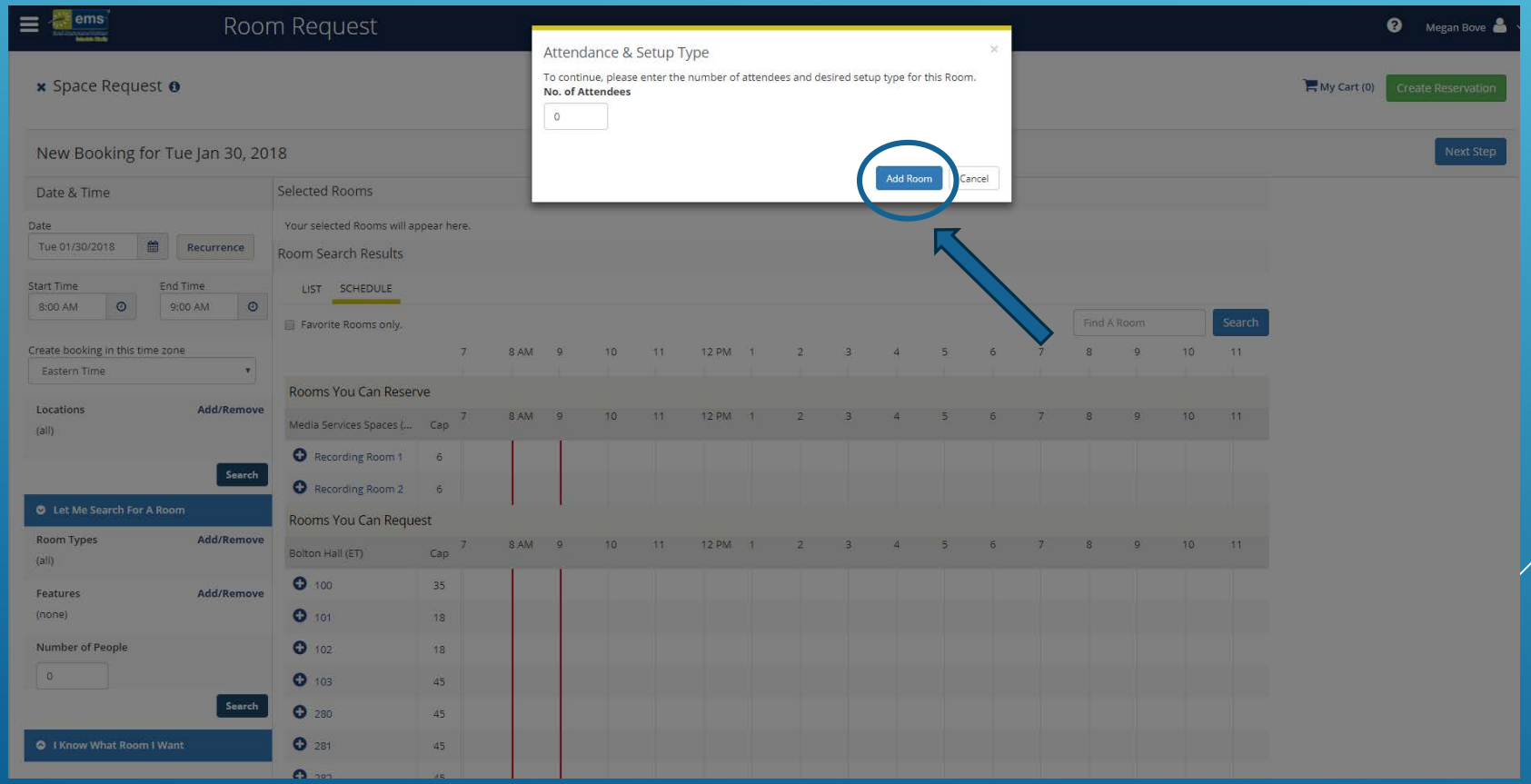




SELECT ONE OR MORE ROOM(S) BY CLICKING BLUE + SIGN



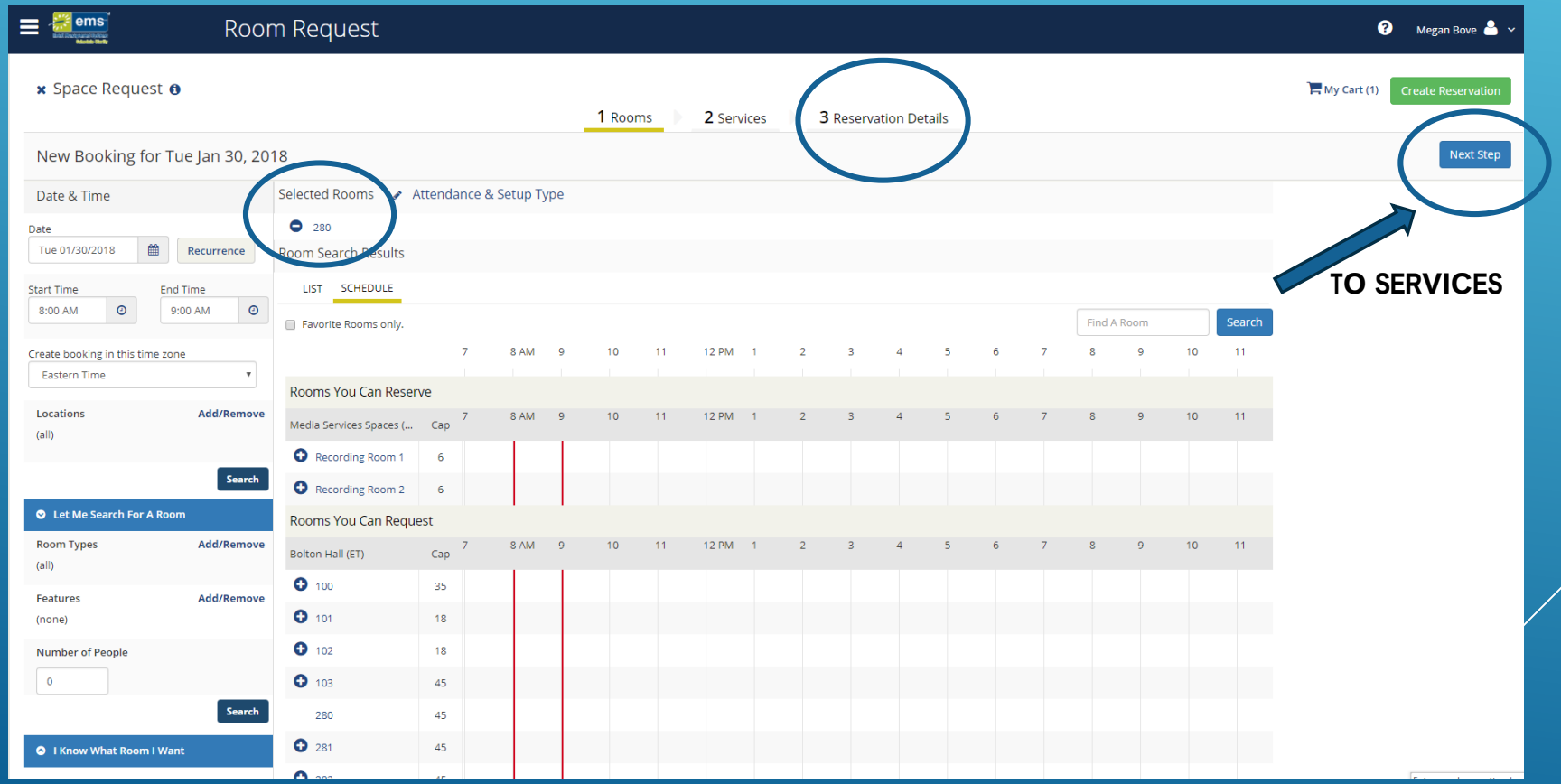
ENTER ATTENDANCE FOR YOUR EVENT AND CLICK "ADD ROOM". WHEN REQUESTING TABLES, POSTER SPACE, ETC. ENTER "1"



YOUR SELECTED ROOM WILL NOW SHOW AT THE TOP OF THE PAGE.

IF NO SERVICES ARE NEEDED SKIP AHEAD TO “RESERVATION DETAILS”

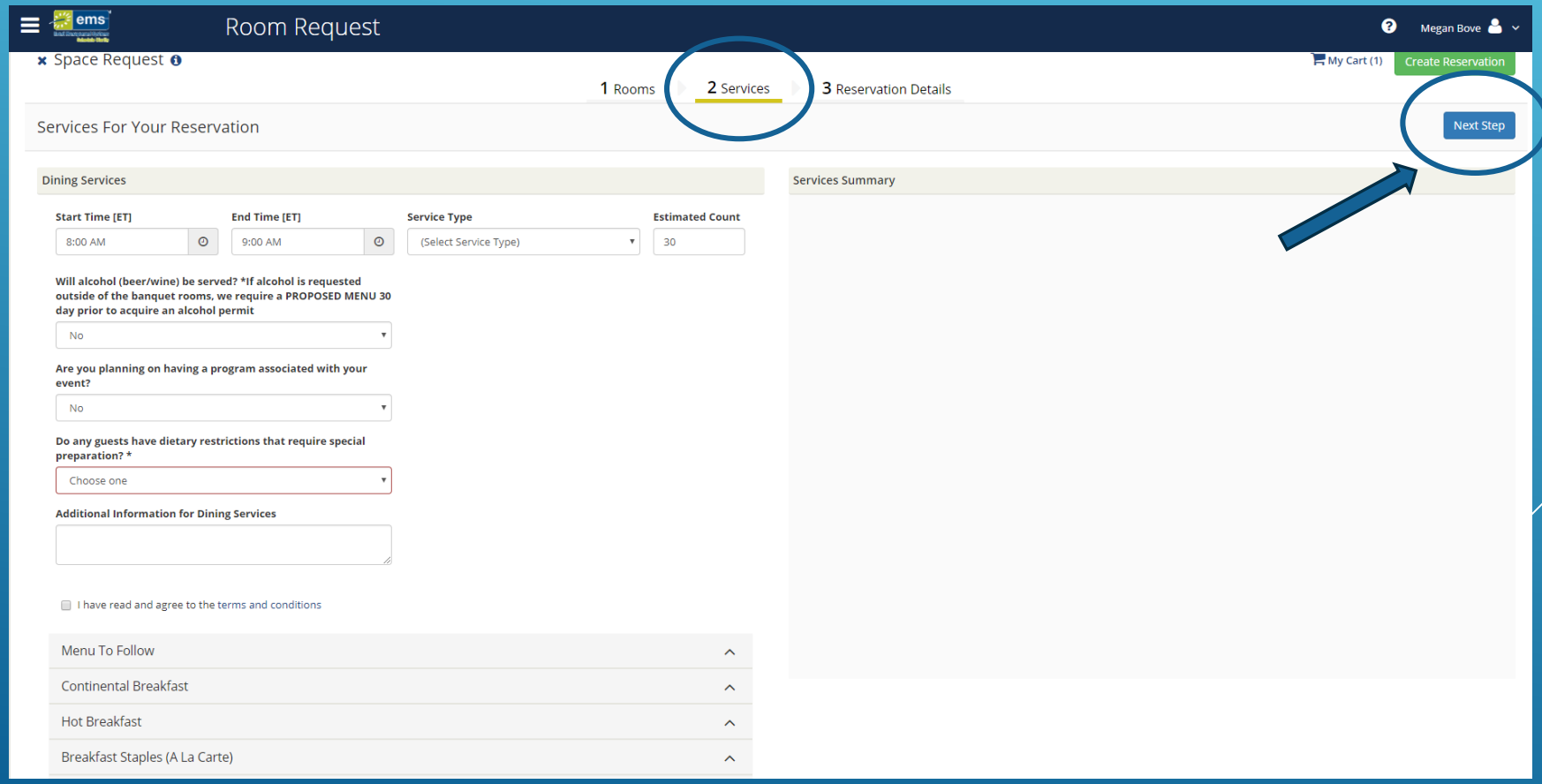
IF YOU NEED SERVICES (CATERING) CLICK “NEXT STEP”.



Services

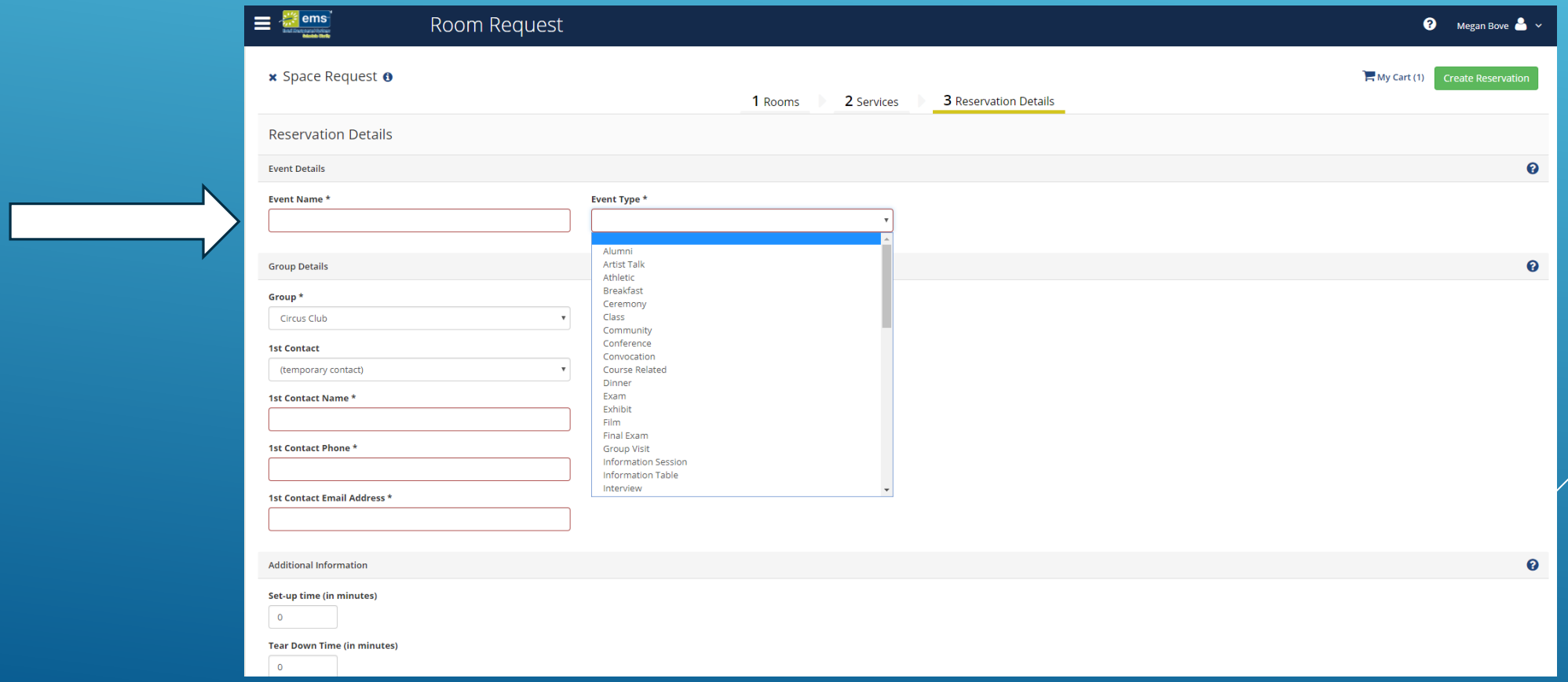
IF YOU WILL BE REQUIRING SERVICES ENTER DETAILS ON SERVICES PAGE. SEE INSTRUCTIONS ON SUBMITTING A CATERING ORDER (HYPERLINK TO WEBSITE)

IF NO SERVICES ARE NEEDED CONTINUE WITH “NEXT STEP”



Reservation Details

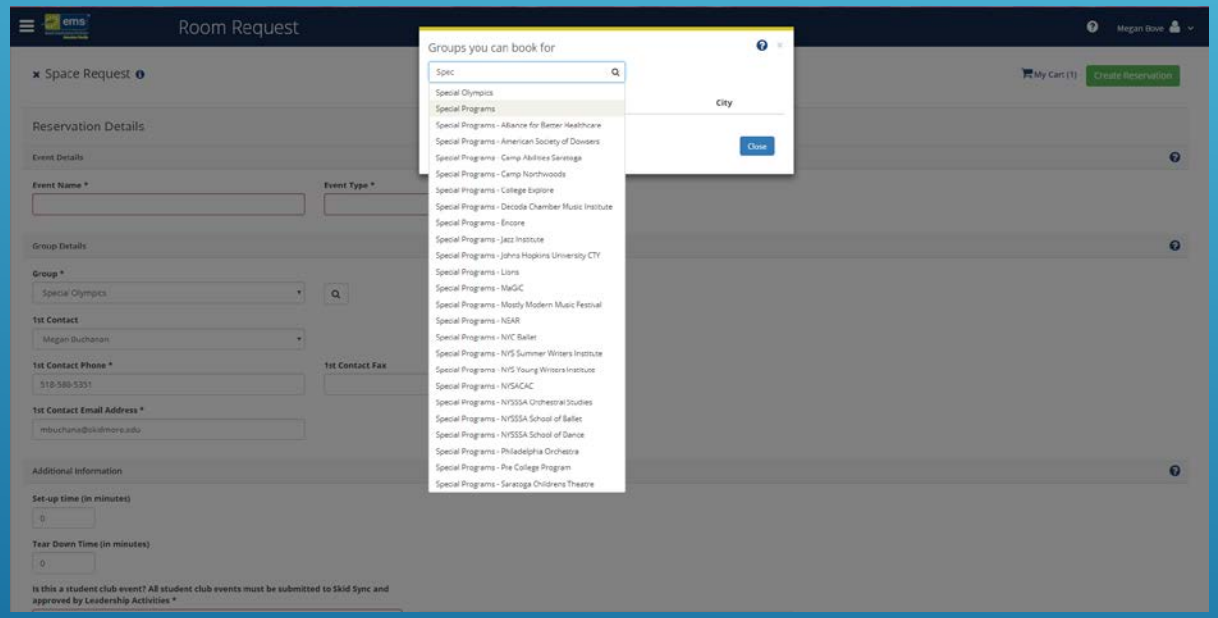
ENTER EVENT NAME AND TYPE

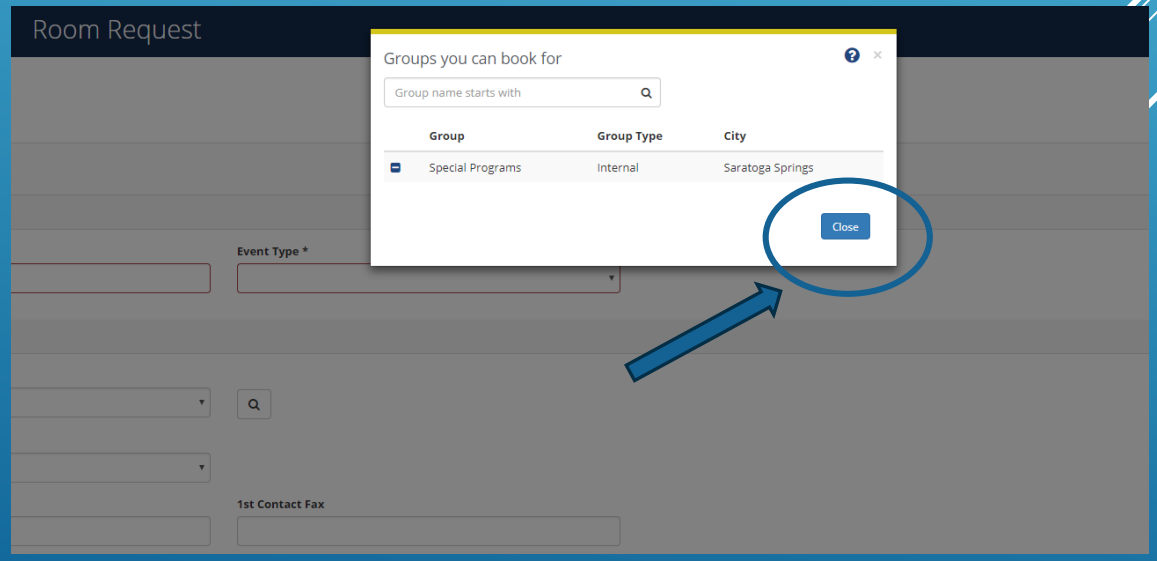


Group Details

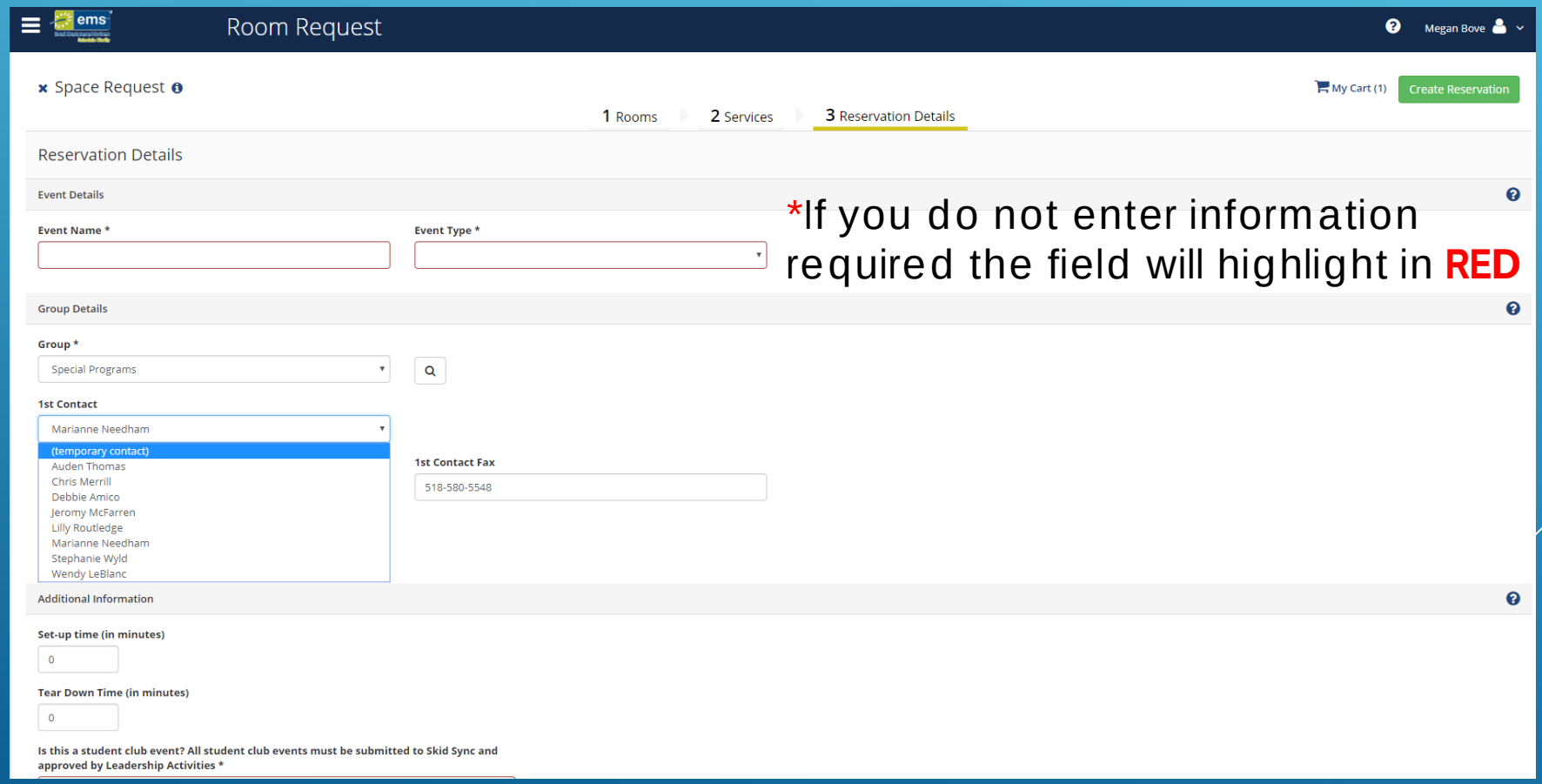
IF YOU ARE NOT YET ASSOCIATED WITH A GROUP YOU MAY SEARCH FOR YOUR GROUP BY TYPING IN THE NAME OR CLICKING ON THE MAGNIFYING GLASS TO SCROLL THROUGH THE LIST.

ONCE YOU HAVE FOUND YOUR GROUP CLICK ON GROUP NAME, THEN “CLOSE”





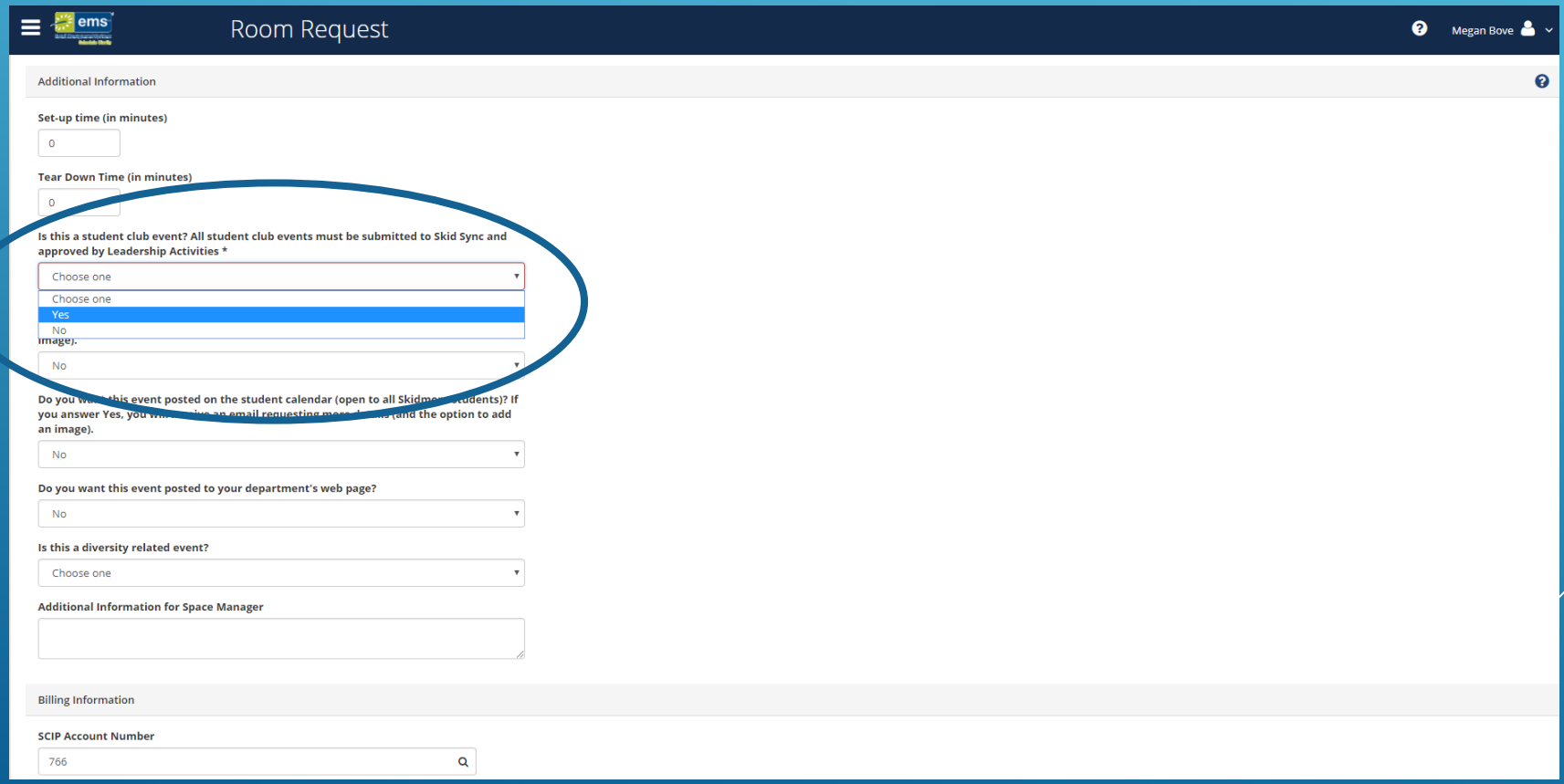
LOOK FOR YOUR NAME IN THE 1ST CONTACT LIST, IF IT IS NOT LISTED YOU MAY ENTER YOURSELF AS A TEMPORARY CONTACT. CONTACT SCHEDULE@SKIDMORE.EDU TO BE ADDED AS A CONTACT FOR THE GROUP



Additional Information

ENTER SET UP AND TEAR DOWN TIME IN MINUTES.
EXAMPLE 1 HOUR OF SET UP = 60 MIN.

“STUDENT CLUB EVENT” YOU ***MUST*** CHOOSE YES OR NO FOR THIS FIELD



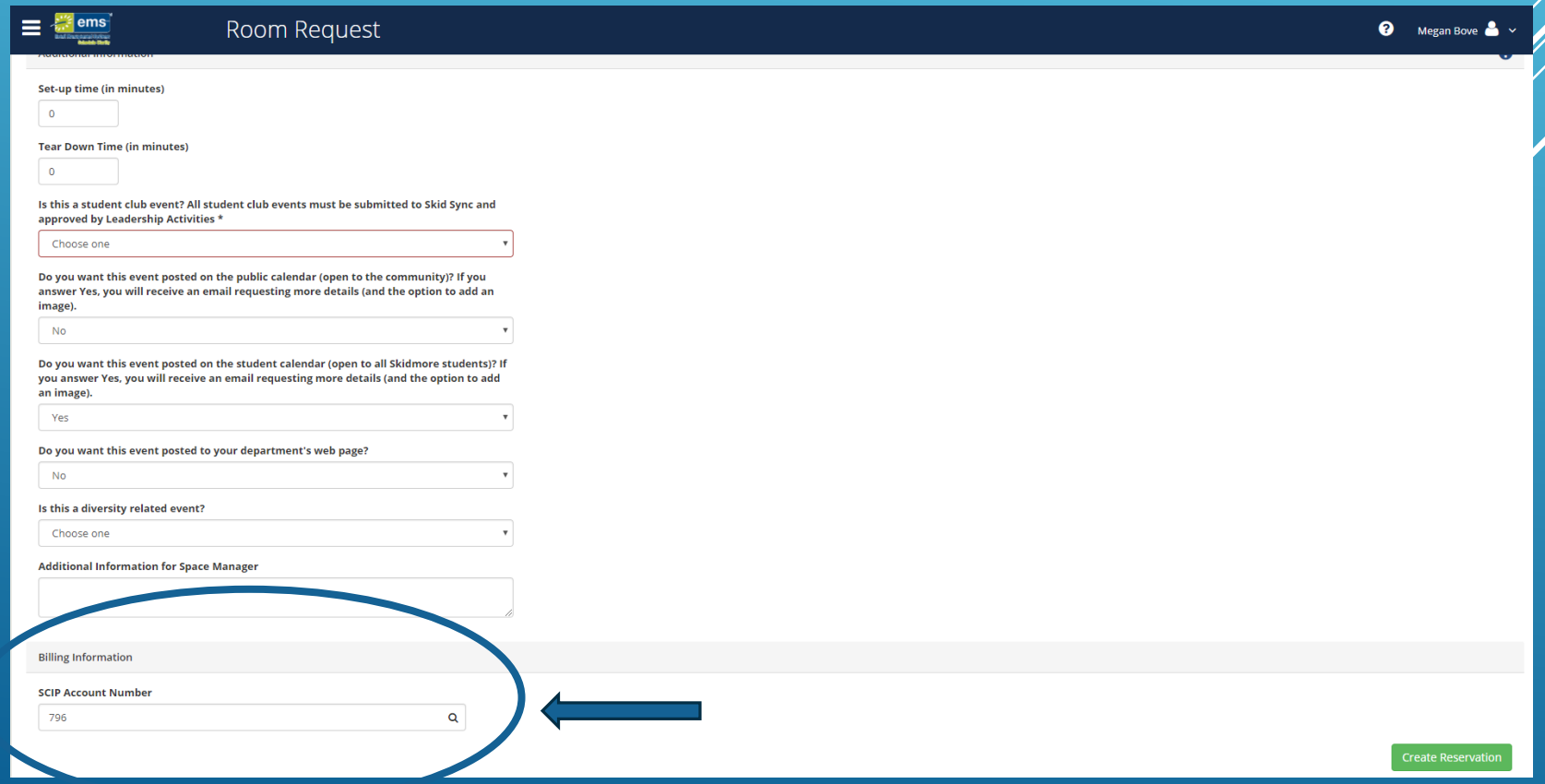
Publicizing Your Event

YOU MAY CHOOSE TO POST YOUR EVENT ON THE PUBLIC, STUDENT OR DEPARTMENT CALENDARS BY ANSWERING YES TO EACH OF THE CALENDAR QUESTIONS.

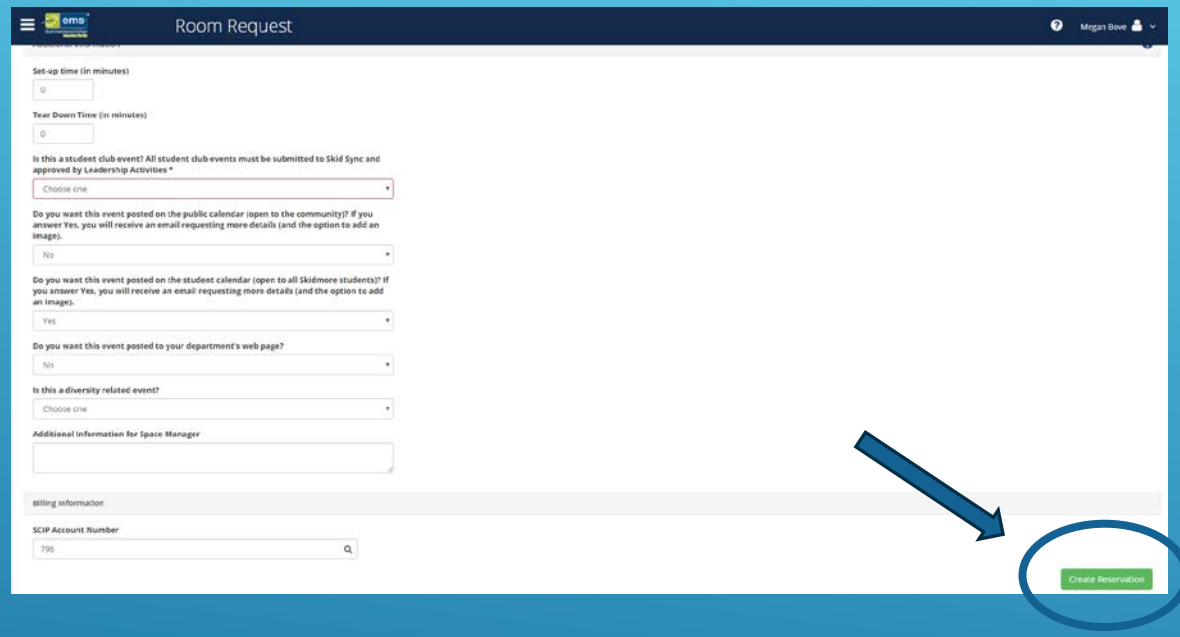
*PLEASE NOTE IF YOU SELECT “YES” YOU WILL RECEIVE A SEPARATE EMAIL REQUESTING EVENT INFORMATION AND IMAGE TO POST ON THE CALENDAR

Billing Information

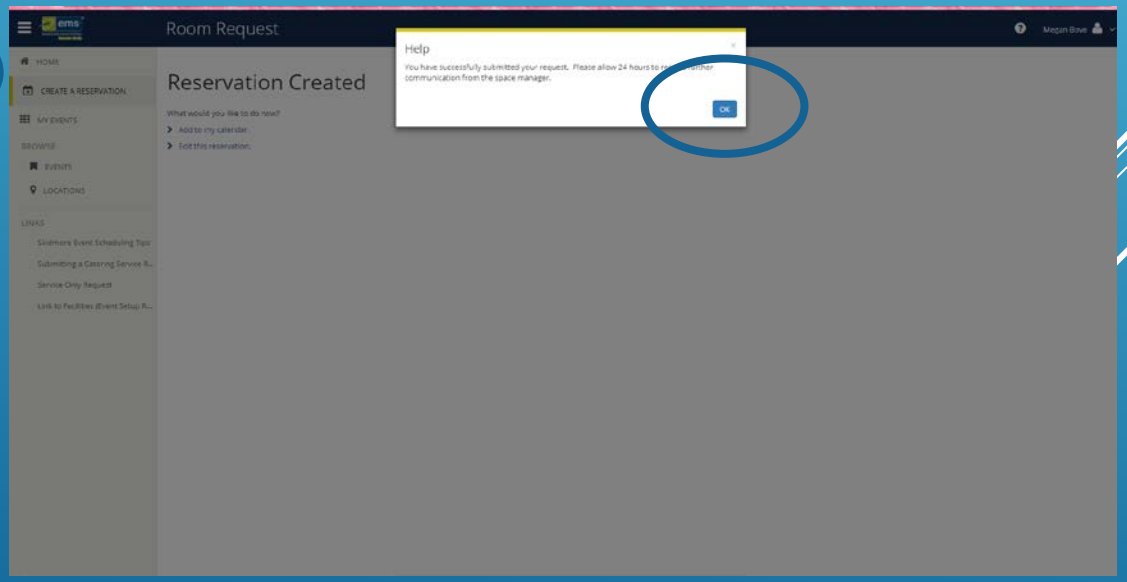
SCIP (SKIDMORE COLLEGE INTERNAL PURCHASE) ACCOUNT NUMBER WILL DEFAULT TO THE SELECTED GROUP ASSOCIATED WITH THE EVENT. PLEASE NOTE THAT SPACE FEES WILL NOT BE CHARGED TO THE ACCOUNT FOR INTERNAL COLLEGE EVENTS. HOWEVER, FOR CHARGEABLE SERVICES SUCH AS CATERING, A SCIP NUMBER IS REQUIRED AT THE TIME YOU REQUEST THE SERVICE.



ONCE YOU HAVE FILLED OUT ALL OF THE REQUESTED INFORMATION CLICK "CREATE RESERVATION"

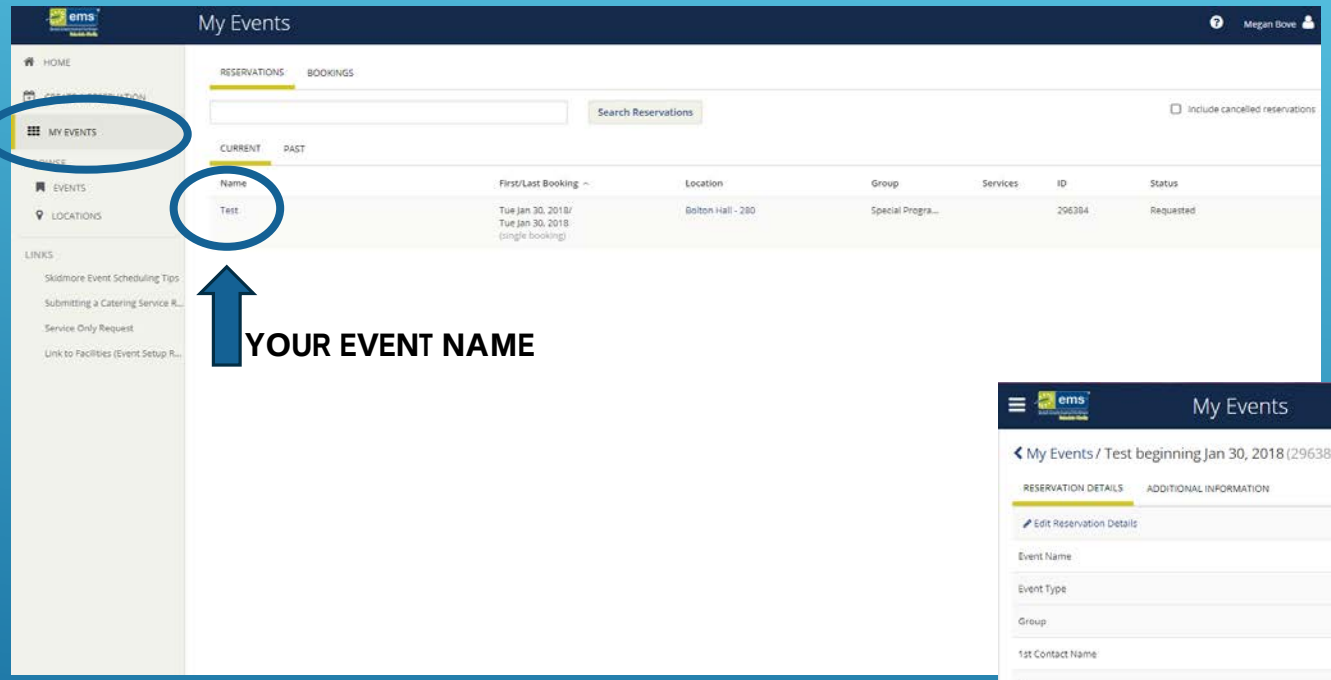


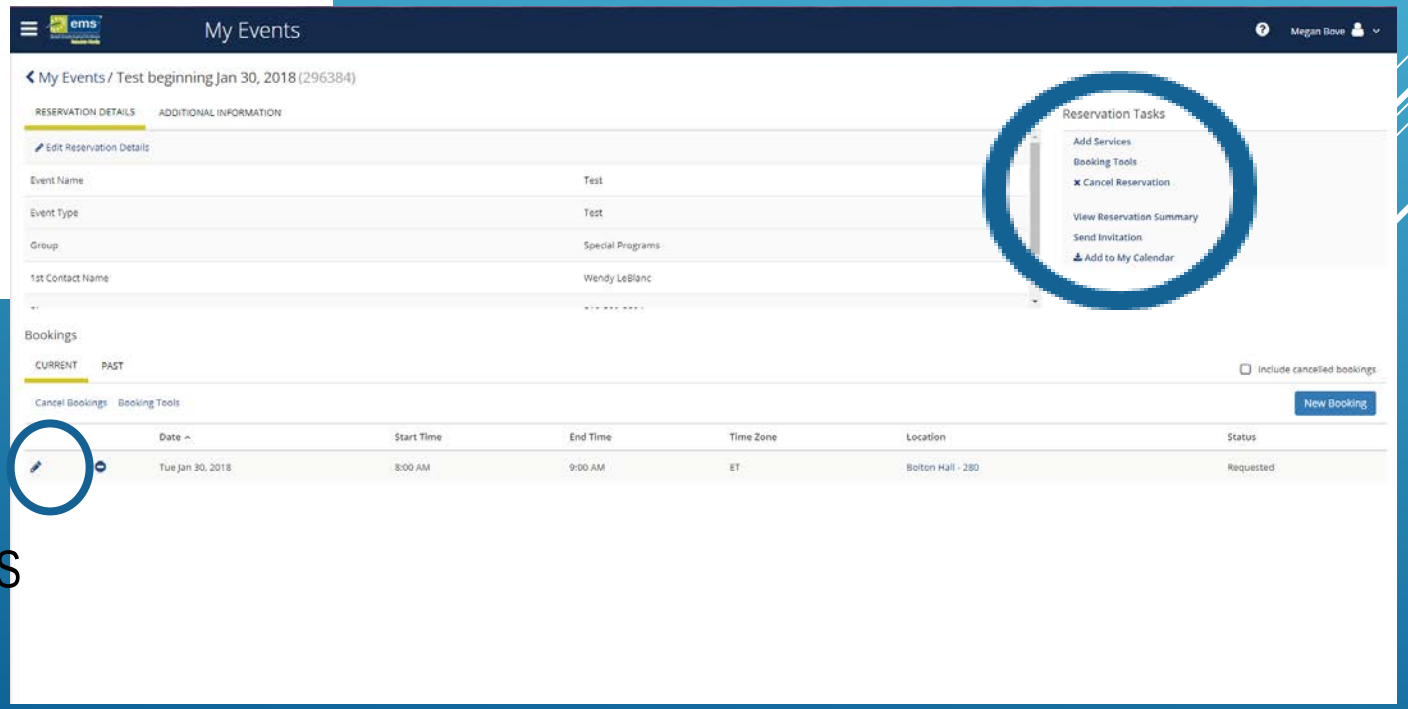
YOU WILL THEN RECEIVE A POP UP MESSAGE WHEN YOUR RESERVATION HAS BEEN SUCCESSFULLY SUBMITTED. A SPACE MANAGER WILL REVIEW YOUR REQUEST AND SEND YOU AN EMAIL CONFIRMING OR DECLINING YOUR SPACE REQUEST.



Edit an existing event

GO TO “MY EVENTS” AND CLICK ON YOUR EVENT NAME





YOU CAN THEN EDIT YOUR EVENT DETAILS BY CLICKING ON THE PENCIL OR BY CHOOSING FROM THE OPTIONS IN THE UPPER RIGHT CORNER

QUESTIONS?

PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU