

HOW TO REQUEST MEDIA SERVICES USING EMS

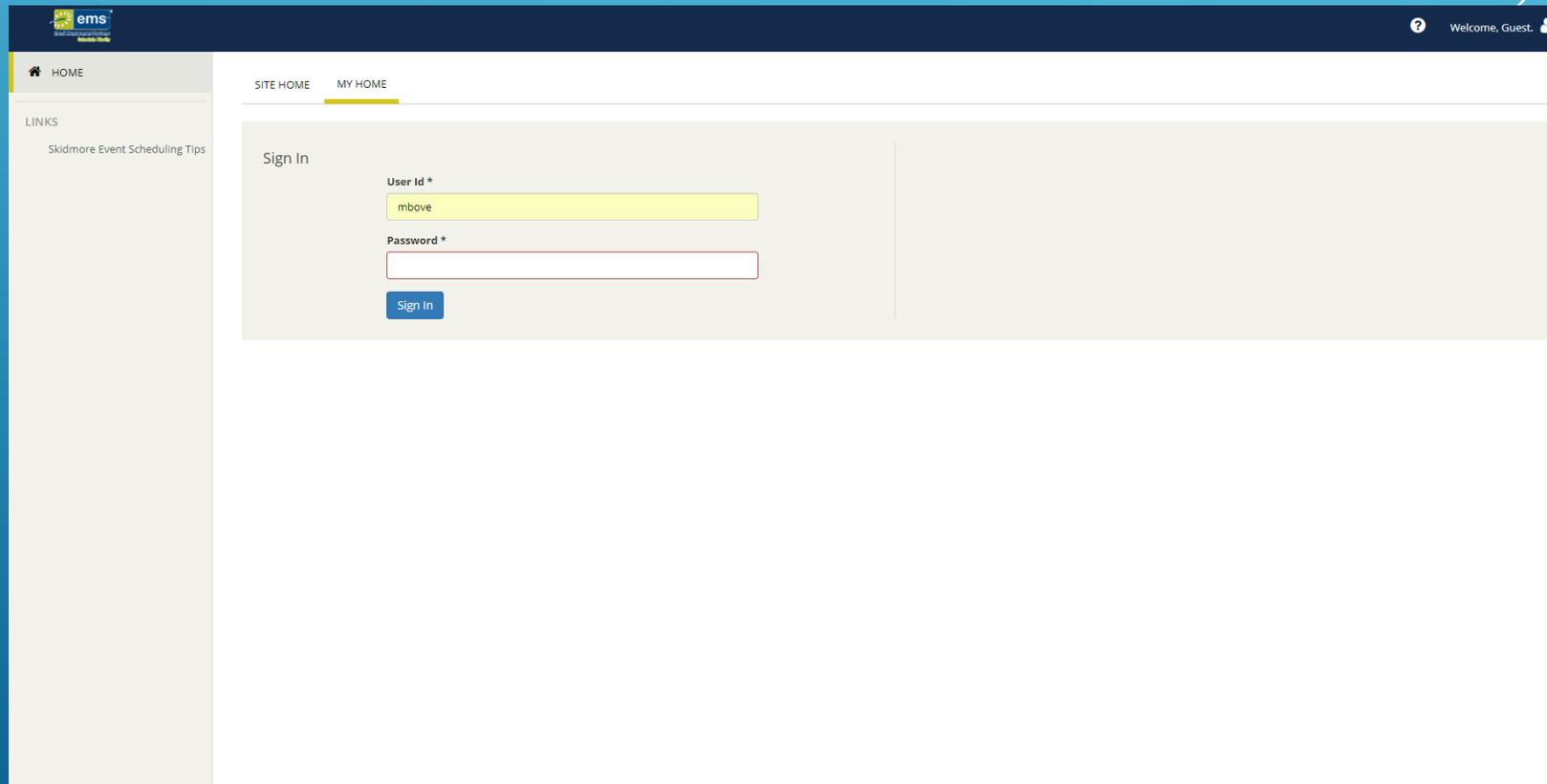
Skidmore's online Event Management System

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

This template is used for **picking up** equipment at Media Services *OR* for equipment that is needed at a location that is not available to schedule in EMS. (private office etc.)

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 value "mbove" and "Password *". A "Sign In" button is located below the password field.

ems

HOME MY HOME

LINKS
Skidmore Event Scheduling Tips

Sign In

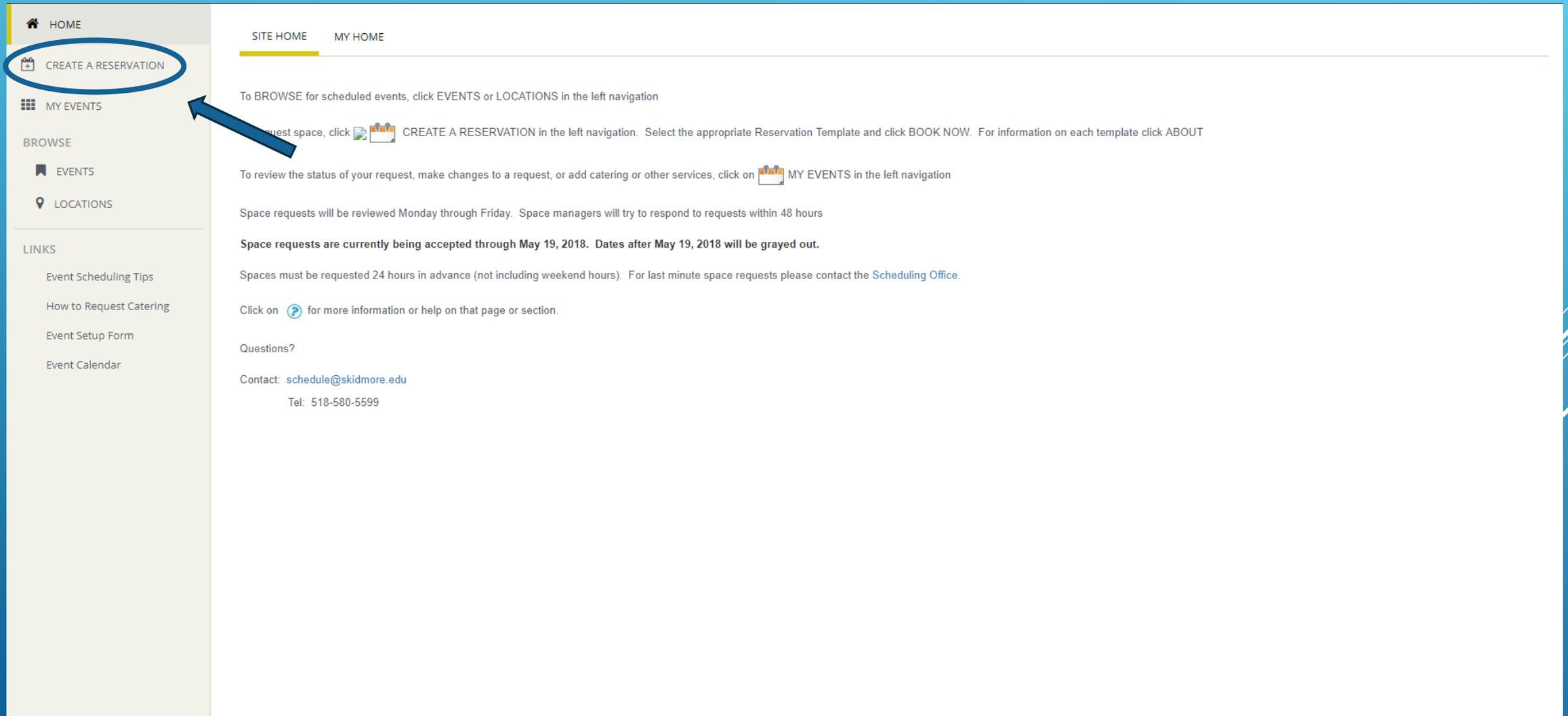
User Id *
mbove

Password *

Sign In

Welcome, Guest.

Click on “Create A Reservation” at your home screen



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
Tel: 518-580-5599

Click “Book Now” for the Media Services Only template

The screenshot displays a web interface for managing reservation templates. On the left is a navigation sidebar with the following sections:

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

The main content area is titled "My Reservation Templates" and contains a list of templates. Each template row includes a name and two buttons: "book now" and "about".

Template Name	book now	about
Space Request	book now	about
Murray-Aikins Dining Hall	book now	about
Catering Only	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
Vehicle Request Form	book now	about
Media Services Only	book now	about
Dance Center	book now	about
Test	book now	about

In the "Media Services Only" row, the "book now" button is circled in blue, and a blue arrow points from the right side of the row towards this button.

Click on “About” to get additional information about Media Services office hours, terms and conditions and contact information.

About The "Media Services Only" Template ✕

INFORMATION

BOOKING RULES

Office Hours:

Open Monday through Friday from 8:00 AM to 10:30 PM (Closed 12-1pm) and Sunday 12:00 PM to 10:30 PM

Note: There is a 48 hour minimum notice for Equipment or assistance requests. No guarantees can be made for same day requests. Please note that for setups " Start/End" time is when media services will arrive to set up and return to strike equipment if needed, or the time in which you intend to pickup your equipment. Please include as much information as possible about the equipment or AV needs for your event or reservation. Media services does NOT supply adapters ("dongles") or presentation remotes for events. We are happy to assist guests with connecting their media or dongles to our AV equipment. If you have any questions or concerns you can reach our staff anytime at Mediaservices@skidmore.edu or x5940.

Book Now With This Template

Close

New Booking for Tue Jun 26, 2018

Date & Time

Date

Tue 06/26/2018



Recurrence

Start Time

12:00 PM



End Time

1:00 PM



Create booking in this time zone

Eastern Time



Location Details

Buildings

Media Service Request



Location *

Pick up

Media Services

Must be submitted at least 48 hour(s) prior to the start of the booking

Available to the following Building

-Enter the date and time of you will be picking up or using equipment

*Media Services requests must be 48 hours in advanced

Location Details

-"Buildings" will default to "Media Service Request"

- In the "Location" text box, enter "Pick Up"

Then Click

Next Step

1. Enter you will need equipment
2. Select Service Type (Media Services Setup)
3. Accept the terms and conditions
4. Click on the appropriate services you will need (equipment location or equipment needed in space not in EMS)

x Media Services Only ⓘ

1 Service Availability ▶ 2 Services

Services For Your Reservation

Media Services

Start Time [ET] 12:00 PM ⓘ **End Time [ET]** 1:00 PM ⓘ **Service Type** Media Services Setup ▼

I have read and agree to the terms and conditions

Reserve Equipment for Pickup ▼	
Reserve Equipment for Pickup (click here)	
Equipment Needed for Location not found in EMS ▼	
Equipment Needed - Special Details (click here)	

Equipment Pick Up

Reserve Equipment for Pickup (click here) ×

List the equipment you would like to reserve in the Special Instructions box.

− 1 +

Special Instructions

Will pick up PC laptop to take on conference for 3 days

OK Cancel

Space not listed in EMS

Equipment Needed - Special Details (click here) ×

− 1 +

Special Instructions

Need Mac laptop brought to Special Programs conference Room for meeting

OK Cancel

Services For Your Reservation

Next Step

Media Services

Start Time [ET] 12:00 PM End Time [ET] 1:00 PM Service Type Media Services Setup

I have read and agree to the terms and conditions

Reserve Equipment for Pickup	▼
Reserve Equipment for Pickup (click here)	
Equipment Needed for Location not found in EMS	▼
Equipment Needed - Special Details (click here)	

Services Summary

Media Services , 12:00 PM - 1:00 PM, Media Services Setup	
1	Reserve Equipment for Pickup (click here) Will pick u PC laptop to take on conference for 3 days



Your services will now show here.
When finished click next step

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *



1st Contact

I have read and agree to the terms and conditions

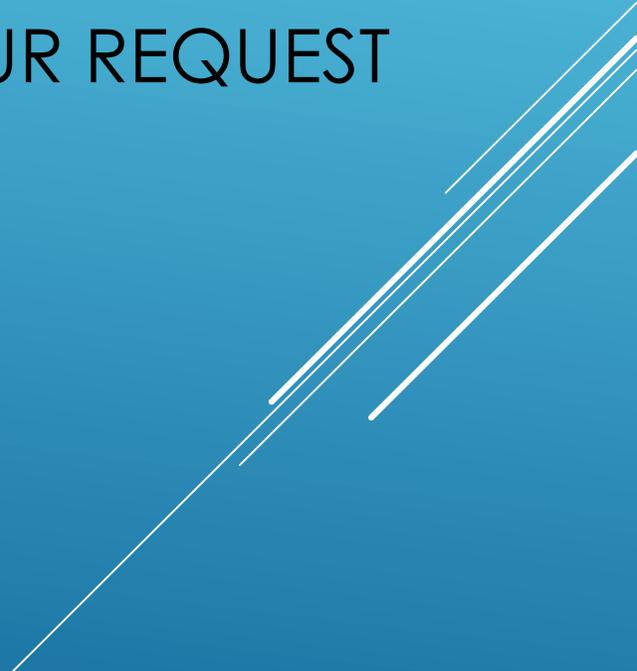
FINISH FILLING OUT YOUR EVENT RESERVATION DETAILS. (Event name, event type, and group.)

Accept the terms and conditions

Now

Create Reservation

YOU WILL RECEIVE AN EMAIL CONFIRMING YOUR REQUEST

The image features a solid blue background with a gradient from light blue at the top to a darker blue at the bottom. In the center, the text "YOU WILL RECEIVE AN EMAIL CONFIRMING YOUR REQUEST" is displayed in a black, sans-serif font. In the bottom right corner, there are several white, parallel diagonal lines of varying lengths, creating a sense of motion or a modern design element.



QUESTIONS?



PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU

