

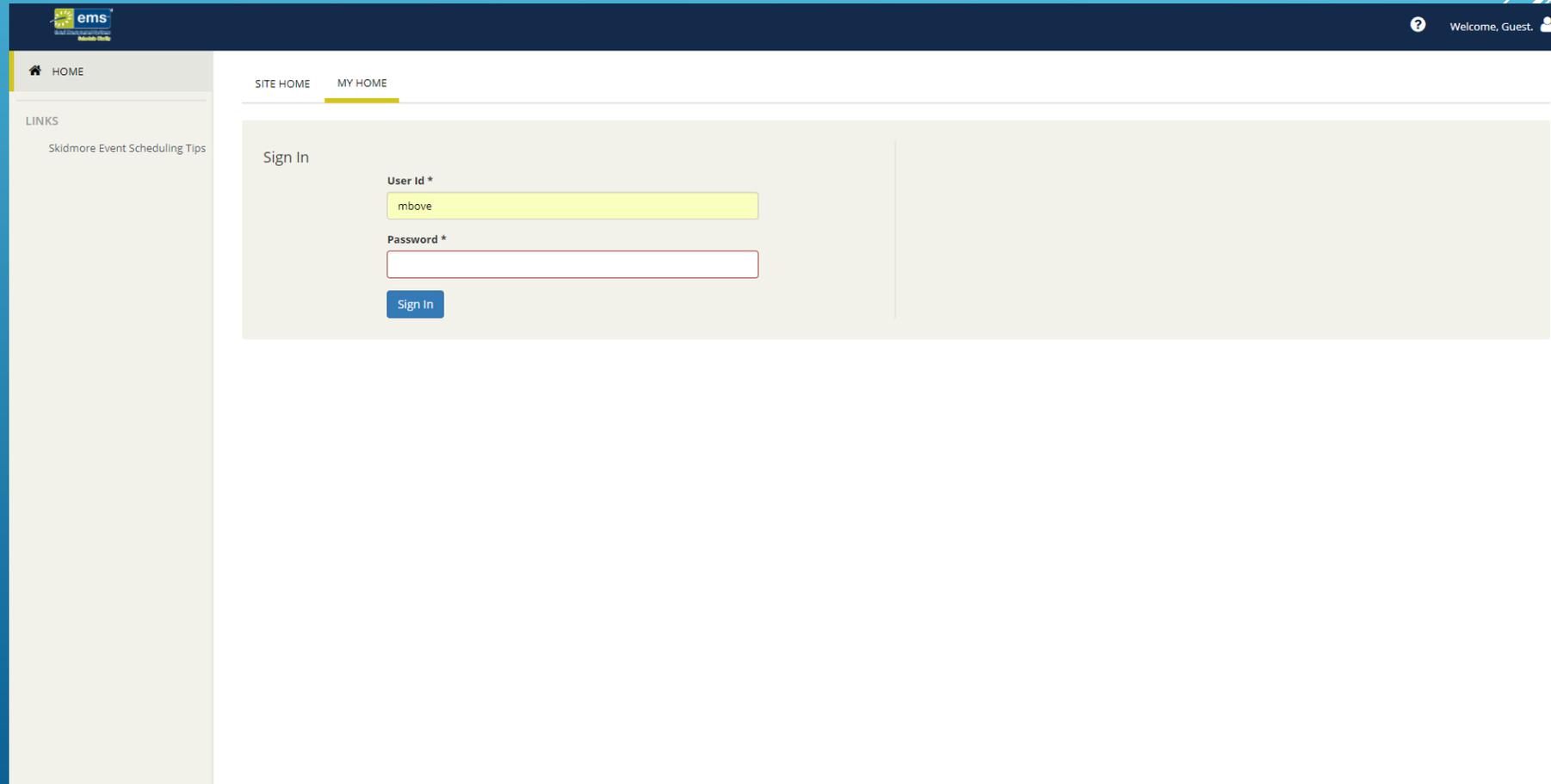
# HOW TO REQUEST SPACE USING EMS

Using Skidmore's online event system

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

# Logging into EMS

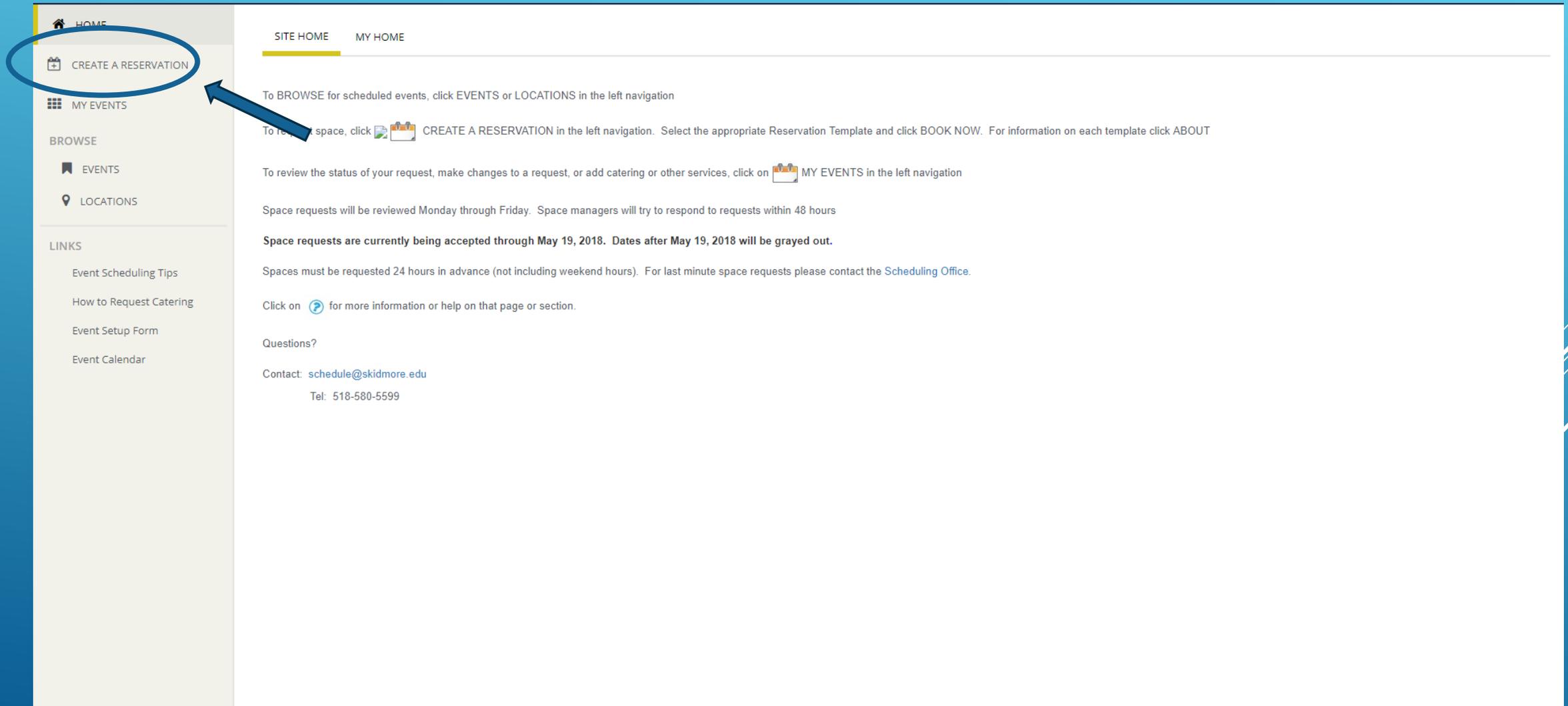
LOG INTO EMS USING YOUR SKIDMORE USERNAME AND PASSWORD



The screenshot displays the EMS (Event Management System) login interface. At the top left, the EMS logo is visible. The top right corner shows a user greeting: "Welcome, Guest." with a user icon. Below the header, there are navigation tabs for "SITE HOME" and "MY HOME". 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 positioned below the password field. On the left side, there is a sidebar with a "LINKS" section containing a link for "Skidmore Event Scheduling Tips".

# Create A Reservation

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



The image shows a screenshot of a website's navigation menu. The menu is located on the left side of the page and includes the following items:

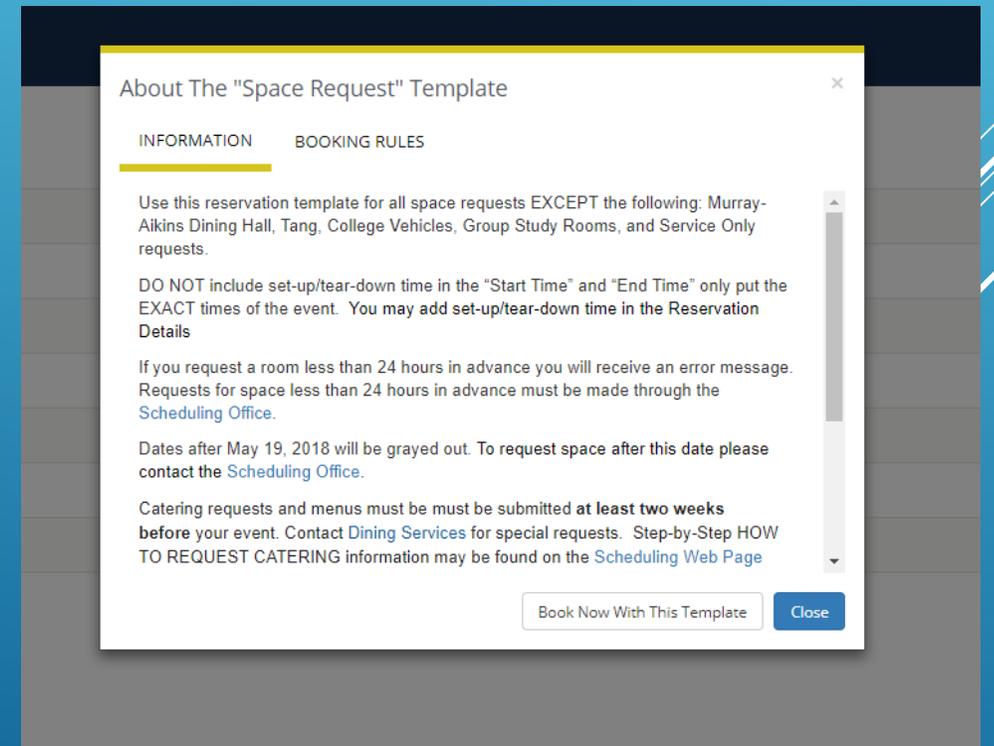
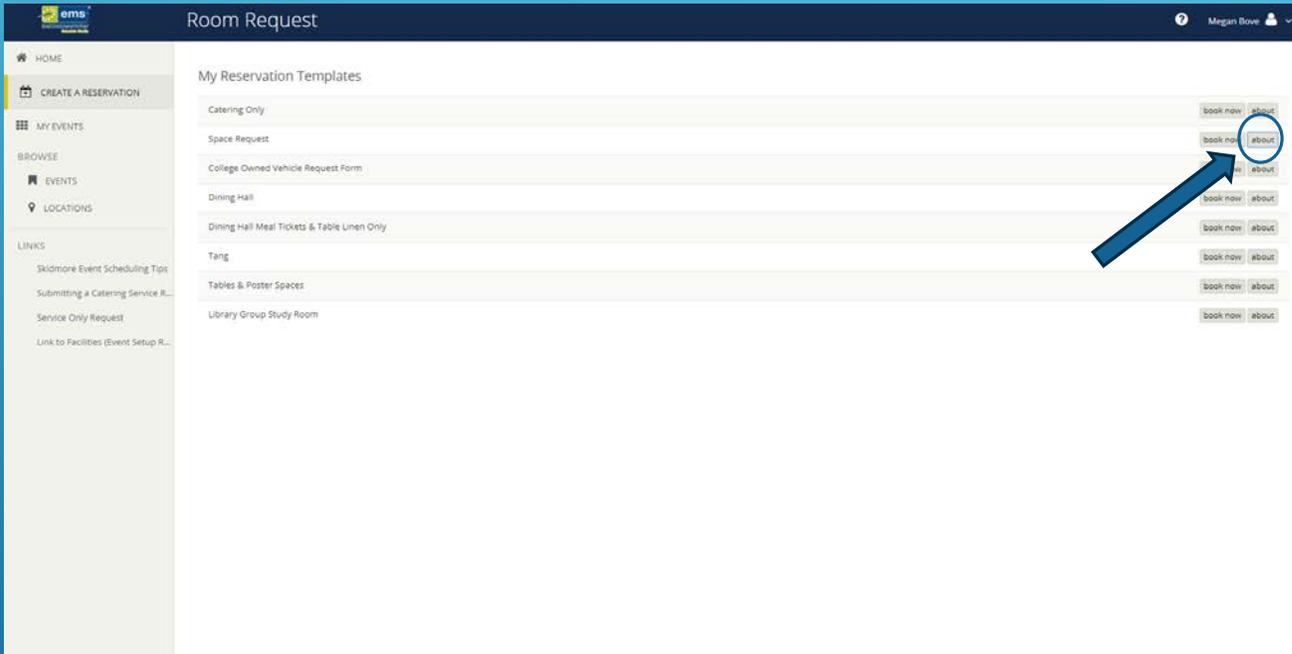
- HOME
- CREATE A RESERVATION** (highlighted with a blue circle and an arrow pointing to it)
- MY EVENTS
- BROWSE
  - EVENTS
  - LOCATIONS
- LINKS
  - Event Scheduling Tips
  - How to Request Catering
  - Event Setup Form
  - Event Calendar

The main content area of the page is visible on the right, featuring a header with "SITE HOME" and "MY HOME" tabs. Below the header, there are several paragraphs of text providing instructions and information:

- 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

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

The screenshot shows the 'Room Request' interface with the following elements:

- Header:** 'ems' logo, 'Room Request' title, and user profile 'Megan Bove'.
- Left Sidebar:**
  - HOME
  - CREATE A RESERVATION
  - MY EVENTS
  - BROWSE
    - EVENTS
    - LOCATIONS
  - LINKS
    - Skidmore Event Scheduling Tips
    - Submitting a Catering Service R...
    - Service Only Request
    - Link to Facilities (Event Setup R...
- Main Content Area:** 'My Reservation Templates' table with the following rows:

Template Name	Book Now Button	About Button
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

# 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

The screenshot displays the 'Room Request' web application interface. The header includes the 'ems' logo, the title 'Room Request', and the user name 'Megan Bove'. A progress bar indicates the current step is '1 Rooms', with '2 Services' and '3 Reservation Details' following. The main content area is titled 'New Booking for Mon Jan 8, 2018' and features a 'Date & Time' section. This section is circled in blue, and a blue arrow points to it from the right. The 'Date & Time' section includes a 'Date' field set to 'Mon 01/08/2018', a 'Recurrence' button, and 'Start Time' and 'End Time' fields set to '8:00 AM' and '9:00 AM' respectively. Below this, there are sections for 'Locations', 'Room Types', 'Features', and 'Number of People', each with an 'Add/Remove' button and a 'Search' button. The 'Number of People' field is currently set to '0'.

# Reoccurring Event Date & Time

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

The screenshot shows the 'Room Request' interface. The 'Date & Time' section is active, displaying the date 'Mon 01/08/2018' and a 'Recurrence' button. A blue circle highlights the 'Recurrence' button, and a blue arrow points to it from the right. The interface includes a 'Space Request' header, a progress bar with '1 Rooms', '2 Services', and '3 Reservation Details', and a 'Next Step' button. The main content area is titled 'New Booking for Mon Jan 8, 2018' and contains fields for 'Date', 'Start Time', and 'End Time'. The 'Date' field is set to 'Mon 01/08/2018'. The 'Start Time' is '8:00 AM' and the 'End Time' is '9:00 AM'. The 'Create booking in this time zone' dropdown is set to 'Eastern Time'. There are also sections for 'Locations', 'Room Types', 'Features', and 'Number of People'.

The screenshot shows the 'Recurrence' modal window. The 'Repeats' dropdown is set to 'Daily'. The 'Every' field is set to '1' and the unit is 'day(s)'. The 'Start Date' is 'Mon 01/08/2018' and the 'End Date' is 'Tue 01/09/2018' (2 occurrences). The 'End after' field is set to '1' and the unit is 'occurrence(s)'. The 'Start Time' is '8:00 AM' and the 'End Time' is '9:00 AM'. The 'Create booking in this time zone' dropdown is set to 'Eastern Time'. The 'Apply Recurrence' button is highlighted by a blue circle. The modal also includes a 'Remove Recurrence' button and a 'Close' button. The background shows the same 'Room Request' interface as the first screenshot, but it is dimmed.

# Finding a Room

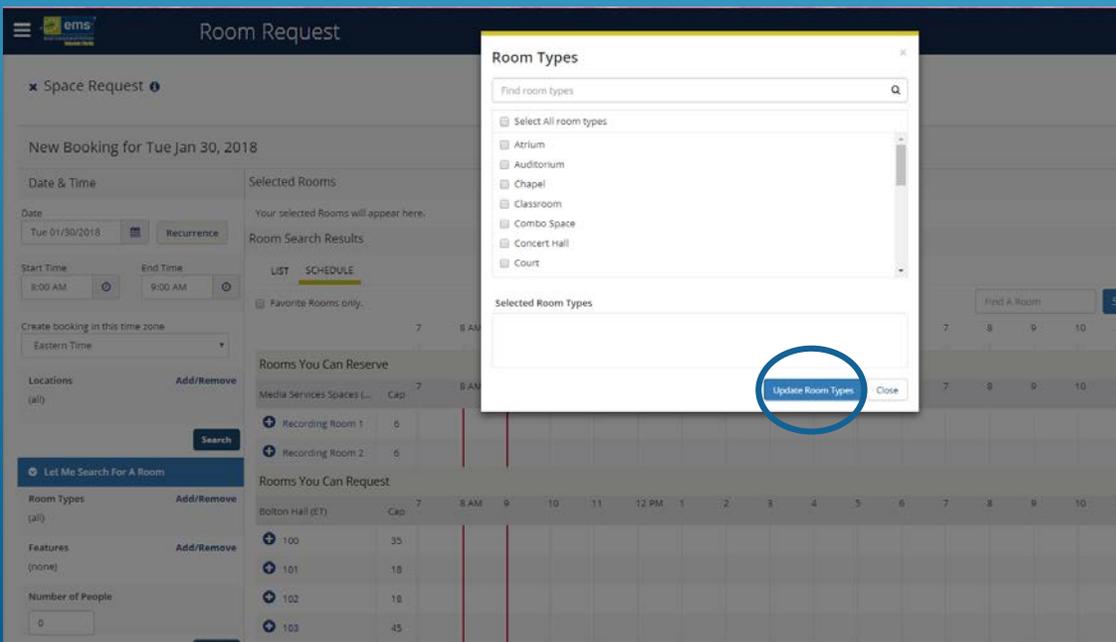
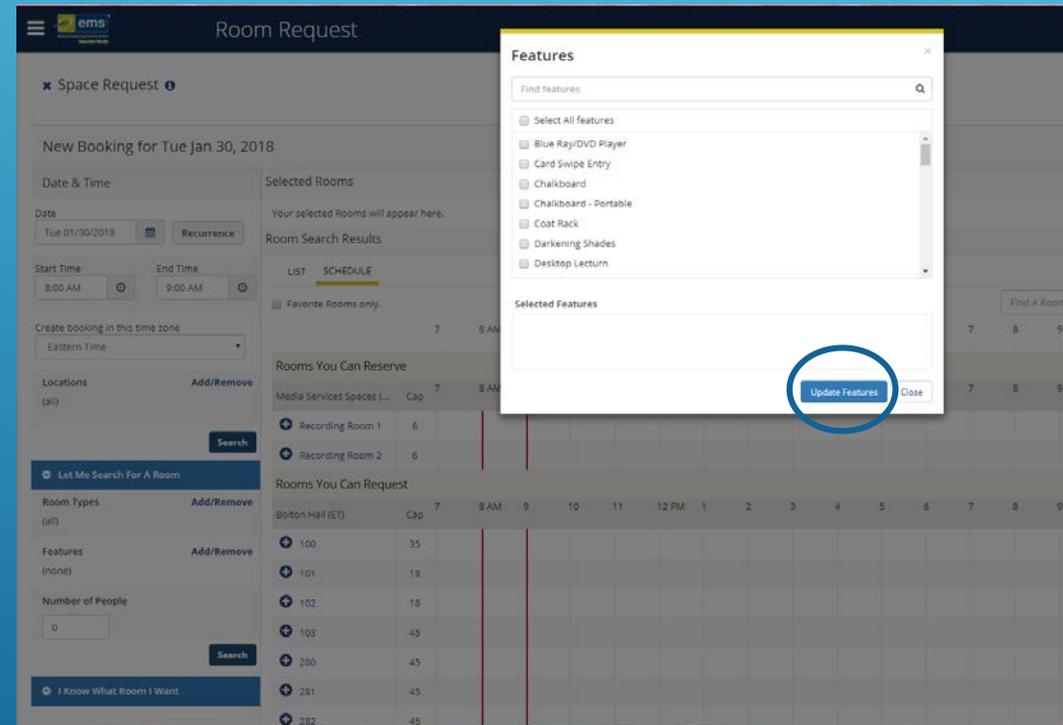
IF YOU WANT TO VIEW ALL AVAILABLE ROOMS FOR THE DATE AND TIME REQUESTED CLICK "SEARCH" OR FILTER BY ROOM TYPE, FEATURE, CAPACITY OR SPECIFIC ROOM

The screenshot displays the 'Room Request' interface. At the top, there's a navigation bar with the 'ems' logo and the title 'Room Request'. Below this, a progress indicator shows '1 Rooms', '2 Services', and '3 Reservation Details'. The main content area is titled 'New Booking for Mon Jan 8, 2018'. On the left, there's a form with sections for 'Date & Time', 'Locations', 'Room Types', 'Features', and 'Number of People'. The 'Date & Time' section includes a date picker set to 'Mon 01/08/2018', a 'Recurrence' button, and time pickers for 'Start Time' (8:00 AM) and 'End Time' (9:00 AM). The 'Locations' section has a dropdown menu set to 'Eastern Time'. The 'Room Types' section has a dropdown menu set to '(all)'. The 'Features' section has a dropdown menu set to '(none)'. The 'Number of People' section has a text input field set to '0'. On the right side of the form, there are sections for 'Selected Rooms' and 'Room Search Results'. The 'Room Search Results' section contains the text 'Rooms matching your search criteria will appear here.' Below the form, there are three search options: 'Let Me Search For A Room', 'I Know What Room I Want', and a 'Search' button. Two blue arrows point to the 'Search' buttons. The first arrow points to the 'Search' button under 'Let Me Search For A Room' and is labeled 'View all available rooms'. The second arrow points to the 'Search' button under 'I Know What Room I Want' and is labeled 'Modify your search by certain criteria's (classroom, white board, capacity, etc.)'.



# 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"









# Services

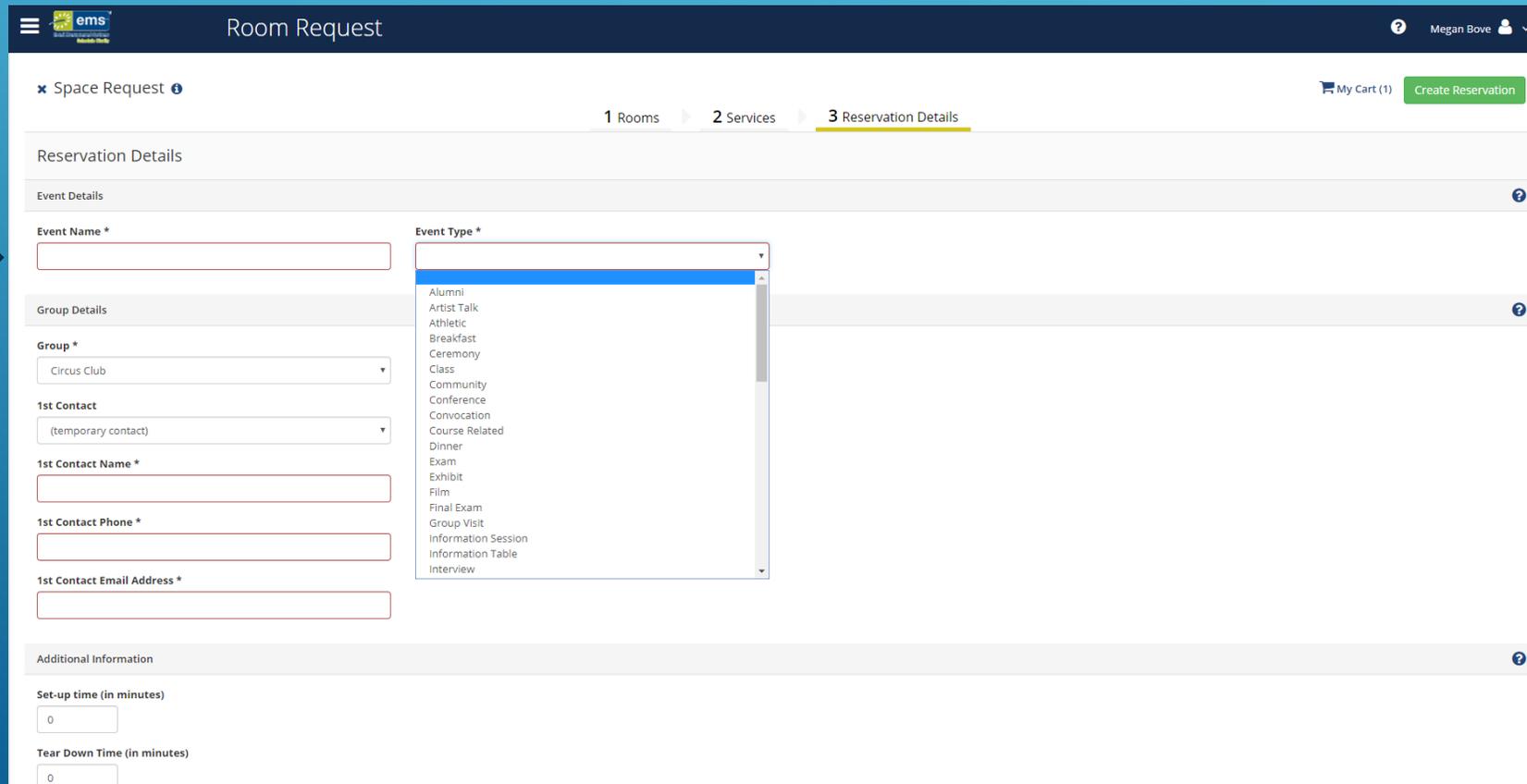
IF YOU WILL BE REQUIRING SERVICES ENTER DETAILS ON SERVICES PAGE. SEE INSTRUCTIONS ON SUBMITTING A CATERING ORDER (HYPERLINK TO WEBSITE)

IF NO SERVICES ARE NEEDED CONTINUE WITH "NEXT STEP"

The screenshot displays the 'Room Request' interface. At the top, the 'ems' logo is on the left, and the user's name 'Megan Bove' is on the right. The main header shows 'Room Request' and a progress indicator with three steps: '1 Rooms', '2 Services' (highlighted with a blue circle), and '3 Reservation Details'. A 'Create Reservation' button is visible in the top right corner. Below the progress indicator, the 'Services For Your Reservation' section is active. It includes a 'Dining Services' form with fields for 'Start Time [ET]' (8:00 AM), 'End Time [ET]' (9:00 AM), 'Service Type' (a dropdown menu), and 'Estimated Count' (30). There are also three dropdown menus for 'Will alcohol (beer/wine) be served?', 'Are you planning on having a program associated with your event?', and 'Do any guests have dietary restrictions that require special preparation?'. A 'Next Step' button is circled in blue with a blue arrow pointing to it. At the bottom, there is a checkbox for 'I have read and agree to the terms and conditions' and a list of menu options: 'Menu To Follow', 'Continental Breakfast', 'Hot Breakfast', and 'Breakfast Staples (A La Carte)'.

# Reservation Details

ENTER EVENT NAME AND TYPE



The screenshot shows the 'Room Request' interface with the 'Reservation Details' section active. The breadcrumb trail indicates the current step is '3 Reservation Details'. The form includes the following fields:

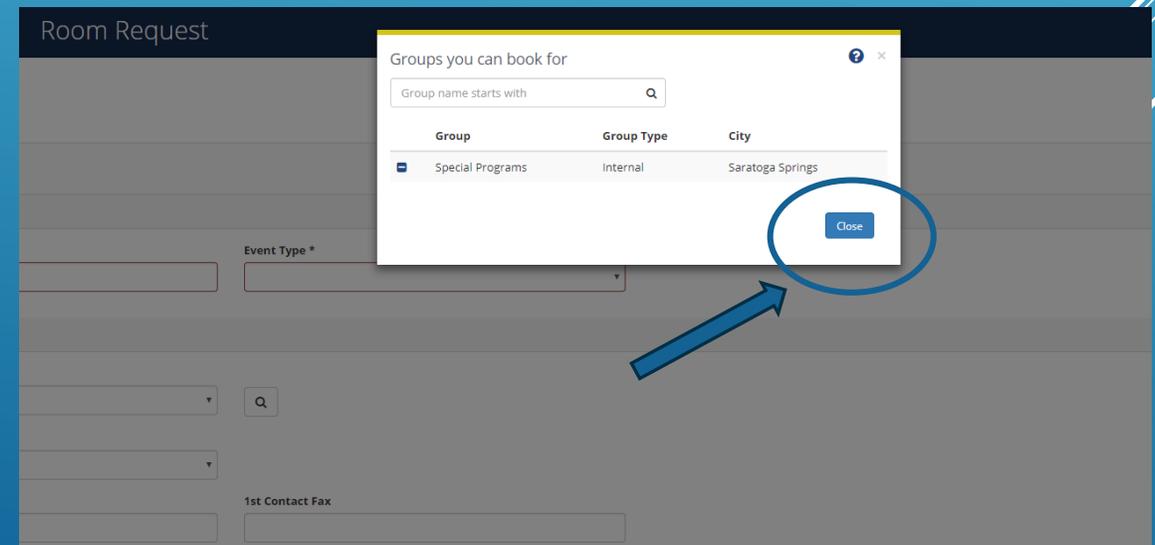
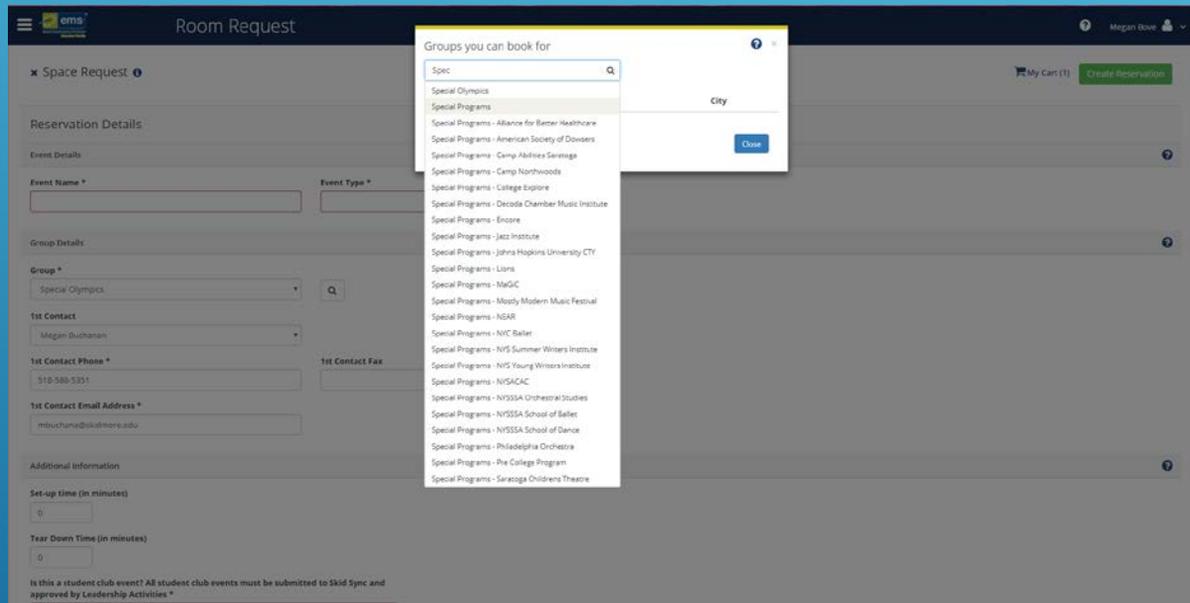
- Event Name \***: A text input field with a red border, highlighted by a white arrow.
- Event Type \***: A dropdown menu with a list of event types including Alumni, Artist Talk, Athletic, Breakfast, Ceremony, Class, Community, Conference, Convocation, Course Related, Dinner, Exam, Exhibit, Film, Final Exam, Group Visit, Information Session, Information Table, and Interview.
- Group \***: A dropdown menu with 'Circus Club' selected.
- 1st Contact**: A dropdown menu with '(temporary contact)' selected.
- 1st Contact Name \***: A text input field.
- 1st Contact Phone \***: A text input field.
- 1st Contact Email Address \***: A text input field.
- Additional Information**: A section containing 'Set-up time (in minutes)' and 'Tear Down Time (in minutes)', both with input fields set to '0'.

Navigation elements include 'My Cart (1)' and a 'Create Reservation' button in the top right corner.

# 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 1<sup>ST</sup> CONTACT LIST, IF IT IS NOT LISTED YOU MAY ENTER YOURSELF AS A TEMPORARY CONTACT. CONTACT [SCHEDULE@SKIDMORE.EDU](mailto:SCHEDULE@SKIDMORE.EDU) TO BE ADDED AS A CONTACT FOR THE GROUP

ems  
Room Request

Megan Bove

Space Request

My Cart (1) Create Reservation

1 Rooms 2 Services 3 Reservation Details

Reservation Details

Event Details

Event Name \* Event Type \*

Group Details

Group \*  
Special Programs

1st Contact

Marianne Needham  
(temporary contact)  
Auden Thomas  
Chris Merrill  
Debbie Amico  
Jeromy McFarren  
Lilly Routledge  
Marianne Needham  
Stephanie Wyld  
Wendy LeBlanc

1st Contact Fax  
518-580-5548

Additional Information

Set-up time (in minutes)  
0

Tear Down Time (in minutes)  
0

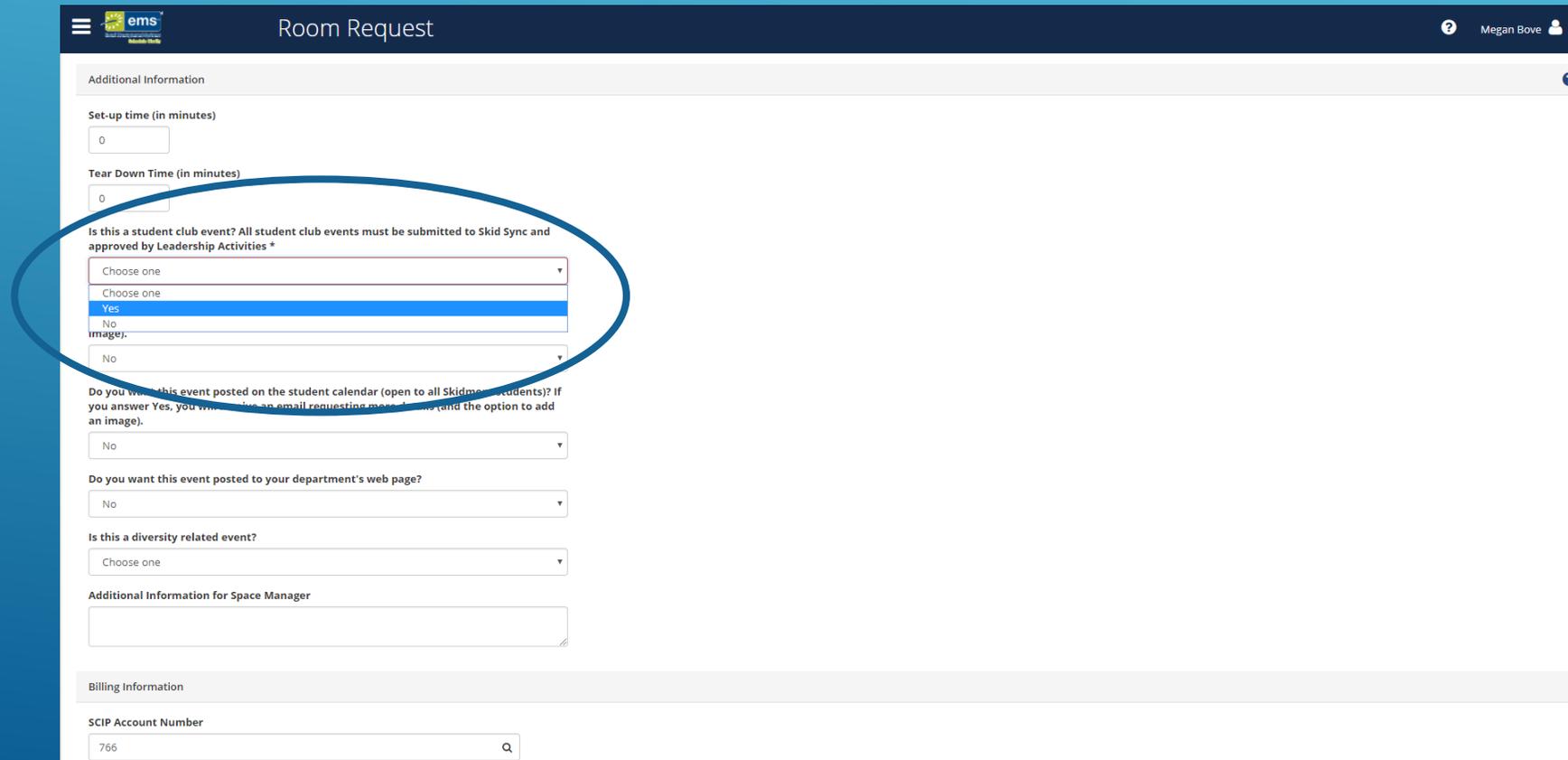
Is this a student club event? All student club events must be submitted to Skid Sync and approved by Leadership Activities \*

\*If you do not enter information required the field will highlight in RED

# 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



The screenshot displays the 'Room Request' form interface. The 'Additional Information' section is expanded, showing several input fields. The 'Set-up time (in minutes)' and 'Tear Down Time (in minutes)' fields are text boxes with '0' entered. The 'Is this a student club event? All student club events must be submitted to Skid Sync and approved by Leadership Activities \*' field is a dropdown menu with 'Yes' selected. Below this are three more dropdown menus for 'Do you want this event posted on the student calendar...', 'Do you want this event posted to your department's web page?', and 'Is this a diversity related event?'. The 'Additional Information for Space Manager' field is a large text area. The 'Billing Information' section at the bottom shows the 'SCIP Account Number' field with '766' entered.

ems  
Room Request

Megan Bove

Additional Information

Set-up time (in minutes)  
0

Tear Down Time (in minutes)  
0

Is this a student club event? All student club events must be submitted to Skid Sync and approved by Leadership Activities \*

Choose one  
Choose one  
Yes  
No  
image)  
No

Do you want this event posted on the student calendar (open to all Skidme students)? If you answer Yes, you will receive an email requesting more details (and the option to add an image).  
No

Do you want this event posted to your department's web page?  
No

Is this a diversity related event?  
Choose one

Additional Information for Space Manager

Billing Information

SCIP Account Number  
766

# 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

Decorative white lines consisting of several parallel diagonal strokes in the bottom right corner of the slide.

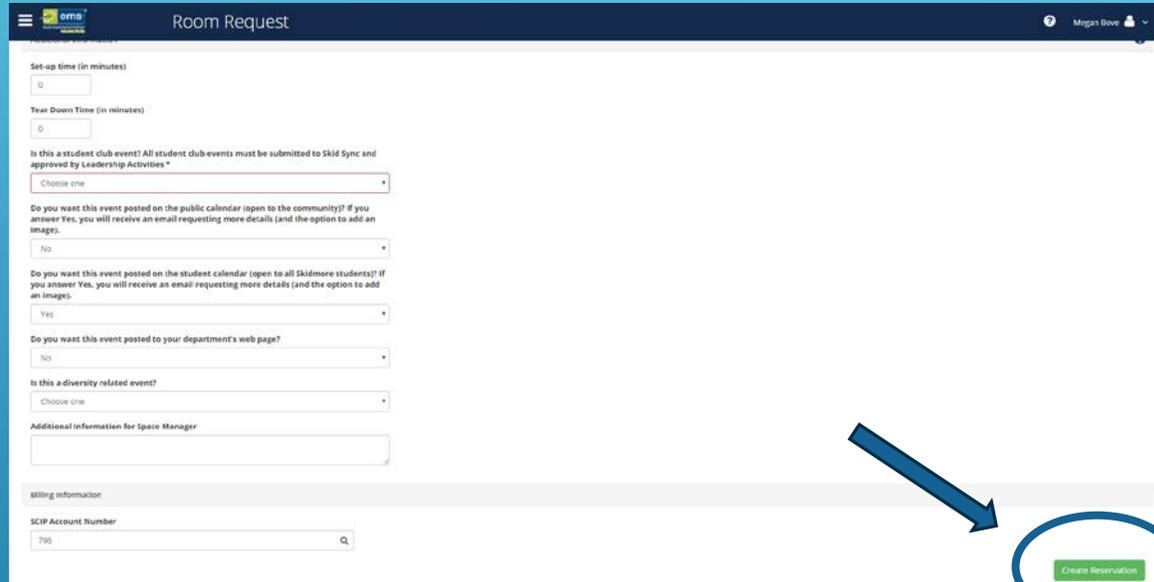
# Billing Information

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.

The screenshot shows a web form titled "Room Request" with the EMS logo in the top left. The user's name "Megan Bove" is in the top right. The form contains several sections:

- Set-up time (in minutes):** Input field with "0".
- Tear Down Time (in minutes):** Input field with "0".
- Is this a student club event?** Dropdown menu with "Choose one".
- Do you want this event posted on the public calendar?** Dropdown menu with "No".
- Do you want this event posted on the student calendar?** Dropdown menu with "Yes".
- Do you want this event posted to your department's web page?** Dropdown menu with "No".
- Is this a diversity related event?** Dropdown menu with "Choose one".
- Additional Information for Space Manager:** Text area.
- Billing Information:** A section containing a "SCIP Account Number" input field with the value "796" and a search icon. This section is circled in blue with an arrow pointing to it.
- Create Reservation:** A green button at the bottom right.

# ONCE YOU HAVE FILLED OUT ALL OF THE REQUESTED INFORMATION CLICK “CREATE RESERVATION”

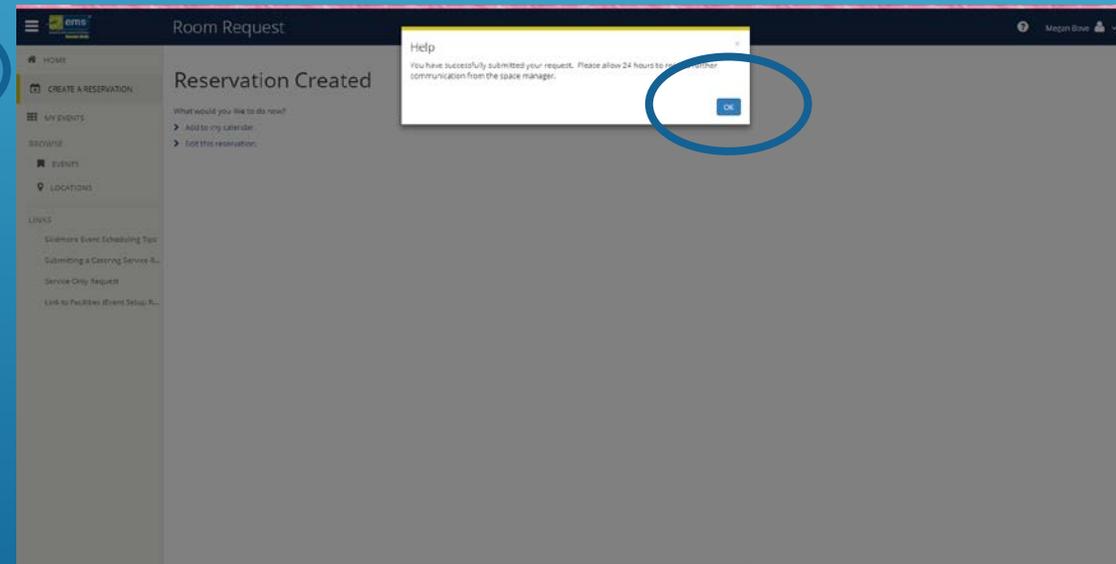


The screenshot shows the 'Room Request' form with the following fields:

- Set-up time (in minutes): 0
- Tear Down Time (in minutes): 0
- Is this a student club event? All student club events must be submitted to Skid Sync and approved by Leadership Activities\*: Choose one
- 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): No
- 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): Yes
- Do you want this event posted to your department's web page?: No
- Is this a diversity related event?: Choose one
- Additional information for Space Manager: [Empty text box]
- Billing information: SCIP Account Number: 795

The 'Create Reservation' button is highlighted with a blue circle and a blue arrow pointing to it.

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.



The screenshot shows the 'Room Request' page with the following elements:

- Room Request header
- Reservation Created message: What would you like to do now? Add to my calendar, Edit this reservation.
- Help pop-up: You have successfully submitted your request. Please allow 24 hours to receive further communication from the space manager. OK

The 'OK' button in the help pop-up is highlighted with a blue circle.

# Edit an existing event

GO TO "MY EVENTS" AND CLICK ON YOUR EVENT NAME

My Events

RESERVATIONS BOOKINGS

Search Reservations   Include cancelled reservations

CURRENT PAST

Name	First/Last Booking	Location	Group	Services	ID	Status
Test	Tue Jan 30, 2018 / Tue Jan 30, 2018 (single bookings)	Bolton Hall - 280	Special Progra...		296384	Requested

LINKS

- Skidmore Event Scheduling Tips
- Submitting a Catering Service R...
- Service Only Request
- Link to Facilities (Event Setup R...

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

My Events

My Events / Test beginning Jan 30, 2018 (296384)

RESERVATION DETAILS ADDITIONAL INFORMATION

Edit Reservation Details

Event Name: Test

Event Type: Test

Group: Special Programs

1st Contact Name: Wendy LeBlanc

Bookings

CURRENT PAST  Include cancelled bookings

Cancel Bookings Booking Tools

Date	Start Time	End Time	Time Zone	Location	Status
Tue Jan 30, 2018	8:00 AM	9:00 AM	ET	Bolton Hall - 280	Requested

Reservation Tasks

- Add Services
- Booking Tools
- Cancel Reservation
- View Reservation Summary
- Send Invitation
- Add to My Calendar



QUESTIONS?



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

