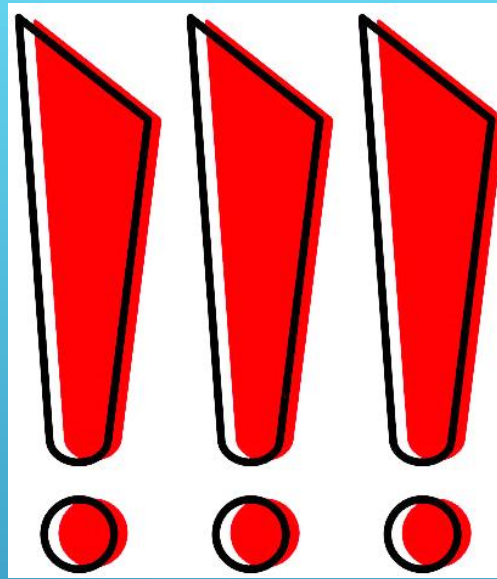


HOW TO REQUEST A SKIDMORE VEHICLE USING EMS

Skidmore's online Event Management System

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



Before you request use of a Skidmore Vehicle, you **MUST** be an approved driver with the college.

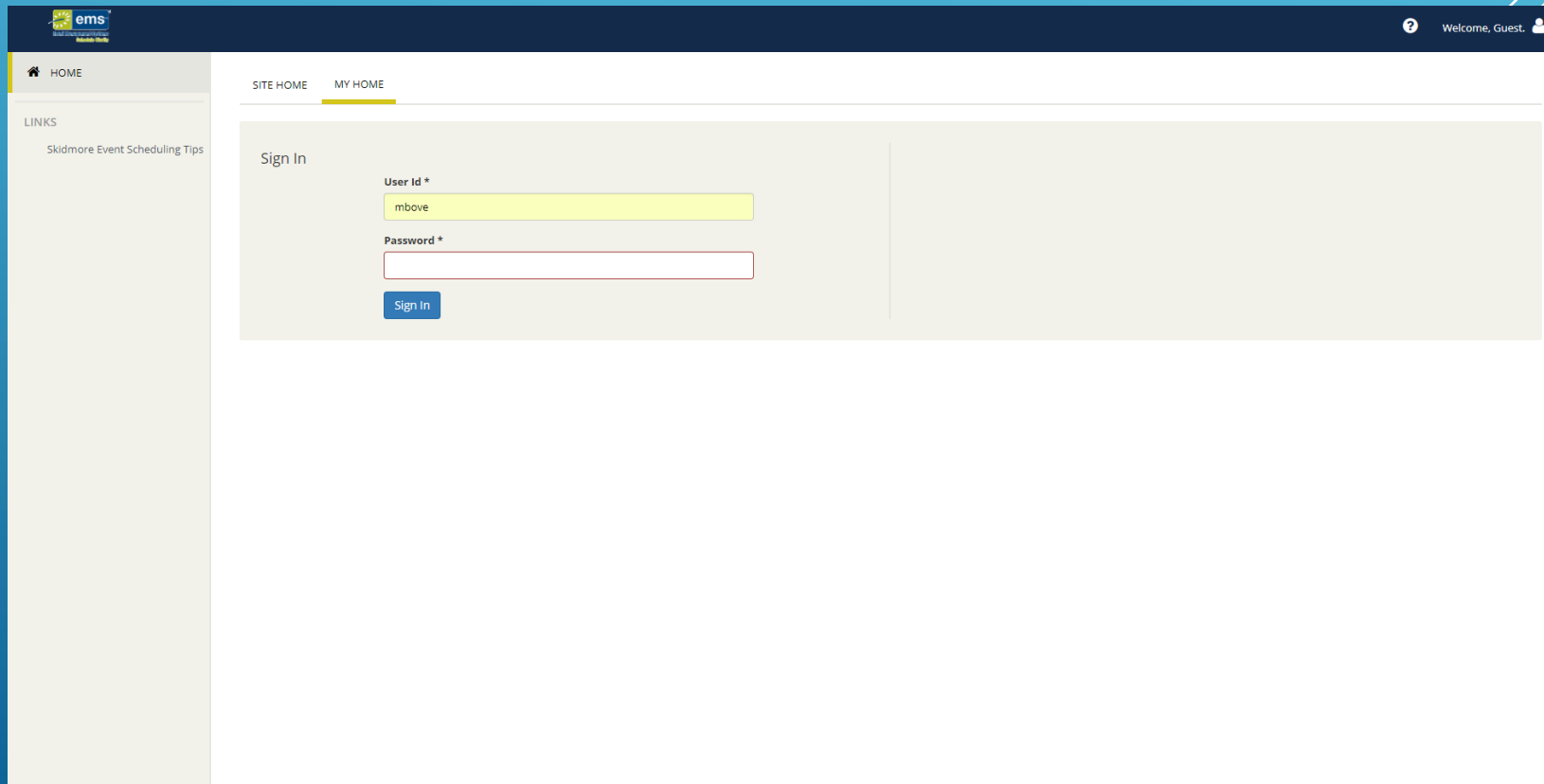
Here is how to get started with that process:

Faculty and Staff https://www.skidmore.edu/risk-management/motor_vehicle_policy/staffprocedures.php

Students https://www.skidmore.edu/risk-management/motor_vehicle_policy/studentprocedures.php

Log into EMS

Log in using your Skidmore user name and password



The screenshot shows the EMS (Event Management System) login interface. The top navigation bar is dark blue with the EMS logo on the left and a user greeting 'Welcome, Guest.' on the right. Below the navigation bar, there are two tabs: 'SITE HOME' and 'MY HOME', with 'MY HOME' being the active tab. The main content area is titled 'Sign In' and contains two input fields: 'User Id *' and 'Password *'. The 'User Id *' field is highlighted in yellow and contains the text 'mbove'. The 'Password *' field is empty. Below the password field is a blue 'Sign In' button. On the left side of the page, there is a sidebar with a 'HOME' link and a 'LINKS' section containing a link to 'Skidmore Event Scheduling Tips'.

ems

HOME

LINKS

Skidmore Event Scheduling Tips

SITE HOME MY HOME

Sign In

User Id *

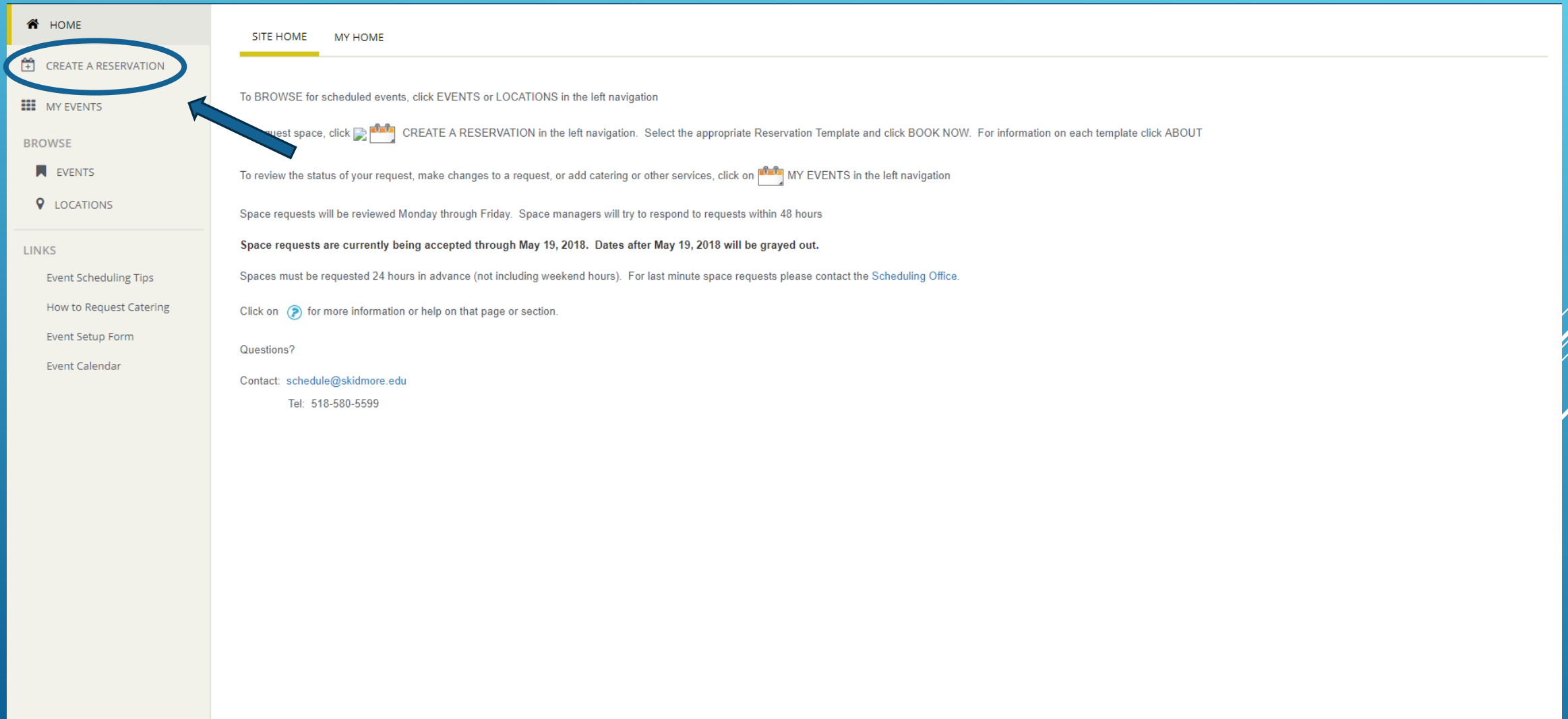
mbove

Password *

Sign In

Welcome, Guest.

Click on “Create A Reservation” at your home screen



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 (with a house icon)
- CREATE A RESERVATION** (with a calendar icon, circled in blue, and pointed to by a blue arrow)
- MY EVENTS (with a grid icon)
- BROWSE
 - EVENTS (with a calendar icon)
 - LOCATIONS (with a location pin icon)
- 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, the text reads:

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 Vehicle Request Form template

The screenshot shows the Skidmore College Room Request website. The header includes the Skidmore College logo, the title "Room Request", and a user profile for Megan Bove. The left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS), and LINKS (Event Scheduling Tips, How to Request Catering, Event Setup Form, Event Calendar). The main content area is titled "My Reservation Templates" and lists several reservation options, each with a "book now" and "about" button. A blue arrow points to the "Vehicle Request Form" template, and its "book now" button is circled in blue.

Reservation Template	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
Dance Center	book now	about
Test	book now	about

SKIDMORE

Room Request

?

Megan Bove

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

Event Scheduling Tips

How to Request Catering

Event Setup Form

Event Calendar

My Reservation Templates

Space Request

book now

about

Murray-Alkins 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

Dance Center

book now

about

Test

book now

about

Be sure to read the “About” section of the template for additional information and booking rules

About The "Vehicle Request Form (Priority Users)" Template

INFORMATION

BOOKING RULES

Use this reservation template to request College owned vehicles.

Cars are parked in Wait Lot next to Campus Safety. Keys can be picked up and dropped off at Campus Safety 24/7.

College Owned Vehicles may be requested by Authorized Drivers ONLY.

Vehicle requests must be submitted at least **48 hours in advance** (excluding weekend hours). Dates less than 48 hours will be grayed out.

Vehicle requests will be reviewed Monday through Friday. Vehicle managers will try to respond to requests within 48 hours.

Please review the College's **Motor Vehicle Policy** before requesting vehicles. Motor Vehicle Authorization Forms may be found [here](#).

Policy endorsed by the Safety Committee 7/2013 and administered by Risk

Book Now With This Template

Close

Vehicle Request Form ⓘ

New Booking for Tue Feb 27, 2018

Date & Time	Selected Rooms
Date Tue 02/27/2018  Recurrence Start Time: 9:30 AM  End Time: 10:30 AM  Create booking in this time zone: Eastern Time  Locations: College Owned Vehicles Add/Remove Search	Your selected Rooms will appear here. Room Search Results Rooms matching your search criteria will appear here.

Let Me Search For A Room

Number of People: 0 **Search**

I Know What Room I Want

Enter the date(s) you will be requesting the vehicle for.

Enter the time you will be picking the vehicle up.

If requesting multiple dates choose “Recurrence” and fill out appropriate information.

When finished press “Search”

Recurrence ⓘ

Repeats: Daily  **Remove Recurrence**

☒ Every 1 day(s)

☐ Weekdays Only

Start Date: Tue 02/27/2018 

☒ End Date: Wed 02/28/2018  (2 occurrences)

☐ End after 1 occurrence(s)

Start Time: 9:30 AM  End Time: 10:30 AM 

Create booking in this time zone: Eastern Time 

Apply Recurrence **Close**

There are 3 college owned vehicles you can request.

1. Kia – 5 passenger
2. Prius – 5 passenger
3. Sienna Van – 7 passenger *this vehicle is used for community outreach and there are limitations on who can use it

Vehicle Request Form 🔍

My Cart (0) [Create Reservation](#)

1 Rooms 2 Reservation Details

New Booking for Sun Mar 11, 2018 [Next Step](#)

Date & Time

Date: Sun 03/11/2018 📅 [Recurrence](#)

Start Time: 9:30 AM 🕒 End Time: 4:30 PM 🕒

Create booking in this time zone: Eastern Time ⌵

Locations: College Owned Vehicles [Add/Remove](#) [Search](#)

☒ Let Me Search For A Room

Number of People: 0 [Search](#)

☐ I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

[LIST](#) [SCHEDULE](#)

☐ Favorite Rooms only. [Find A Room](#) [Search](#)

	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Rooms You Can Request																	
College Owned Vehicles...	Cap																
+ A - 5 Passenger	5																
+ Prius - 5 Passenger	5																
+ Sienna Van - 7 Pas...	7																

Availability Legend

Click on the “+” to select your vehicle, then click “Next Step”

Enter “No. of Attendees” and click “Add Room”

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees

2

Add Room

Cancel

Your selected vehicle will now show under “Selected Rooms”

Click “Next Step”

1 Rooms

2 Reservation Details

New Booking for Sun Mar 11, 2018

Date & Time

Date

Sun 03/11/2018

Recurrence

Start Time

9:30 AM

End Time

4:30 PM

Create booking in this time zone

Eastern Time

Locations

College Owned Vehicles

Add/Remove

Search

Let Me Search For A Room

Number of People

0

Selected Rooms

Attendance & Setup Type

KIA - 5 Passenger

Room Search Results

LIST

SCHEDULE

Favorite Rooms only.

Rooms You Can Request

	Cap	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
College Owned Vehicles...																		
KIA - 5 Passenger	5																	
Prius - 5 Passenger	5																	
Sienna Van - 7 Pas...	7																	

Find A Room

Search

Enter your Reservation Details and answer the additional information questions.

Vehicle Request Form ⓘ

1 Rooms ▶ 2 Reservation Details

Reservation Details

Event Details

Event Name * Skidmore Tutoring

Event Type * Class

Group Details

Group * Admissions

1st Contact (temporary contact)

1st Contact Name * Test Reservation

1st Contact Phone * 518-580-1234

1st Contact Email Address * example@skidmore.edu

1st Contact Fax

Additional Information

Are you reserving the Sienna Van? * No

Where will the vehicle be going and for what purpose? * Wilton NY for a group study tutoring session

Who will be driving the vehicle? * Megan Bove

Is this person an authorized driver? http://www.skidmore.edu/safety_committee/motor_vehicle_policy/driverautoform.php * Yes

Is the authorized driver a student or employee? * Employee

Additional Information for Space Manager

☒ I have read and agree to the terms and conditions

Create Reservation

Accept the terms and conditions,
then press create reservation.

Your reservation will be followed up
within 48 hours

For additional information about
campus vehicles click [Here](#)



QUESTIONS?



PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU

