

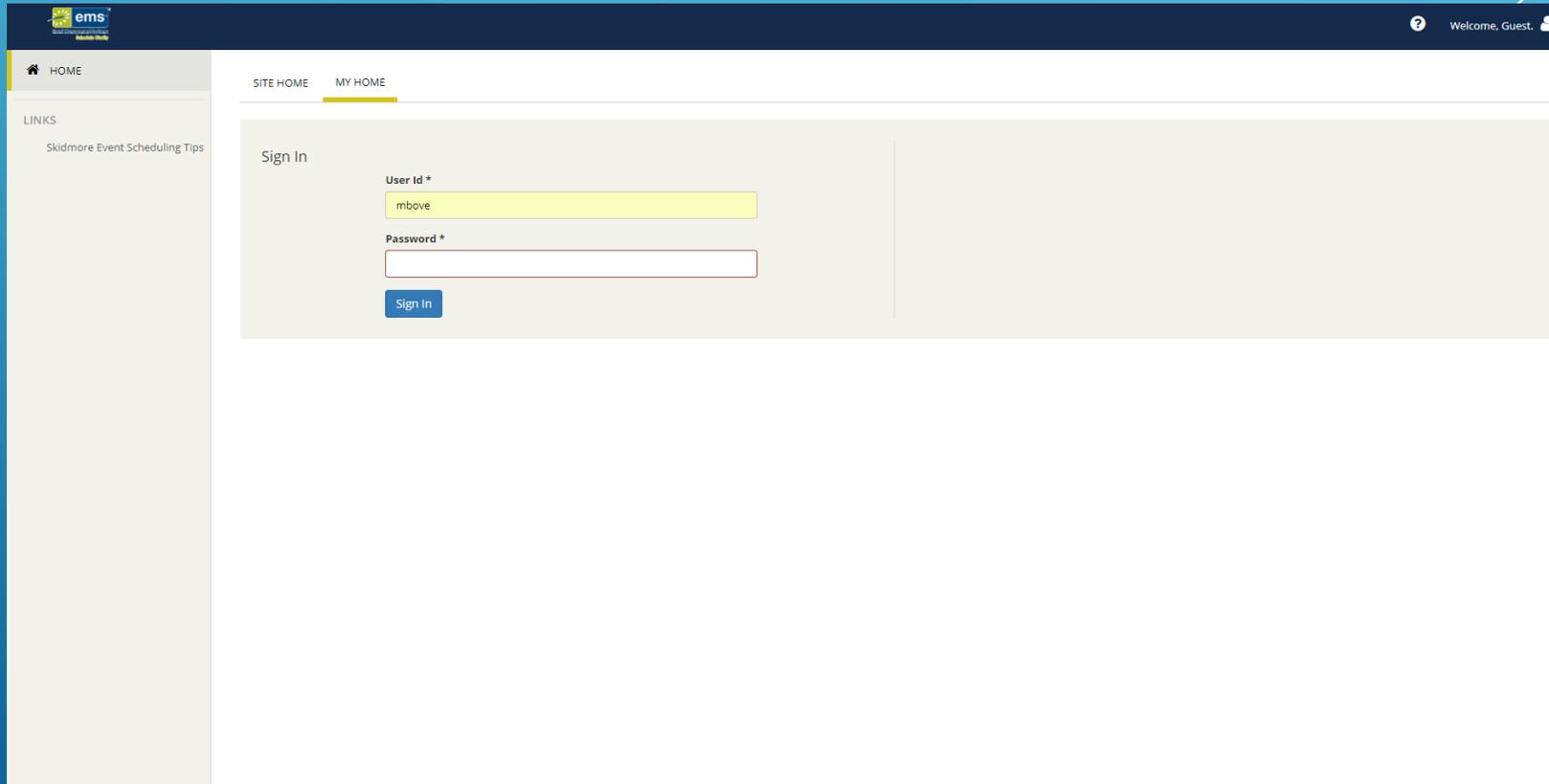
# HOW TO REQUEST MEDIA SERVICES USING EMS

Skidmore's online Event Management System

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

# Log into EMS

Log in using your Skidmore user name and password



The screenshot shows the EMS (Event Management System) login interface. At the top left is the EMS logo. The top right corner displays a user profile icon and the text "Welcome, Guest.". Below the logo is a navigation bar with "HOME" and "MY HOME" (which is highlighted). A sidebar on the left contains 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 \*" with the text "mbove" entered, and "Password \*". A blue "Sign In" button is positioned below the password field.

ems

HOME MY HOME

LINKS  
Skidmore Event Scheduling Tips

Sign In

User Id \*  
mbove

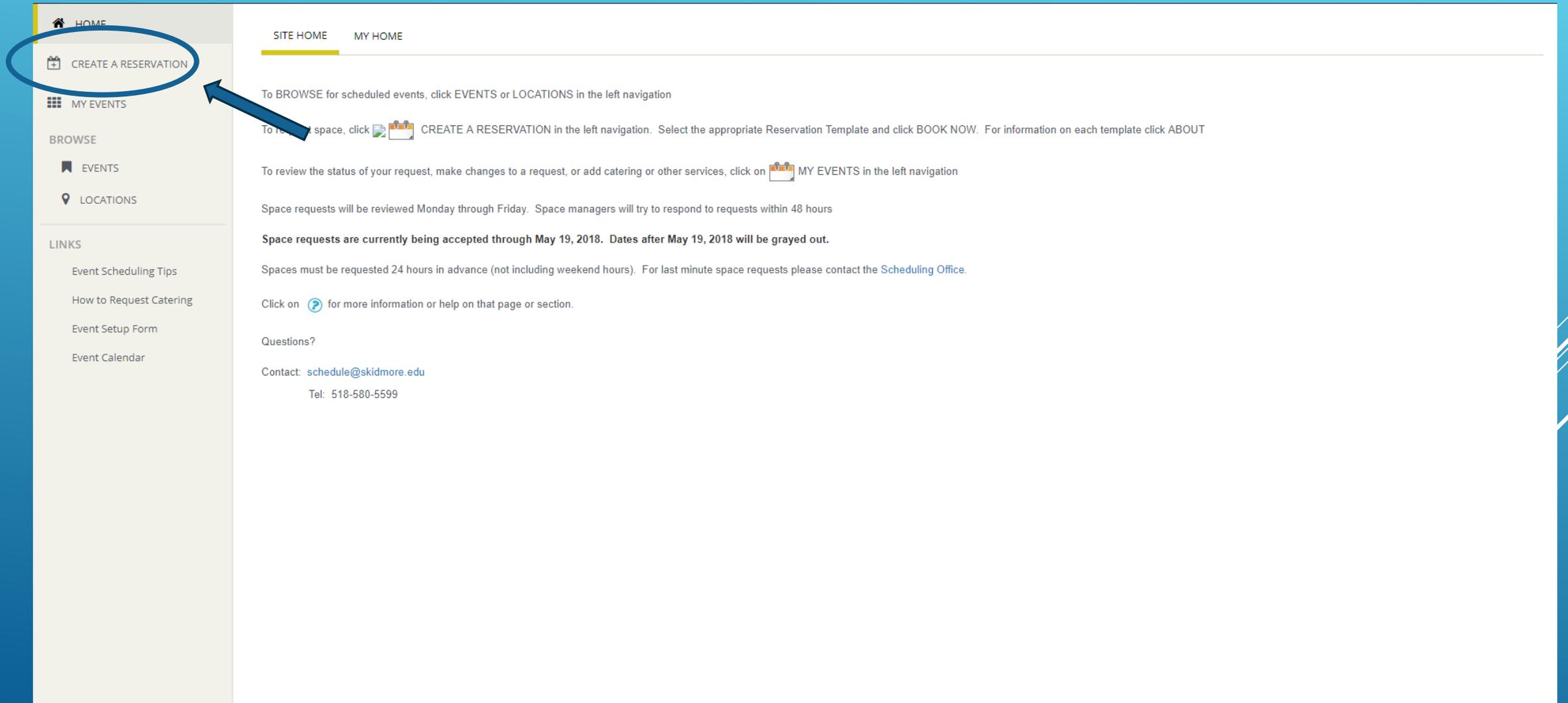
Password \*

Sign In

Welcome, Guest.

# Create A Reservation

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



The screenshot shows a website interface with a left-hand navigation menu and a main content area. The navigation menu includes the following items:

- HOME
- CREATE A RESERVATION** (highlighted with a blue circle and a blue arrow pointing to it)
- MY EVENTS
- BROWSE
  - EVENTS
  - LOCATIONS
- LINKS
  - Event Scheduling Tips
  - How to Request Catering
  - Event Setup Form
  - Event Calendar

The main content area has a header with "SITE HOME" and "MY HOME" tabs. Below the header, there are several paragraphs of text:

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 "BOOK NOW" ON TEMPLATE TO BEGIN SPACE REQUEST.

The screenshot shows the 'Room Request' interface. The top navigation bar includes the 'ems' logo, the page title 'Room Request', a help icon, and the user name 'Megan Bove'. The left sidebar contains navigation links: 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...)).

The main content area, titled 'My Reservation Templates', displays a list of reservation options with corresponding 'book now' and 'about' buttons:

Reservation Template	book now	about
Catering Only	book now	about
Space Request	book now	about
College Owned Vehicle Request Form	book now	about
Dining Hall	book now	about
Dining Hall Meal Tickets & Table Linen Only	book now	about
Tang	book now	about
Tables & Poster Spaces	book now	about
Library Group Study Room	book now	about

A blue arrow points to the 'book now' button for the 'Space Request' template.

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

The screenshot displays the 'Room Request' web application interface. At the top, the 'ems' logo is visible on the left, and the user's name 'Megan Bove' is on the right. The main heading is 'Room Request'. Below this, there are navigation tabs: 'Space Request', '1 Rooms', '2 Services', and '3 Reservation Details'. A 'My Cart (0)' icon and a 'Create Reservation' button are also present. The main content area is titled 'New Booking for Mon Jan 8, 2018' and includes a 'Next Step' button. The 'Date & Time' section is circled in blue and contains fields for 'Date' (Mon 01/08/2018), 'Recurrence', 'Start Time' (8:00 AM), and 'End Time' (9:00 AM). Below this is a 'Create booking in this time zone' dropdown menu set to 'Eastern Time'. The 'Locations' section is currently empty. The 'Room Search Results' section is also empty, with a message stating 'Rooms matching your search criteria will appear here.' A blue arrow points from the 'Room Search Results' area towards the 'Date & Time' section. At the bottom, there are two search options: 'Let Me Search For A Room' and 'I Know What Room I Want'.







# Services

HERE IS WHERE YOU CAN ADD YOUR MEDIA SERVICES REQUESTS

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

### Services For Your Reservation

#### Media Services

**Start Time [ET]** 3:30 PM   **End Time [ET]** 4:30 PM   **Service Type** (Select Service Type) ▼

I have read and agree to the terms and conditions

**Equipment Needed / Special Instructions** ▼

Equipment Needed/Special Details (click here)

#### Dining Services

**Start Time [ET]** 3:30 PM   **End Time [ET]** 4:30 PM   **Service Type** (Select Service Type) ▼ **Estimated Count** 10

**Will alcohol (beer/wine) be served? \*If alcohol is requested outside of the banquet rooms, we require a PROPOSED MENU 30 day prior to acquire an alcohol permit**

No ▼

#### Services Summary

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

**1** Start Time [ET] 3:30 PM   End Time [ET] 4:30 PM   Service Type **2** 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**

Equipment Needed/Special Details (click here) ×

Specify your equipment and media service needs in the special instructions box below.

-  +

**Special Instructions**

2 wireless microphones on stand set on stage of Gannett Auditorium. Please meet client at 3:30 pm to help test video and presentation|

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

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

Services For Your Reservation Next Step

**Media Services**

Start Time [ET] 3:30 PM End Time [ET] 4:30 PM Service Type Media Services Setup

I have read and agree to the terms and conditions

Equipment Needed / Special Instructions

Equipment Needed/Special Details (click here)

**Services Summary**

- Media Services , 3:30 PM - 4:30 PM, Media Services Setup
  - 2 Equipment Needed/Special Details (click here)  
2 wireless microphones on stand set on stage of Gannett Auditorium

WHEN FINISHED CLICK "NEXT STEP"

## Reservation Details

### Event Details

Event Name \*

Event Type \*

### Group Details

Group \*



1st Contact

### Additional Information

Set-up time (in minutes)

Tear Down Time (in minutes)

Do you want this event posted on the public calendar (open to the community)? If you answer Yes, you will receive an email requesting more details (and the option to add an image).

Do you want this event posted on the student calendar (open to all Skidmore students)? If you answer Yes, you will receive an email requesting more details (and the option to add an image).

FINISH FILLING OUT YOUR EVENT RESERVATION DETAILS.

ENTER YOUR EVENT NAME, EVENT TYPE, AND GROUP.

SET UP AND TEAR DOWN IS FOR **SPACE** ONLY (NOT MEDIA SERVICES).

IF YOU WOULD LIKE YOUR EVENT POSTED TO THE SKIDMORE PUBLIC, STUDENT OR DEPARTMENT CALENDAR, ANSWER "YES" TO THESE QUESTIONS.

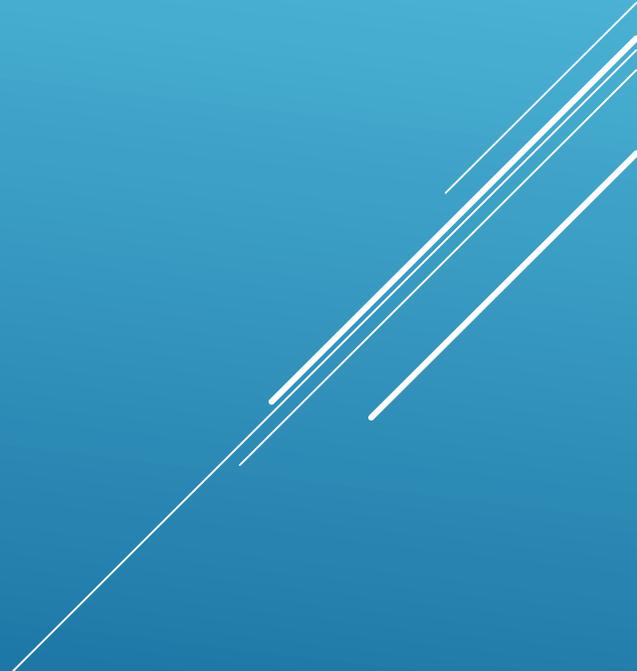
WHEN FINISHED CLICK

Create Reservation

IN UPPER OR LOWER RIGHT CORNER

YOU WILL RECEIVE EMAILS FROM SEPARATE MANAGERS CONFIRMING:

YOUR SPACE  
YOUR SERVICES

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.



QUESTIONS?



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

