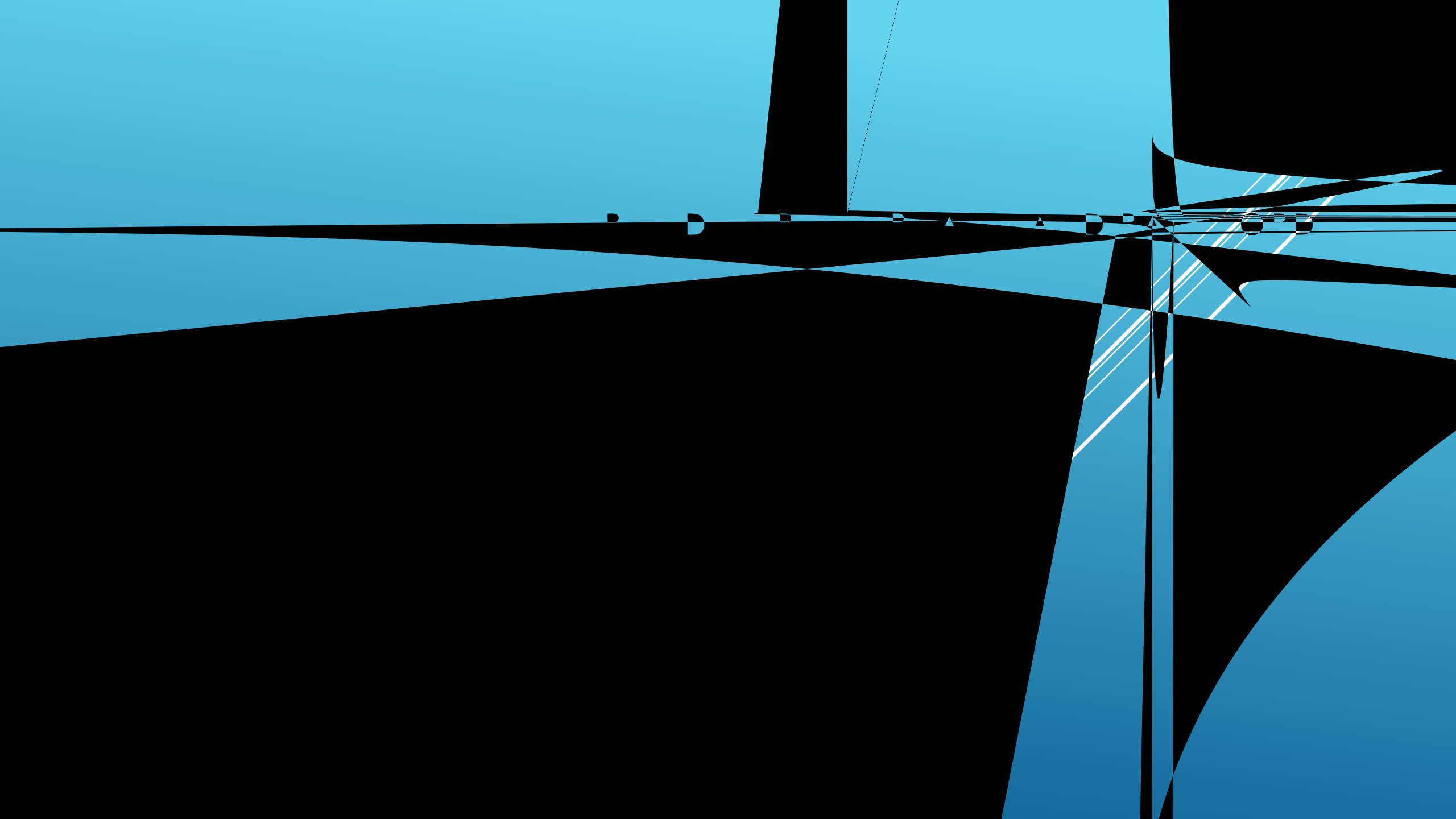


HOW TO REQUEST SPACE USING EMS

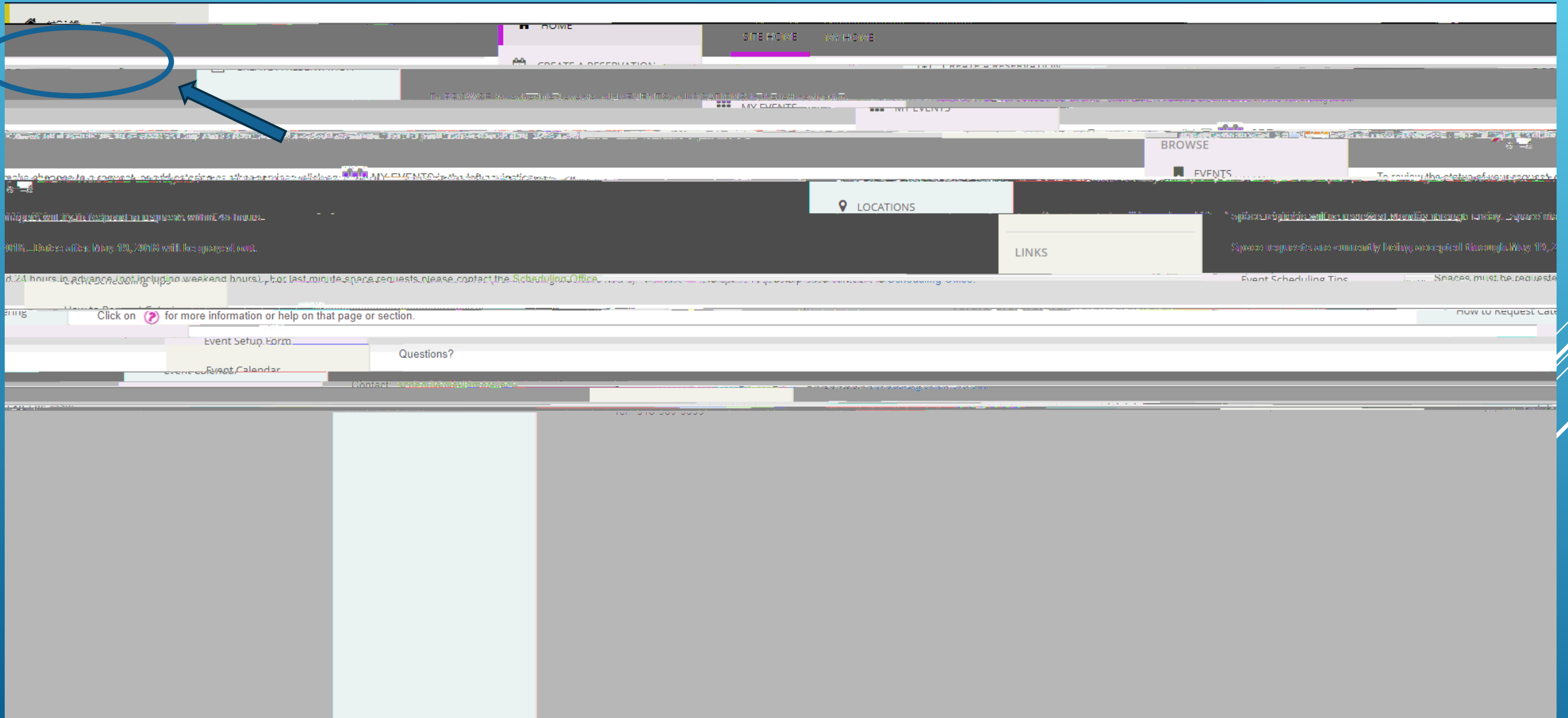
Using Skidmore's online event system

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

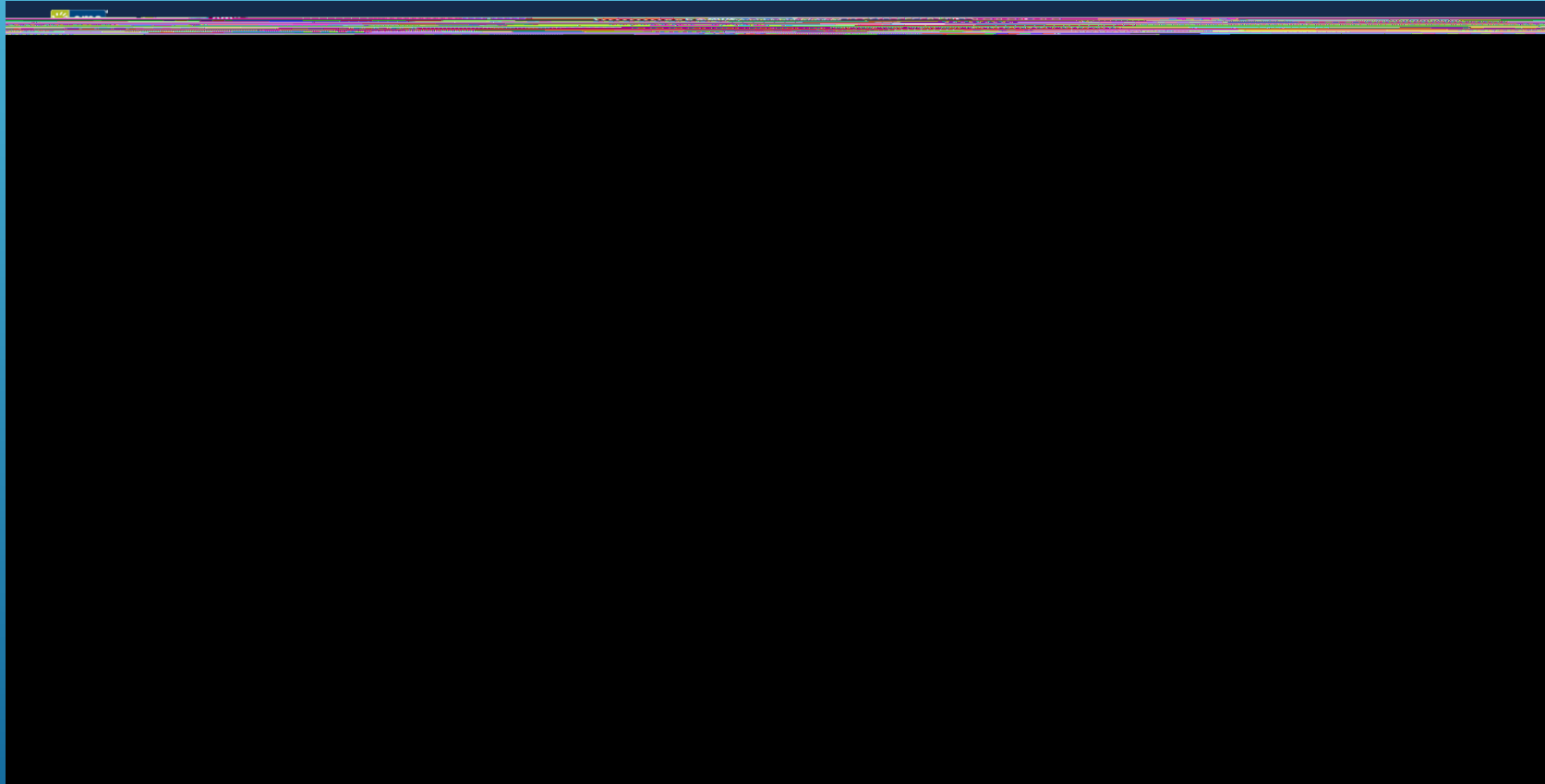


Create A Reservation

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



CLICK "BOOK NOW" ON TEMPLATE TO BEGIN SPACE REQUEST



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

- Header:** 'ems' logo, 'Room Request' title, and user profile 'Megan Bove'.
- Progress:** '1 Rooms', '2 Services', '3 Reservation Details'.
- Section:** 'New Booking for Mon Jan 8, 2018' with a 'Next Step' button.
- Date & Time:** A circled section containing:
 - Date: 'Mon 01/08/2018'
 - Start Time: '8:00 AM' (highlighted by a blue arrow)
 - End Time: A time selection interface.
 - Time Zone: 'Eastern Time'
- Search:** A 'Search' button below the date and time fields.
- Filters:** 'Let Me Search For A Room' section with 'Room Types' and 'Features' filters.
- Number of People:** A text input field with '0' entered.

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 image displays two screenshots of the 'Room Request' application interface. The left screenshot shows the main booking form with the 'Recurrence' button highlighted by a blue circle. The right screenshot shows the 'Recurrence' configuration dialog box, which includes the following fields and options:

- Repeats:** A dropdown menu set to 'Daily'.
- Frequency:** Radio buttons for 'Every' (selected) and 'Weekdays Only'. The 'Every' option is set to '1' day(s).
- Start Date:** A date picker set to 'Mon 01/08/2018'.
- End Date:** A date picker set to 'Tue 01/09/2018'.
- End after:** A dropdown menu set to '1' occurrence(s).
- Start Time:** A time picker set to '9:00 AM'.
- End Time:** A time picker set to '9:00 AM'.
- Create booking in this time zone:** A dropdown menu set to 'Eastern Time'.
- Next Steps:** A button located at the bottom right of the dialog.

The background of the right screenshot shows the same booking form as the left, but with a semi-transparent overlay for the recurrence dialog.

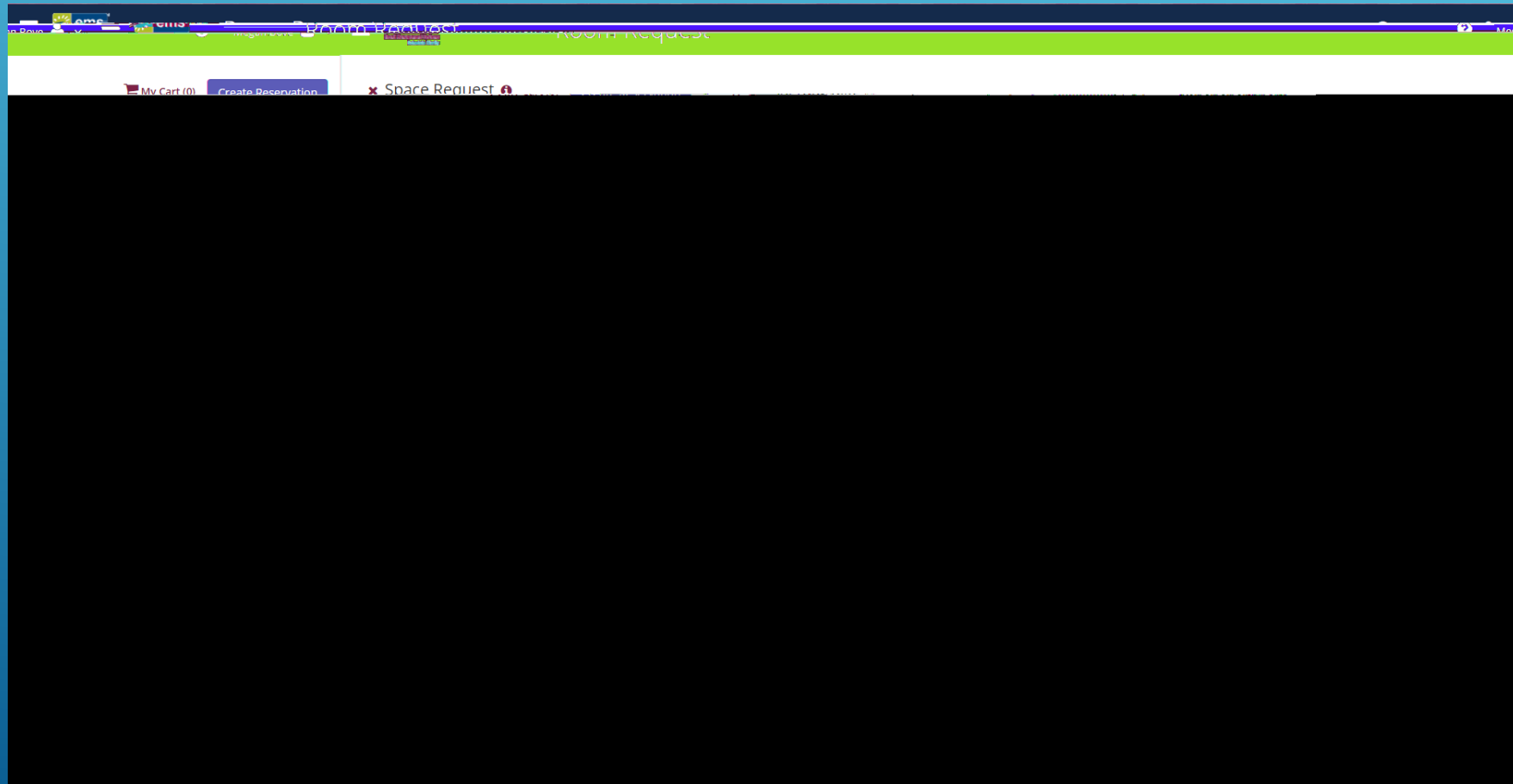
Finding a Room

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

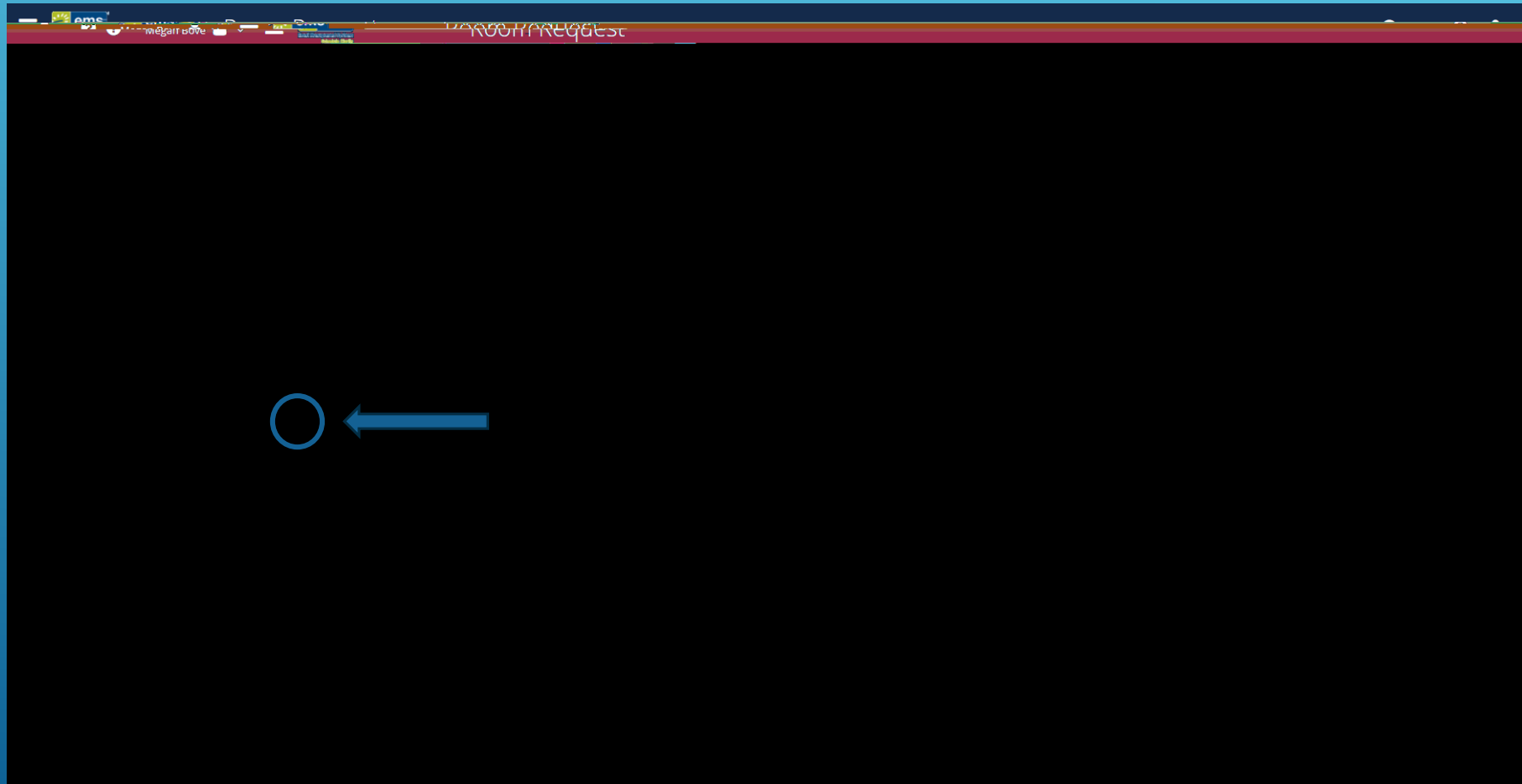


All Available Rooms

A LIST OF ALL AVAILABLE ROOMS ON CAMPUS WILL APPEAR FOR YOUR DATE AND TIME REQUESTED.



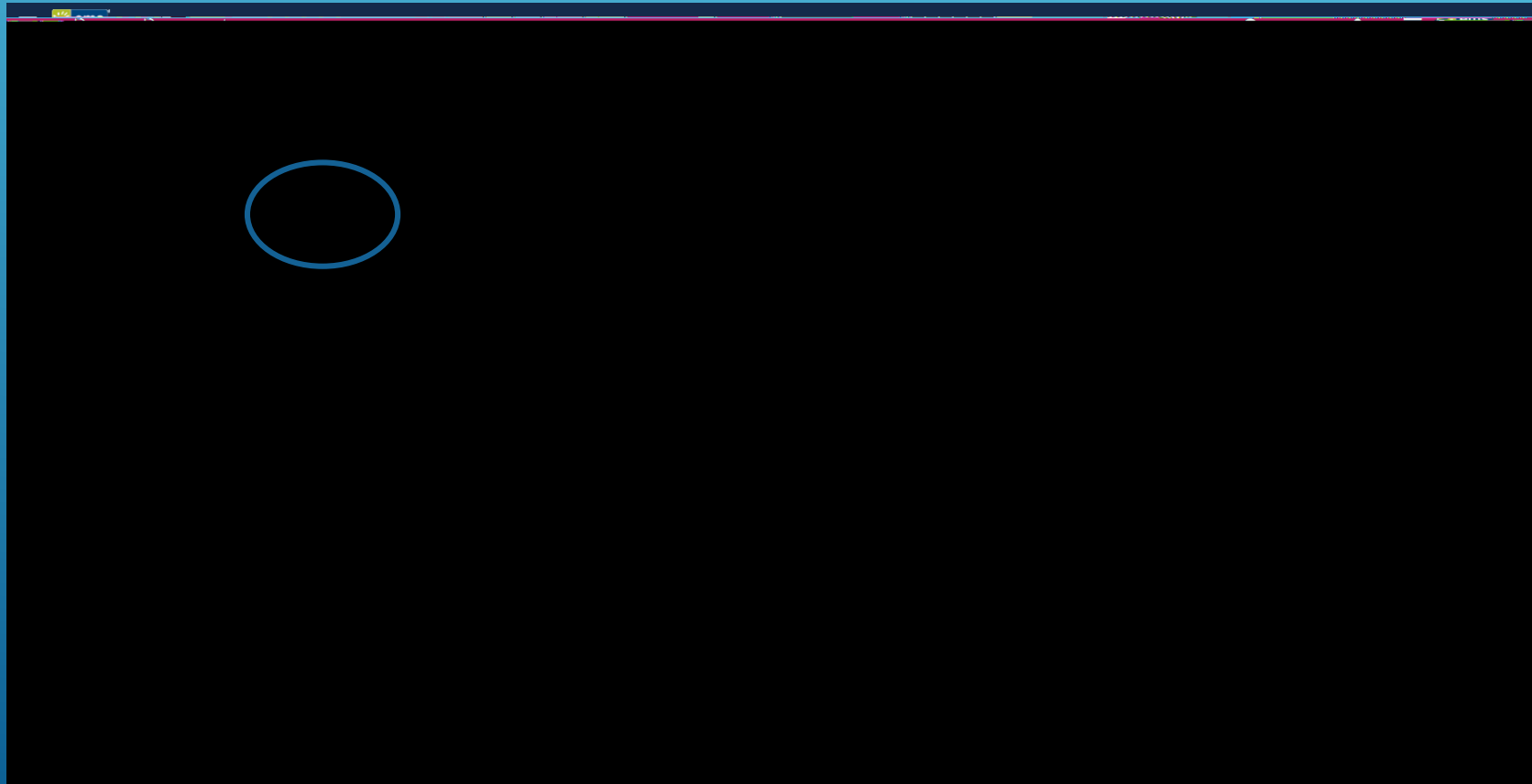
SELECT ONE OR MORE ROOM(S) BY CLICKING BLUE + SIGN



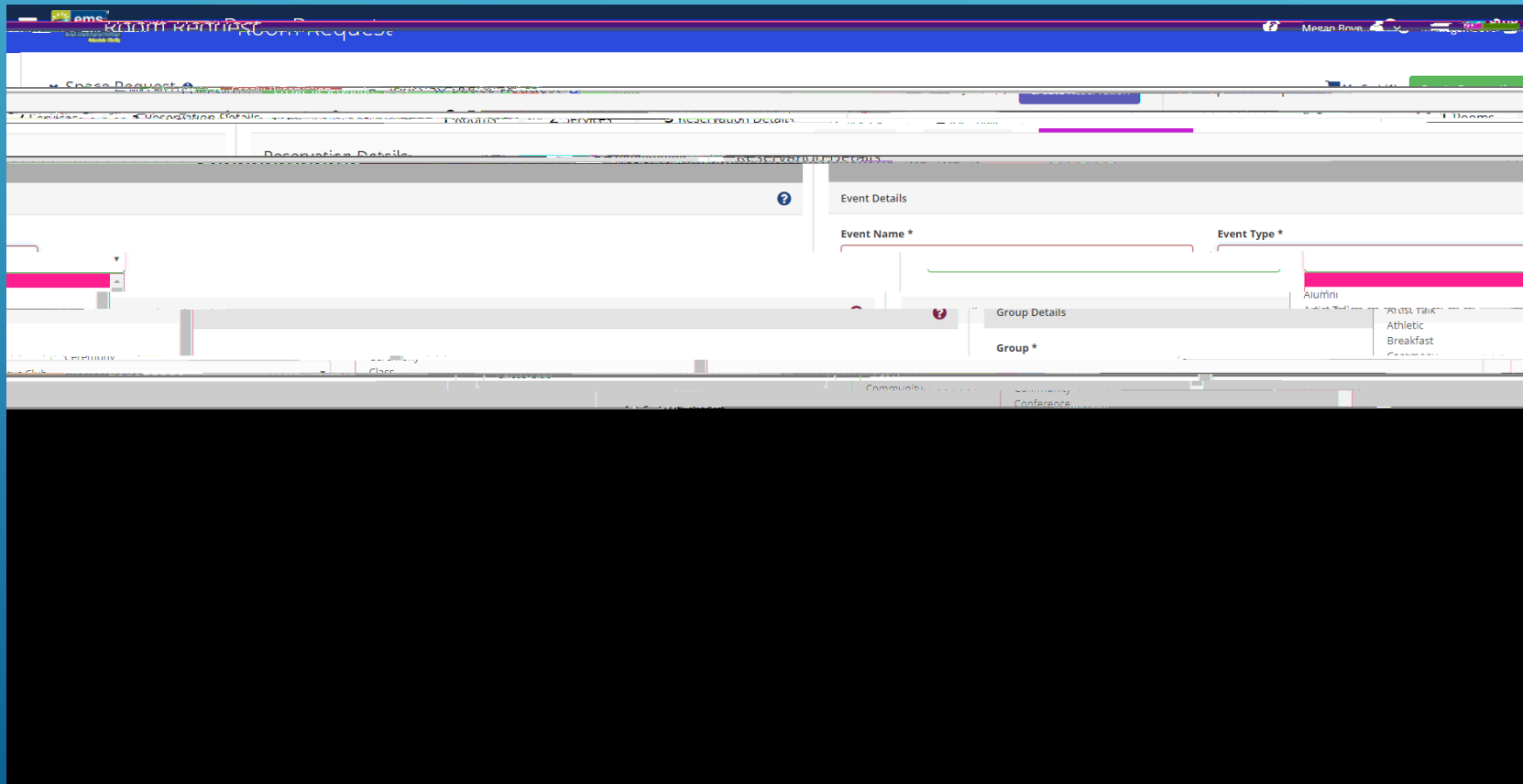
YOUR SELECTED ROOM WILL NOW SHOW AT THE TOP OF THE PAGE.

IF NO SERVICES ARE NEEDED SKIP AHEAD TO "RESERVATION DETAILS"

IF YOU NEED SERVICES (CATERING) CLICK "NEXT STEP".



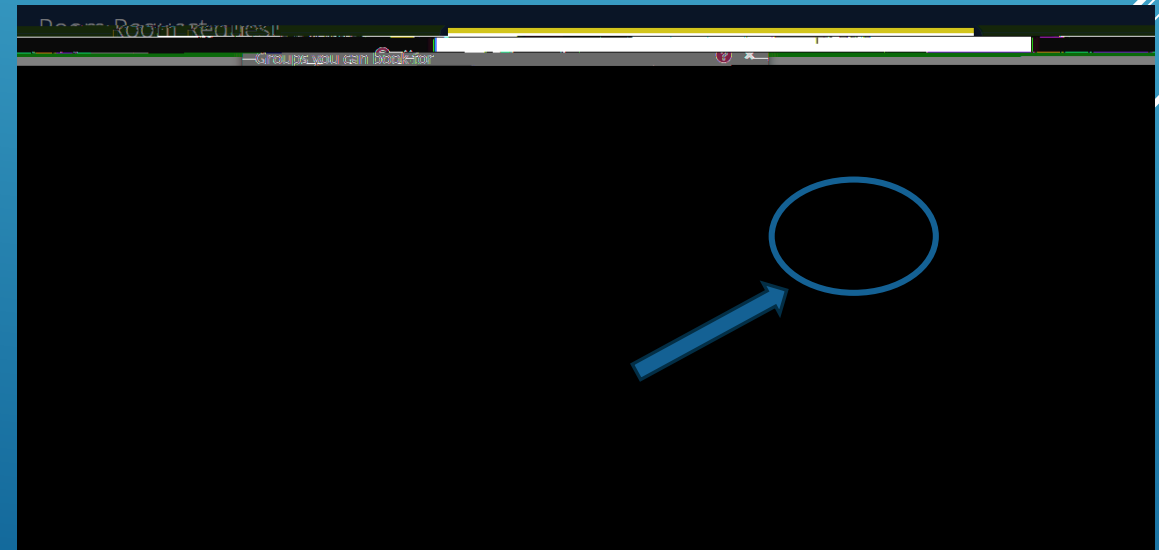
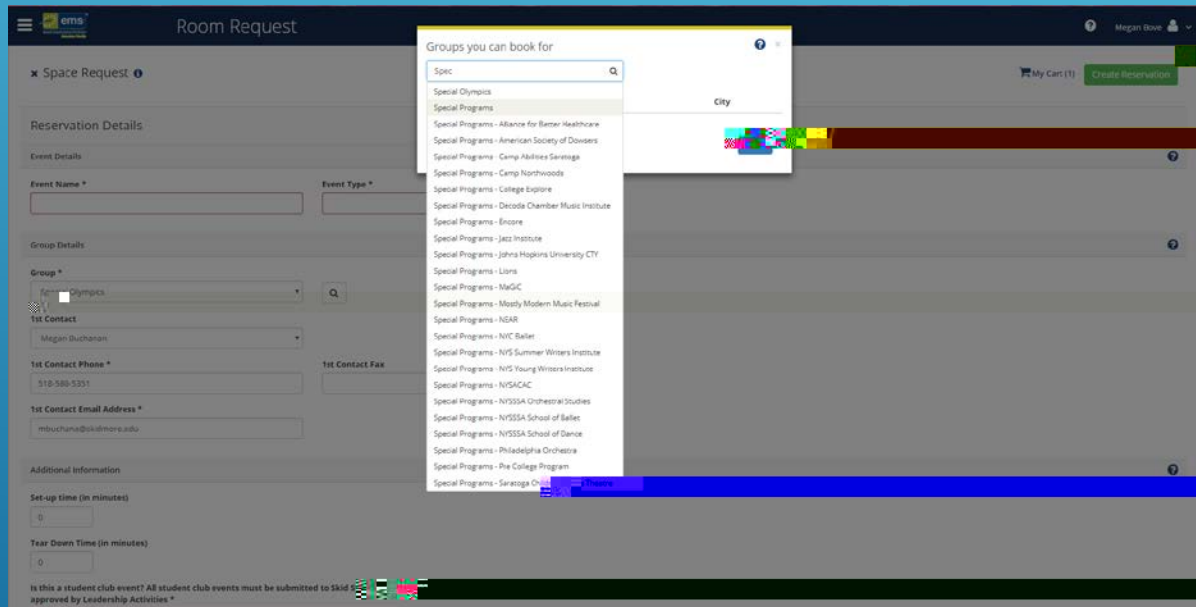
ENTER EVENT NAME AND TYPE



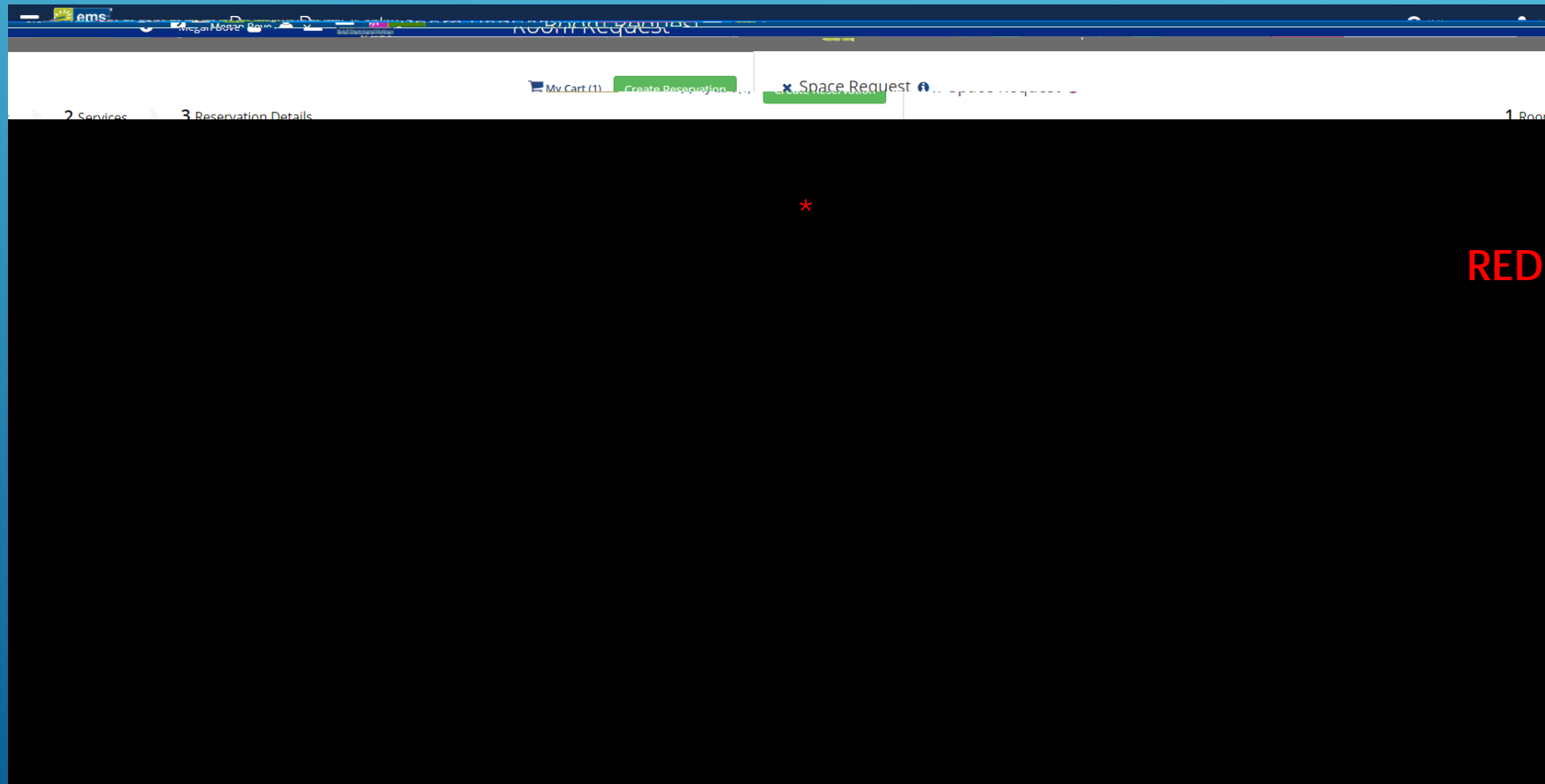
Group Details

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"



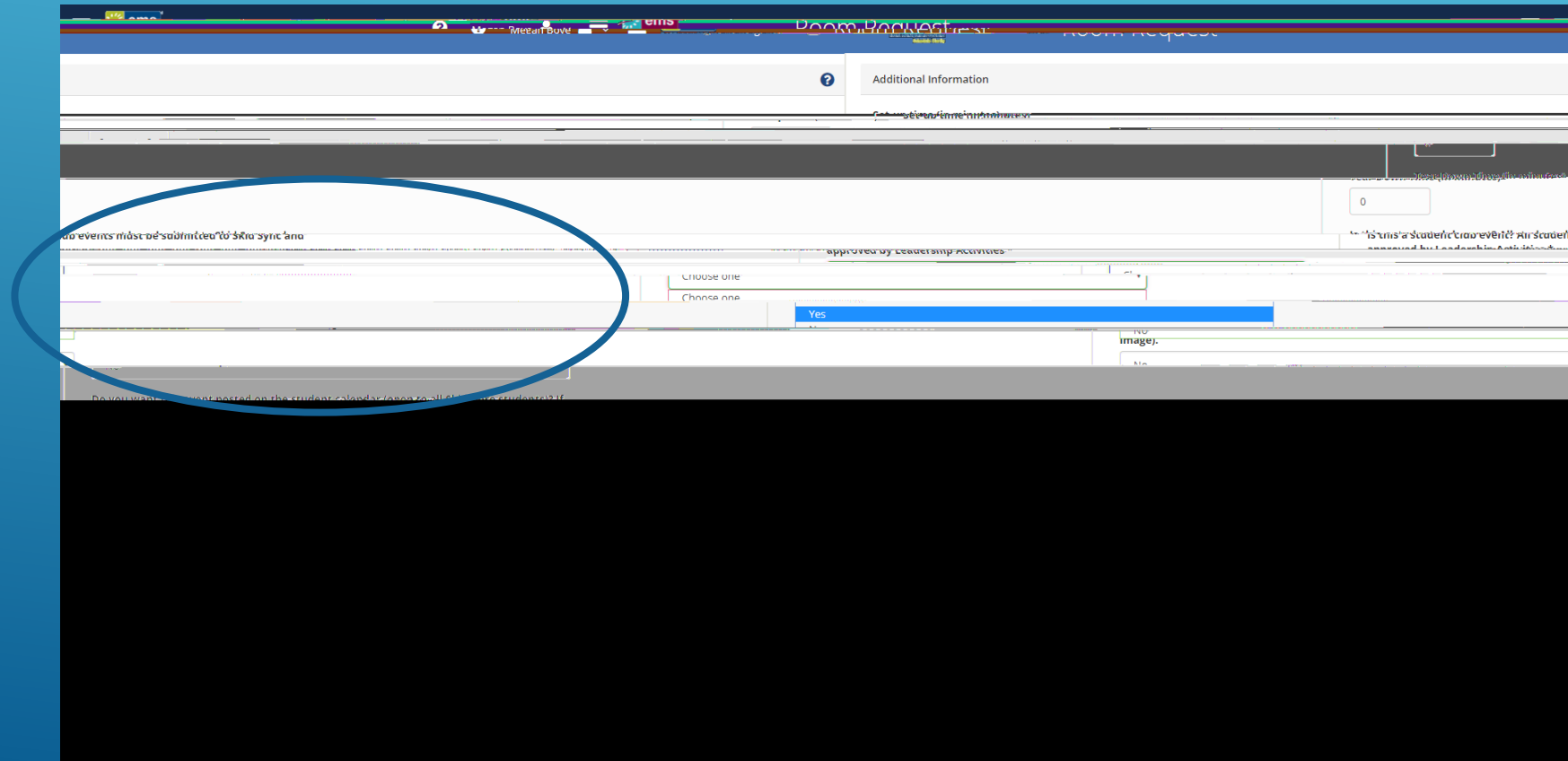
LOOK FOR YOUR NAME IN THE 1ST CONTACT LIST, IF IT IS NOT LISTED YOU MAY ENTER YOURSELF AS A TEMPORARY CONTACT. CONTACT SCHEDULE@SKIDMORE.EDU TO BE ADDED AS A CONTACT FOR THE GROUP



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 image shows a screenshot of a web form titled "Additional Information". The form contains several fields and a dropdown menu. A blue oval highlights the dropdown menu, which has "Choose one" and "Choose none" options. The "Yes" option is selected. The form also includes a text input field with the value "0", a checkbox labeled "Is this a student club event?", and a section for "Image".

Publicizing Your Event

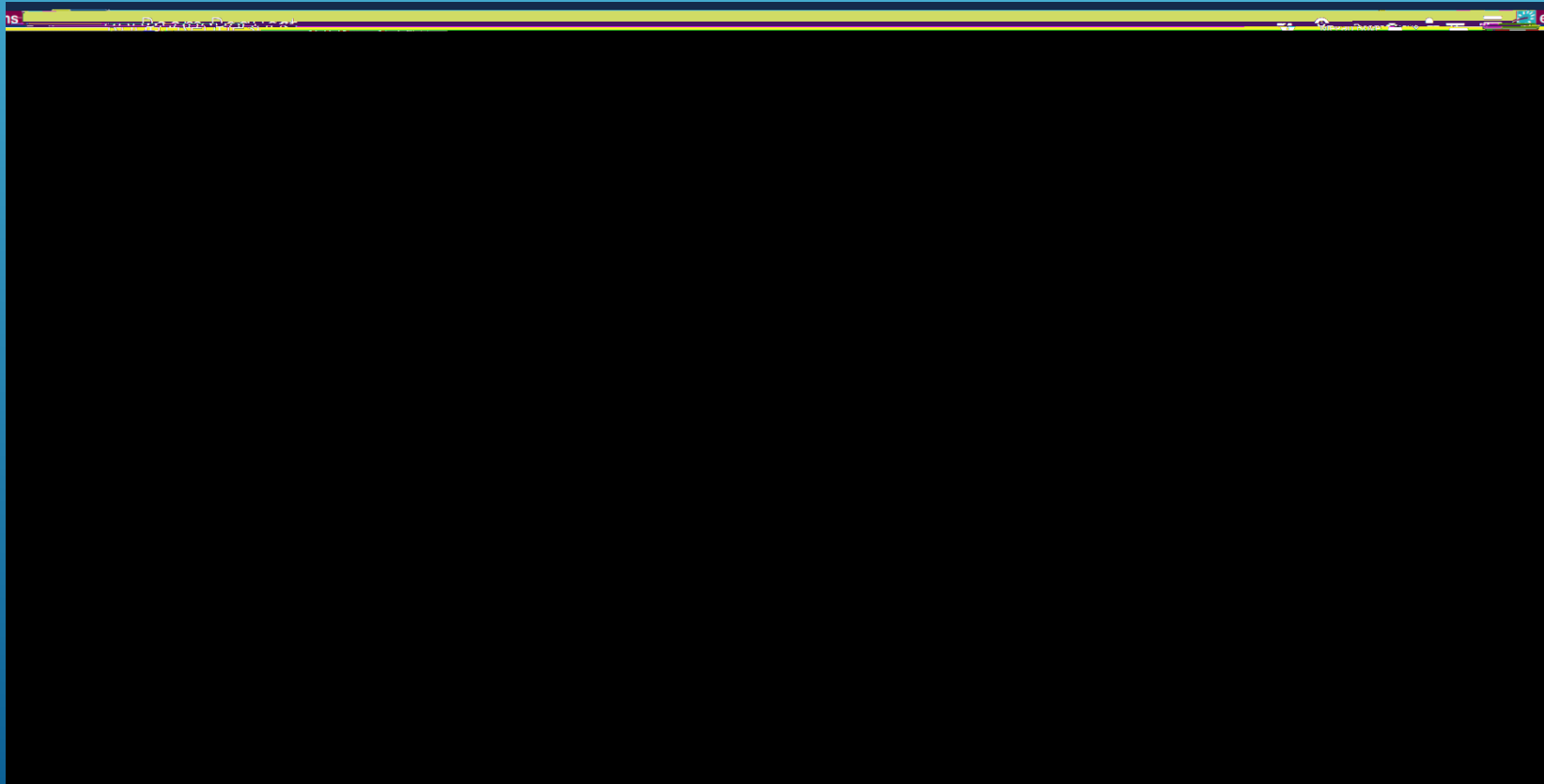
YOU MAY CHOOSE TO POST YOUR EVENT ON THE PUBLIC, STUDENT OR DEPARTMENT CALENDARS BY ANSWERING YES TO EACH OF THE CALENDAR QUESTIONS.

*PLEASE NOTE IF YOU SELECT "YES" YOU WILL RECEIVE A SEPARATE EMAIL REQUESTING EVENT INFORMATION AND IMAGE TO POST ON THE CALENDAR

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant 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.



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

Room Request

Set-up time (in minutes)

Tear Down Time (in minutes)

Is this a student club event? All student events must be 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 department's website? 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 on the department's web page?

No

Is this a diversity related event?

Choose one

Additional Information

Billing information

SCIP Account Number

795

Create Reservation

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.

Room Request

Reservation Created

Help

HOME

CREATE A RESERVATION

RECH

EVENTS

LOCATIONS

LINKS

Submit an Event Setup Request

Submitting a Catering Service Request

Service Only Request

Link to Facilities Event Setup Request

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

The screenshot displays the 'My Events' page in a web application. The interface includes a top navigation bar with the 'ems' logo and a user profile icon. A left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY RESERVATIONS (highlighted), BROWSE (EVENTS, LOCATIONS), and LINKS. The main content area is titled 'My Events' and features tabs for 'RESERVATIONS' and 'BOOKINGS'. Below the tabs is a search bar and a checkbox for 'Include cancelled reservations'. A table lists reservations with columns for Name, First/Last Booking, Location, Group, Services, ID, and Status. One reservation is visible with the name 'Test', booking dates from Tue Jan 30, 2018 to Tue Jan 30, 2018, location 'Bolton Hall - 280', group 'Special Progra...', ID '296384', and status 'Requested'. A calendar view is partially visible below the table.

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



QUESTIONS?



PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU

