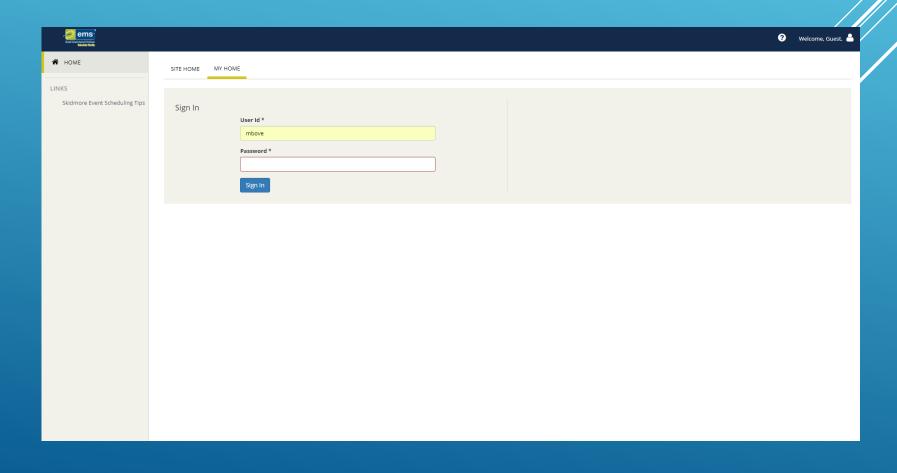# HOW TO REQUEST MEDIA SERVICES USING EMS

Skidmore's online Event Management System

https://calendar.skidmore.edu//EMSWebApp/
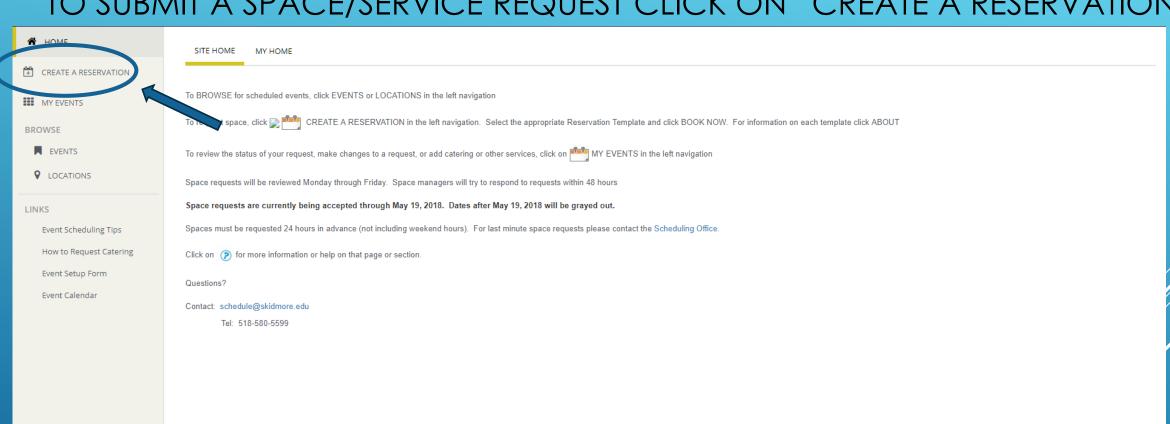
Log into EMS

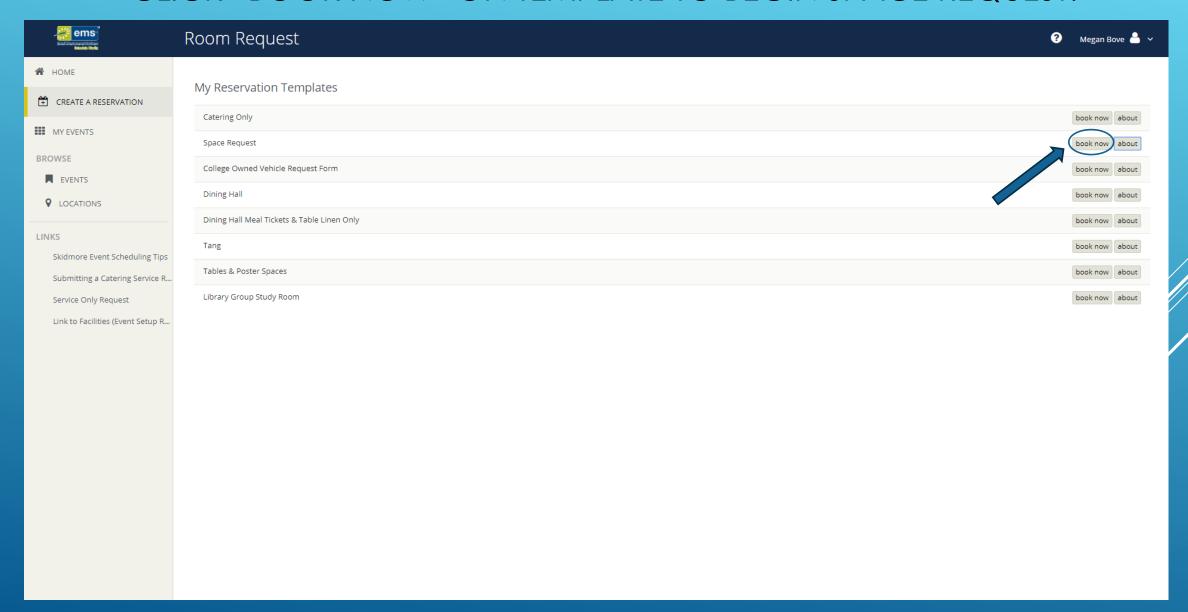Log in using your Skidmore user name and password
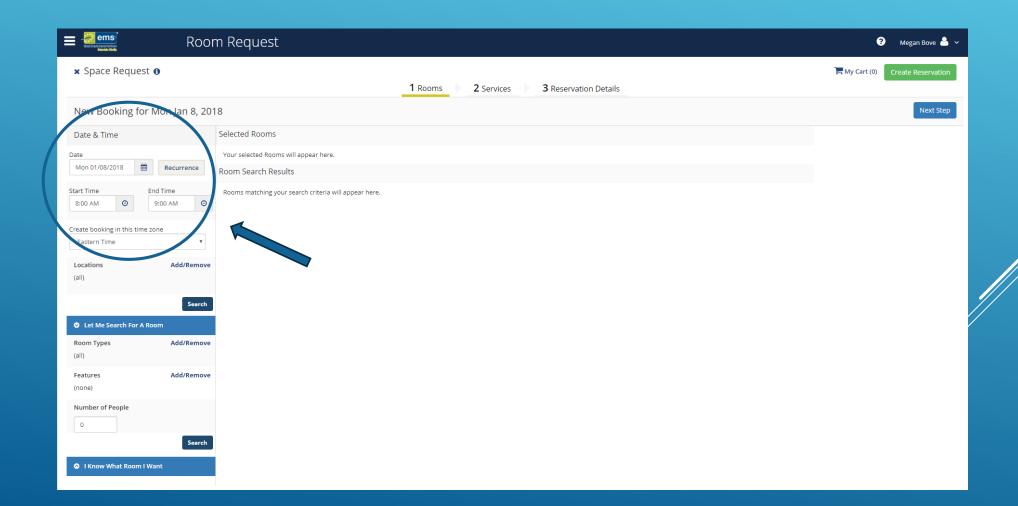
Create A Reservation

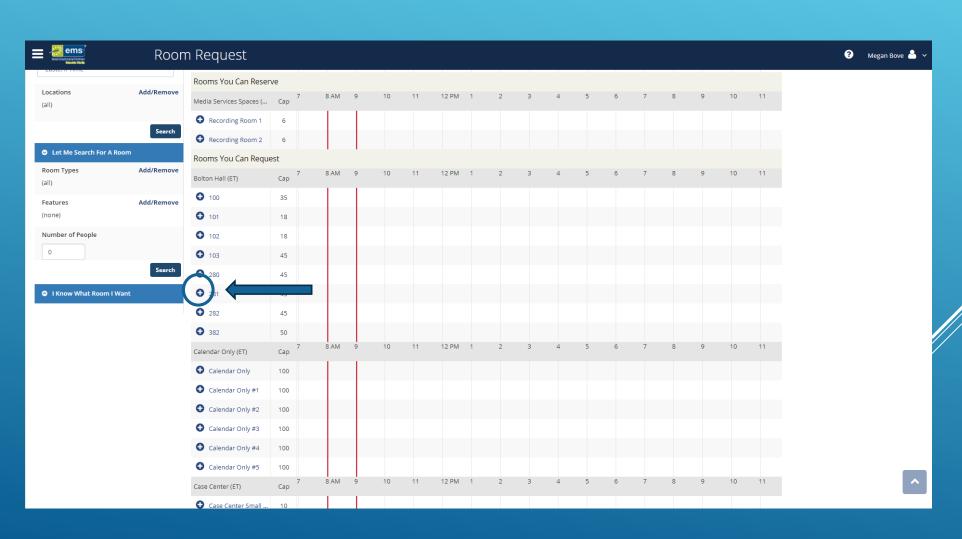## TO SUBMIT A SPACE/SERVICE REQUEST CLICK ON "CREATE A RESERVATION"

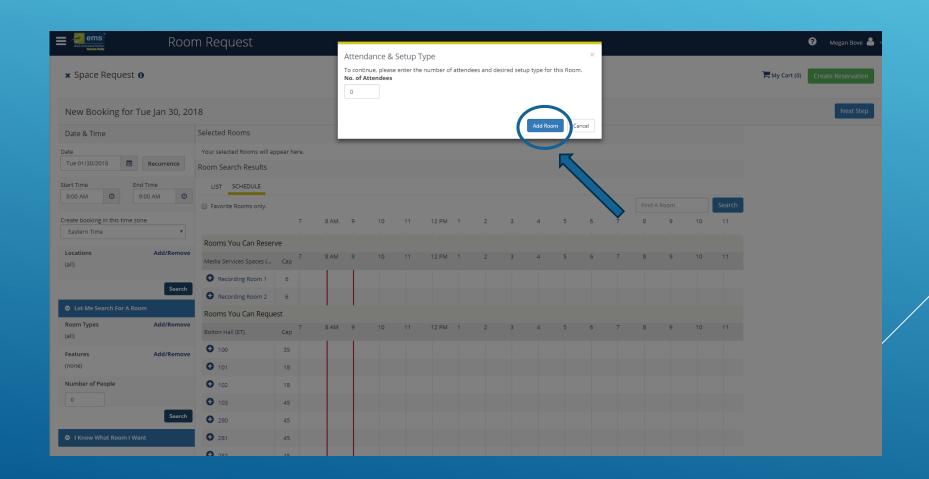# CLICK "BOOK NOW" ON TEMPLATE TO BEGIN SPACE REQUEST.

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

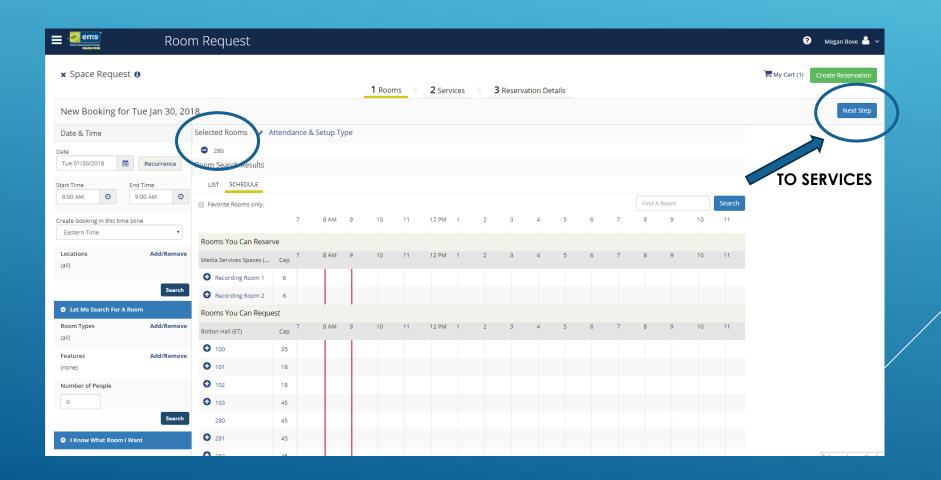# SELECT YOUR ROOM/SPACE BY CLICKING THE BLUE "+" SIGN

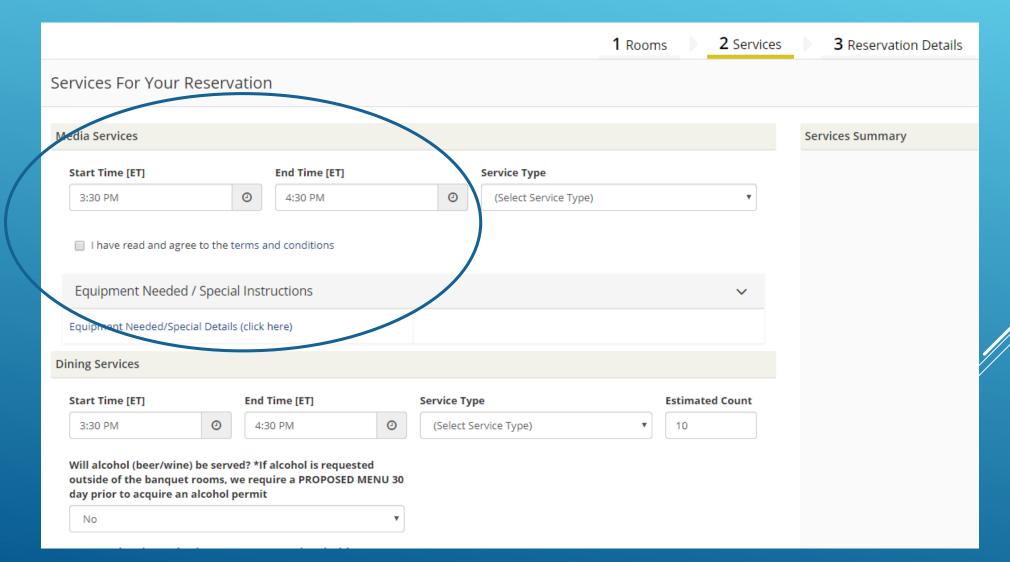# ENTER ATTENDANCE FOR YOUR EVENT AND CLICK "ADD ROOM"

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

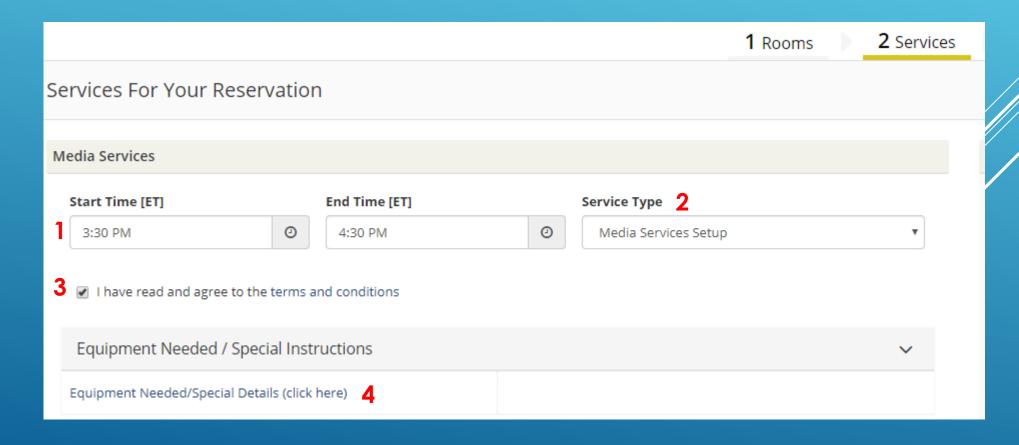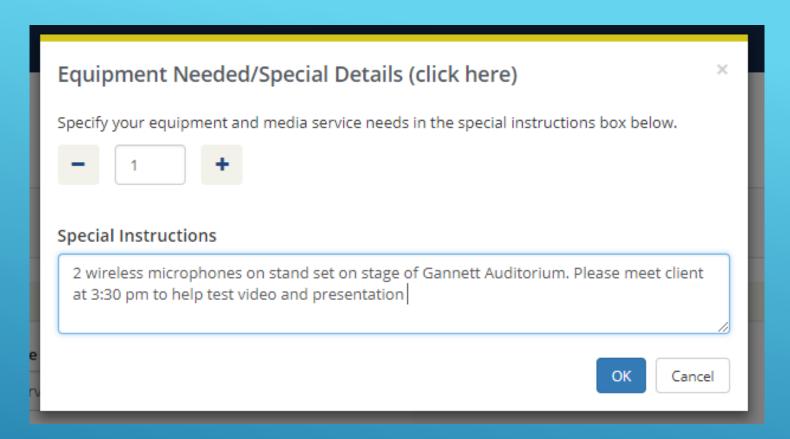# IF YOU NEED SERVICES (MEDIA OR CATERING) CLICK "NEXT STEP".

TO SERVICES

Services

HERE IS WHERE YOU CAN ADD YOUR MEDIA SERVICES REQUESTS

1. ENTER THE ARRIVAL TIME FOR MEDIA SERVICES
2. SELECT "MEDIA SERVICES SET UP" AS YOUR SERVICE TYPE
3. CHECK ☑ THAT YOU HAVE READ THE TERMS AND CONDITIONS
4. CLICK ON "EQUIPMENT NEEDED/SPECIAL DETAILS"

1 Rooms   **2** Services

Services For Your Reservation

Media Services

Start Time [ET]   **End Time [ET]**   **Service Type** 2

1 3:30 PM 🕐   4:30 PM 🕐   Media Services Setup ▼

3 ☑ I have read and agree to the terms and conditions

Equipment Needed / Special Instructions ⌄
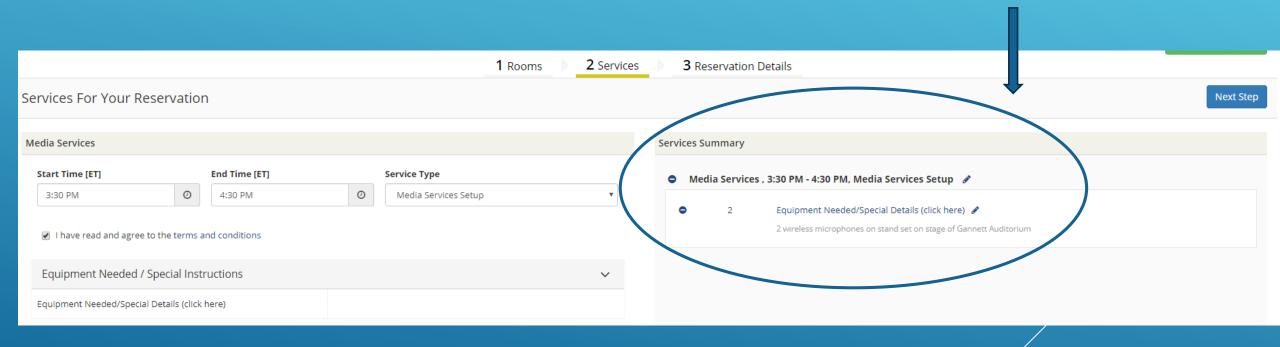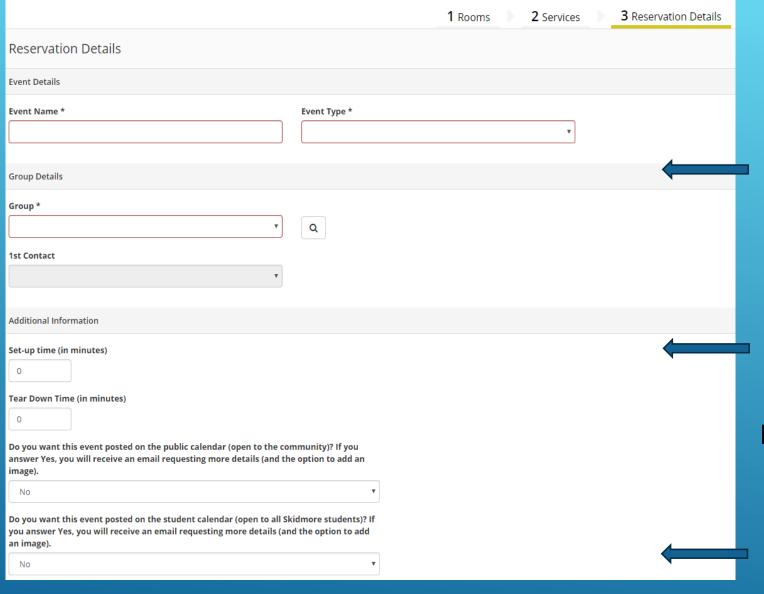
Equipment Needed/Special Details (click here) 4

TYPE IN THE TEXT BOX AS MUCH INFORMATION AS MEDIA SERVICES WILL NEED TO KNOW.

WHEN FINISHED CLICK "OK"

THE SERVICES YOU ARE REQUESTING WILL NOW SHOW HERE

WHEN FINISHED CLICK "NEXT STEP"

YOU WILL RECEIVE EMAILS FROM SEPARATE MANGERS CONFIRMING:

YOUR SPACE
YOUR SERVICES

QUESTIONS?

? ?

PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU