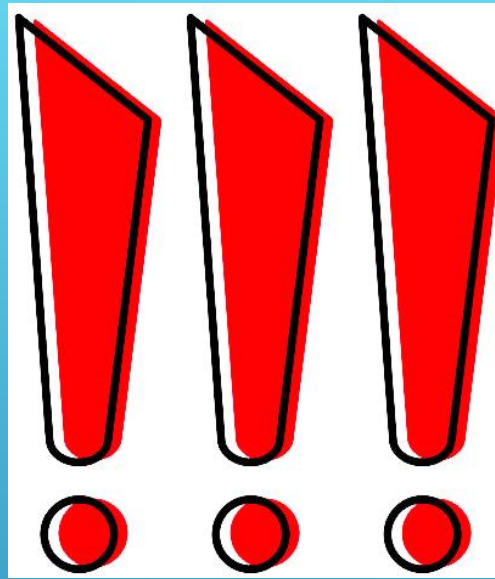


# HOW TO REQUEST A SKIDMORE VEHICLE USING EMS

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:

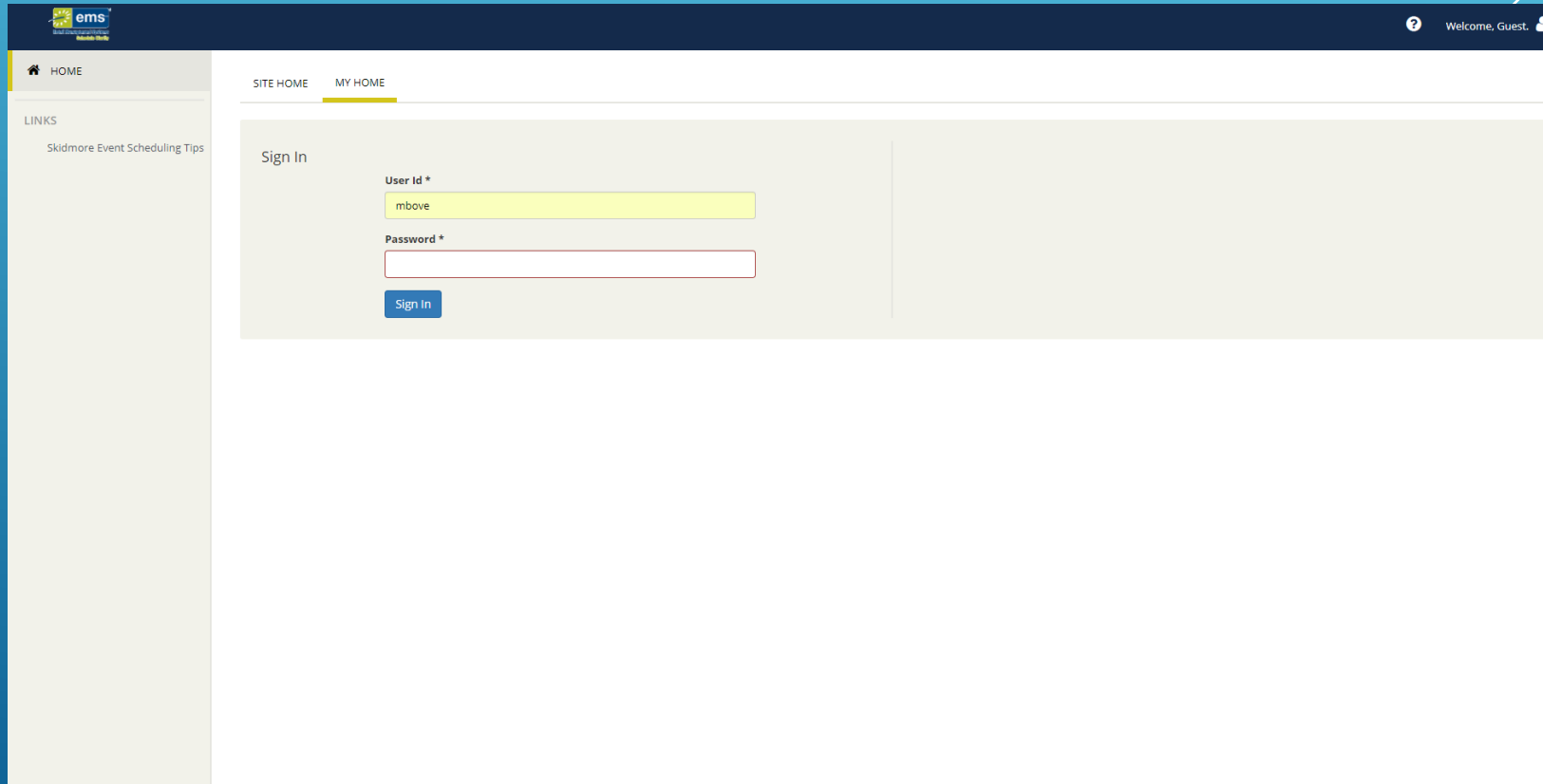
Faculty and Staff [https://www.skidmore.edu/risk-management/motor\\_vehicle\\_policy/staffprocedures.php](https://www.skidmore.edu/risk-management/motor_vehicle_policy/staffprocedures.php)

Students [https://www.skidmore.edu/risk-management/motor\\_vehicle\\_policy/studentprocedures.php](https://www.skidmore.edu/risk-management/motor_vehicle_policy/studentprocedures.php)

# Log into EMS

Log in using your Skidmore user name and password

Do NOT put “@Skidmore.edu” in your username field”



The screenshot shows the EMS (Event Management System) login interface. At the top, there is a dark blue header with the EMS logo on the left and a user greeting "Welcome, Guest." on the right. Below the header, a navigation bar contains "SITE HOME" and "MY HOME" tabs, with "MY HOME" being the active tab. On the left side, there is a sidebar with a "HOME" link and a "LINKS" section containing "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 \*". Below these fields is a blue "Sign In" button.

ems

HOME

SITE HOME MY HOME

LINKS

Skidmore Event Scheduling Tips

Sign In

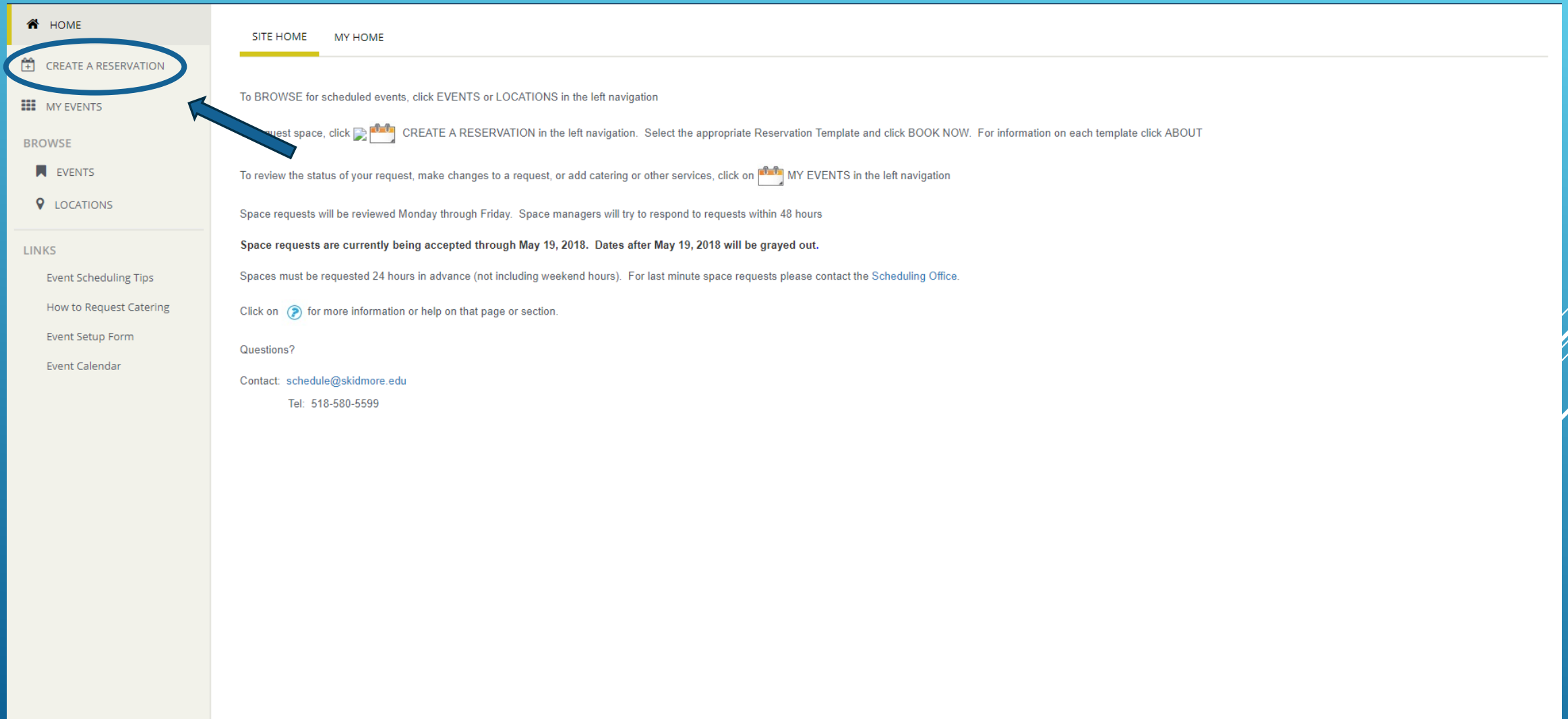
User Id \*

mbove

Password \*

Sign In

# 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.**

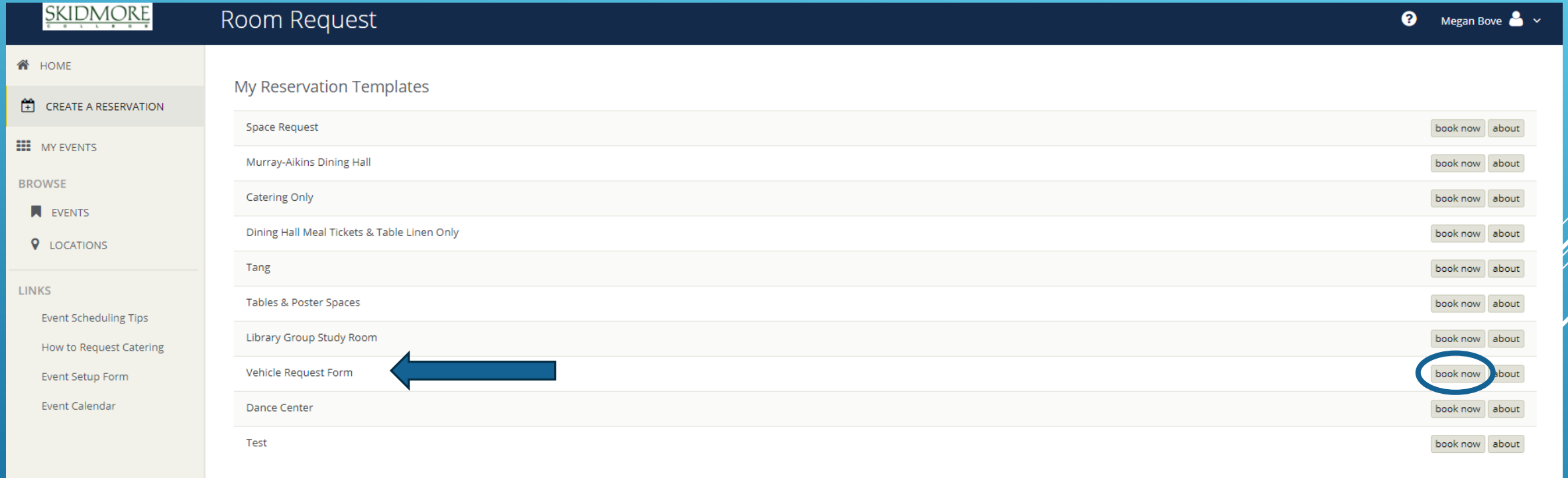
Spaces must be requested 24 hours in advance (not including weekend hours). For last minute space requests please contact the Scheduling Office.

Click on  for more information or help on that page or section.

Questions?

Contact: [schedule@skidmore.edu](mailto:schedule@skidmore.edu)  
Tel: 518-580-5599

# Click “Book Now” for the Vehicle Request Form template



The screenshot displays the Skidmore College Room Request interface. The top navigation bar includes the Skidmore College logo, the title "Room Request", and a user profile for Megan Bove. A left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (with sub-links for EVENTS and LOCATIONS), and LINKS (with sub-links for Event Scheduling Tips, How to Request Catering, Event Setup Form, and Event Calendar). The main content area, titled "My Reservation Templates", lists various request types. A blue arrow points to the "Vehicle Request Form" entry, 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**

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** **Add/Remove**  
College Owned Vehicles

**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**  
Rooms matching your search criteria will appear here.

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

Start time = time you will be picking up the car

End time = time you will bring car back to Skidmore

***If you need a vehicle for multiple days please continue to slides 8-17***

When finished press "Search"

# Instructions for multiple day reservations – if you only need a vehicle for 1 day continue to slide #9

If you are requesting a vehicle for multiple days enter the pick up date *only*

Start time = time you plan to pick up car

End time = midnight at end of day

Press search

New Booking for Mon Jan 27, 2020

Date & Time

Date: Mon 01/27/2020 [Calendar Icon] Recurrence

Start Time: 2:00 PM [Clock Icon] End Time: 12:00 AM [Clock Icon]  
(Ends next day)









Create booking in this time zone  
Eastern Time [Dropdown Arrow]

Locations: College Owned Vehicles [Add/Remove]

Search



Please note the Prius and RAV4 seat 4-5 passengers. The Van's are for faculty and staff use only.

Rooms You Can Request										
College Owned Vehicles...	Cap	3 AM	9	10	11	12 PM	1	2	3	4
 02 RAV4 - Gray (hit...	2									
 03 RAV4 - Silver	2									
 05 Prius - Silver	2									
 06 Prius - Sea Glass	2									
 08 Prius - Electric ...	2									
 09 Prius - Pearl	2									
 10 Sienna Van - W...	2									
 12 Ford Transit Va...	3									

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**

Add Room

Cancel

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.

Find A Room

Search

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																	

Availability Legend

Your selected vehicle will now show under “Selected Rooms”

Click “Next Step”

Enter your Reservation Details and choose your group.

If you are a student and not associated with a sponsored department search for “student” group and enter your contact information.

Group \*

Groups you can book for

Student

Student Academic Services

Student Diversity Programs

Student Entertainment Company

Student Events Team

Student Government Association (SGA)

Students United for Public Education (SUPE)

Type	City
al	Saratoga Springs

Groups you can book for

Group	Group Type	City
<input type="checkbox"/> Conferences and Events	Internal	Saratoga Springs
<input checked="" type="checkbox"/> Student	Student Group	Saratoga Springs

Group \*

1st Contact

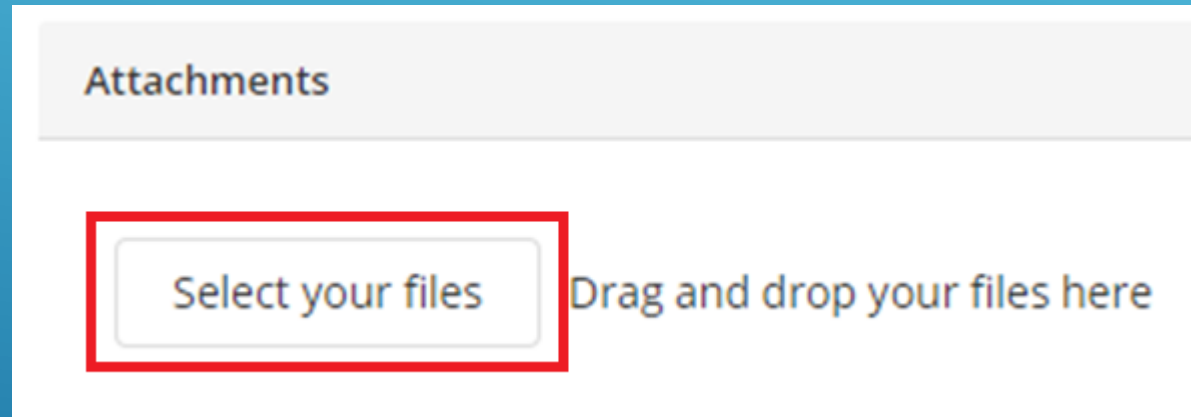
1st Contact Name \*

1st Contact Phone \*

1st Contact Email Address \*

If you are reserving a vehicle for a COVID-19 vaccine appointment, you must upload proof of your appointment.

Click “select your files” to attach your email, picture or screenshot of proof.



If this is not for a COVID-19 vaccine appointment you do not need to upload anything.

#### Additional Information

I have read and agree to abide by the health and safety guidelines for use of college vehicles.

[https://www.skidmore.edu/risk-management/motor\\_vehicle\\_policy/index.php](https://www.skidmore.edu/risk-management/motor_vehicle_policy/index.php) \*

Choose one



Who will be driving the vehicle? \*

Is this person an authorized driver?

[http://www.skidmore.edu/safety\\_committee/motor\\_vehicle\\_policy/driverautoform.php](http://www.skidmore.edu/safety_committee/motor_vehicle_policy/driverautoform.php) \*

Choose one



The authorized driver is (select one of the following choice)? \*

Choose one



Where will the vehicle be going and for what purpose? If a vehicle is needed for a COVID vaccination appointment, please attach and upload proof of appointment above. \*

Answer the additional information questions.

Accept the terms and conditions, then press create reservation.

Your reservation will be followed up within 48 hours by facilities.

When finished click

Create Reservation

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

The next 4 slides are for if you are reserving a vehicle for multiple days. If you only need a vehicle for 1 day you will not need the following slides.

After you have submitted day 1 of your reservation you now need to go in and add the other dates.

1. Click on “My Events”
2. Click on your event Name

**SKIDMORE COLLEGE** My Events

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

RESERVATIONS BOOKINGS

CURRENT PAST

Name	First/Last Booking ^
CODA	Tue Jan 8, 2019/ Tue May 12, 2020 (multi-booking)
Child Custody Stress Prevention	Wed Jan 9, 2019/ Wed Nov 13, 2019 (multi-booking)
Frolish Ceremony	Sat Nov 9, 2019/ Sat Nov 9, 2019 (single booking)
Child Custody Stress Prevention	Wed Jan 15, 2020/ Wed Jun 10, 2020 (multi-booking)
<b>TEST RESERVATION</b>	Mon Jan 27, 2020/ Mon Jan 27, 2020 (single booking)
NYSDA	Sat Jun 13, 2020/ Fri Jun 19, 2020 (multi-booking)

Here you will see day 1 of your reservation.

Click “New Booking” to add the next day.

My Events / TEST RESERVATION beginning Jan 27, 2020 (447373)

RESERVATION DETAILS    ADDITIONAL INFORMATION

[Edit Reservation Details](#)

Event Name	TEST RESERVATION
Event Type	Other
Group	Special Programs
1st Contact Name	Megan Bove

Reservations

Booking Tools

Cancel Reservation

View Reservation Summary

Send Invitation

Add to My Calendar

Bookings

CURRENT    PAST

Cancel Bookings    Booking Tools

☐ Include cancelled bookings

[New Booking](#)

	Date ^	Start Time	End Time	Time Zone	Location	Status
<a href="#">Edit</a> <a href="#">Cancel</a>	Mon Jan 27, 2020	2:00 PM	12:00 AM	ET	College Owned Vehicles - 01 KIA - Black	Requested

Day 1 of your reservation

New Booking for Tue Jan 28, 2020

Date & Time

Date

Tue 01/28/2020



Recurrence

Start Time

2:00 AM



End Time

11:45 PM



Create booking

Eastern Time

Add/Remove

Locations

College Owned V

Selected Rooms Attendance & Setup Type

01 KIA - Black

Room Search Results

LIST

SCHEDULE

☐ Favorite Rooms only.

Find A Room

Search

Rooms You Can Request

College Owned Vehicles...

Cap

01 KIA - Black





5

7 8 AM 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

7 8 AM 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

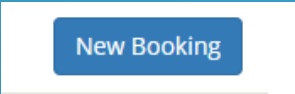
1. Select the next day of your trip
2. Enter an early start time in the morning
3. End time should be late into the evening
4. Select the same vehicle you chose on the 1<sup>st</sup> day
5. Enter number of people
6. Update reservation



Bookings						
CURRENT		PAST				
Cancel Bookings		Booking Tools				
		Date ^	Start Time	End Time	Time Zone	Location
		Mon Jan 27, 2020	2:00 PM	12:00 AM	ET	College Owned Vehicles - 01 KIA - Black
		Tue Jan 28, 2020	2:00 AM	11:45 PM	ET	College Owned Vehicles - 01 KIA - Black

You will now see 2 days listed for your reservation.

Repeat those same steps to add your 3<sup>rd</sup> day by clicking



For your *end time* select the time you will be returning the vehicle.



# QUESTIONS?



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

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