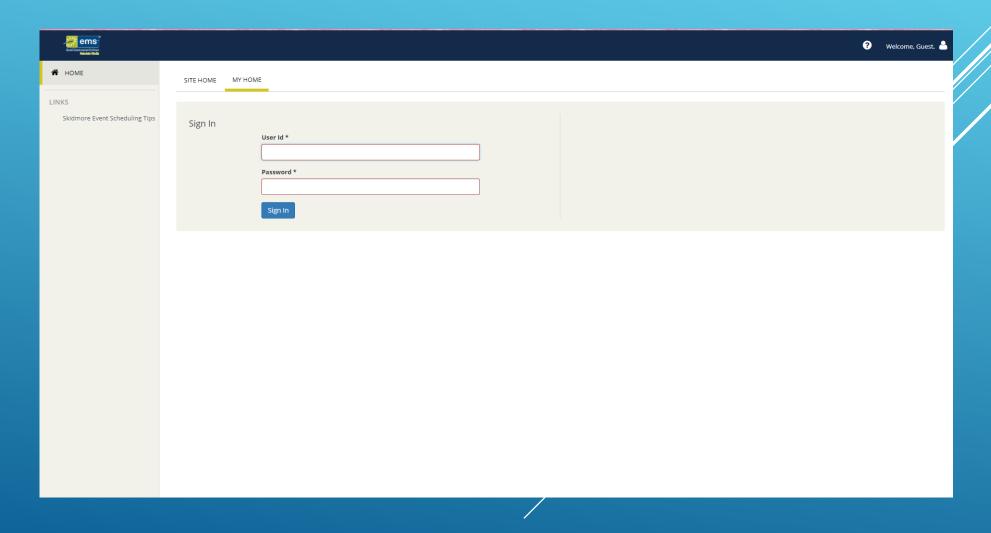
AN OVERVIEW OF THE NEW EMS

Skidmore's online Event Management System

Log In to EMS with your Skidmore username and password







CREATE A RESERVATION



MY EVENTS

BROWSE





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 per 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.

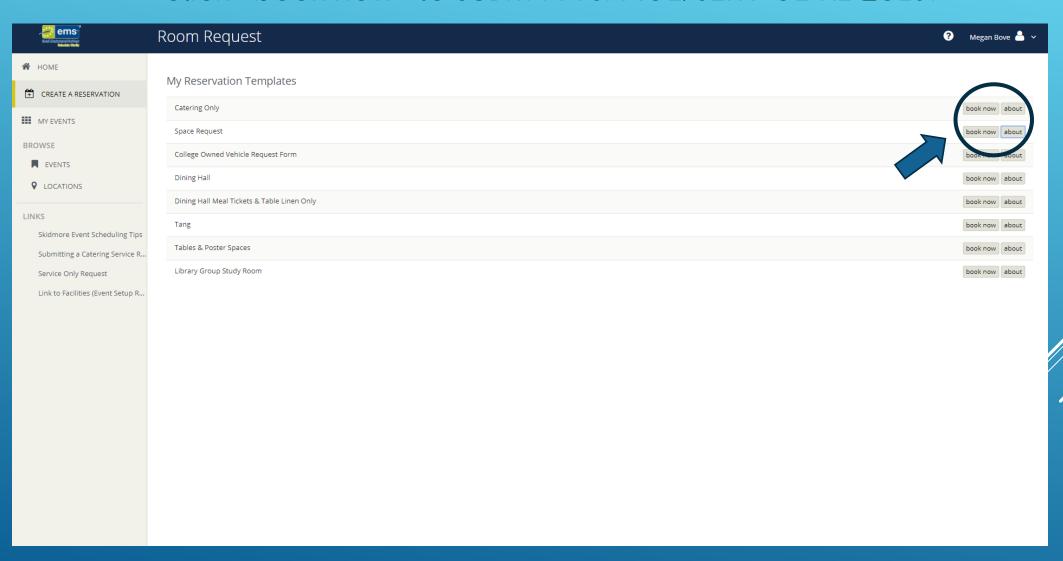
Questions?

Contact: schedule@skidmore.edu

Tel: 518-580-5599

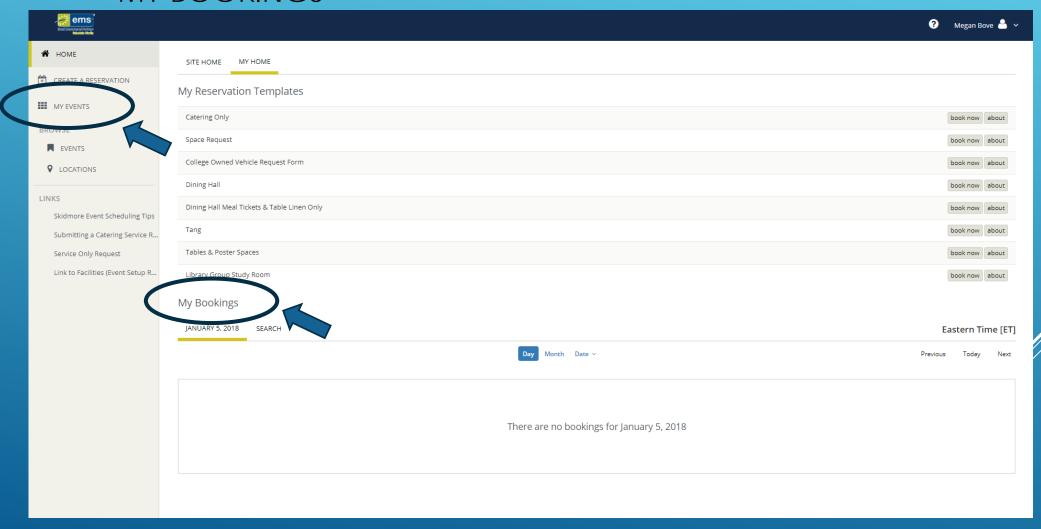
Click "ABOUT" FOR INFORMATION ABOUT THE TEMPLATE.

Click "book now" to SUBMIT A SPACE/SERVICE REQUEST.

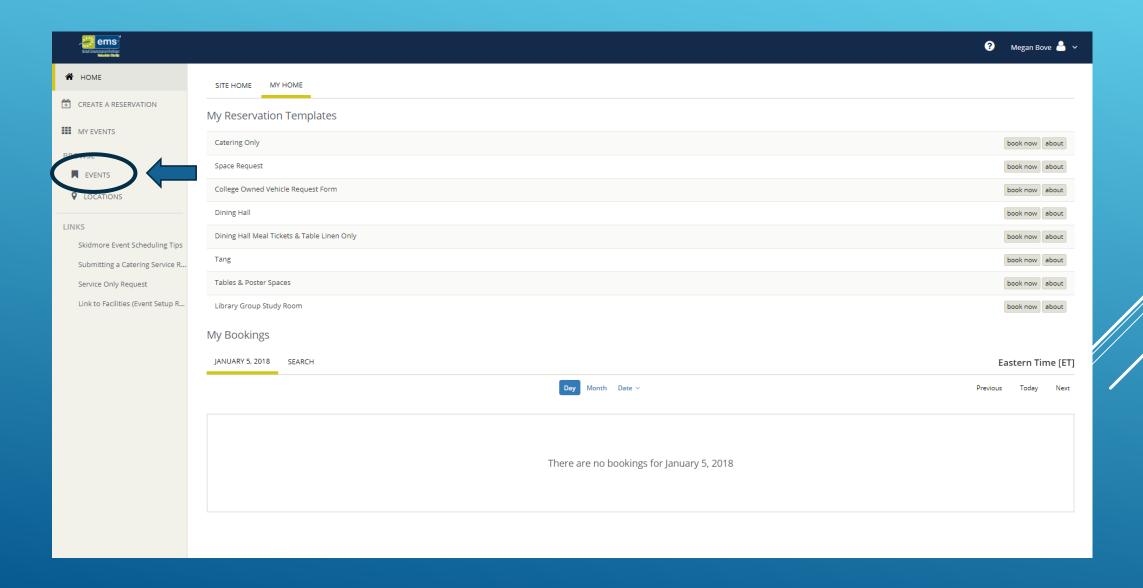


CLICK ON "MY EVENTS" TO SEE CURRENT OR PAST EVENTS ASSOCIATED WITH YOUR NAME.

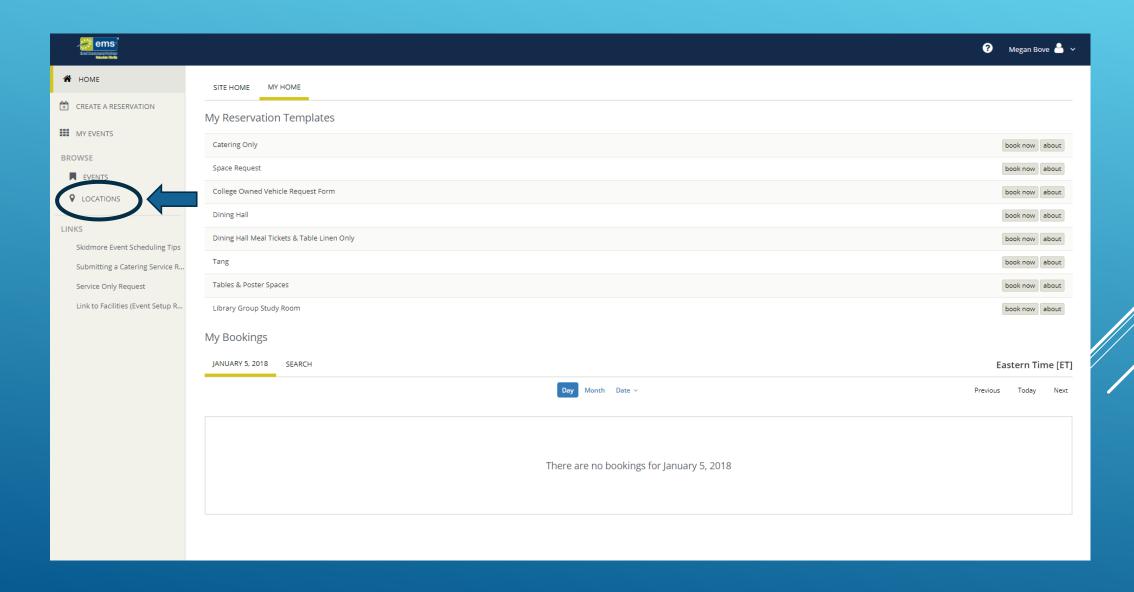
YOU CAN ALSO SEARCH FOR YOUR EVENTS BY DATE UNDER "MY BOOKINGS"



TO VIEW ALL EVENTS SCHEDULED CLICK ON "EVENTS"



TO FIND SCHEDULED EVENTS BY LOCATION CLICK ON "LOCATIONS"





QUESTIONS?



PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU