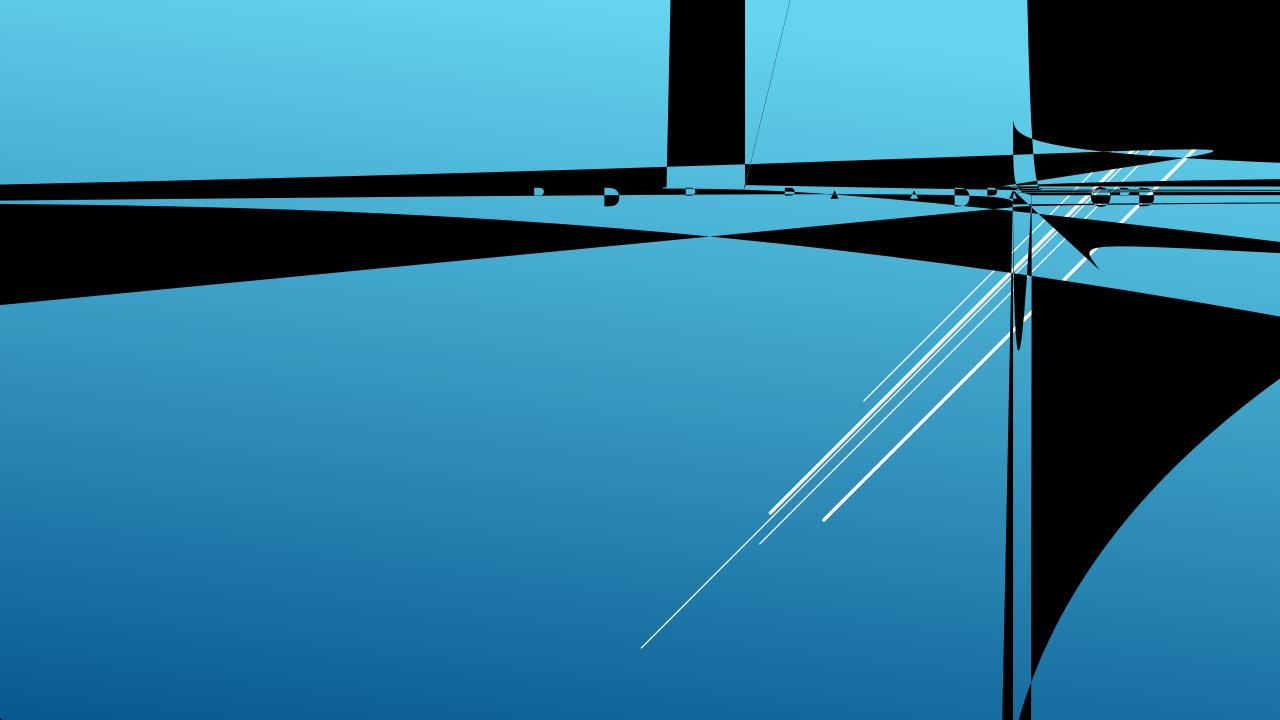
HOW TO REQUEST SPACE USING EMS

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"

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Click on (2) for more information or help on that page or section.	

CLICK "BOOK NOW" ON TEMPLATE TO BEGIN 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

	Room Réquest		Megan Bove	
× Space Reque		1 Rooms 2 Services 3 Reservation Details	My Cart ID	
New Booking for Mon	Jan 8, 2018	1 Rooms 2 Services 3 Reservation Details	Next Step	
Date & Time	Selected Rooms			
- AL Mon 01/08/2018	Your selected Rooms will appear here.			
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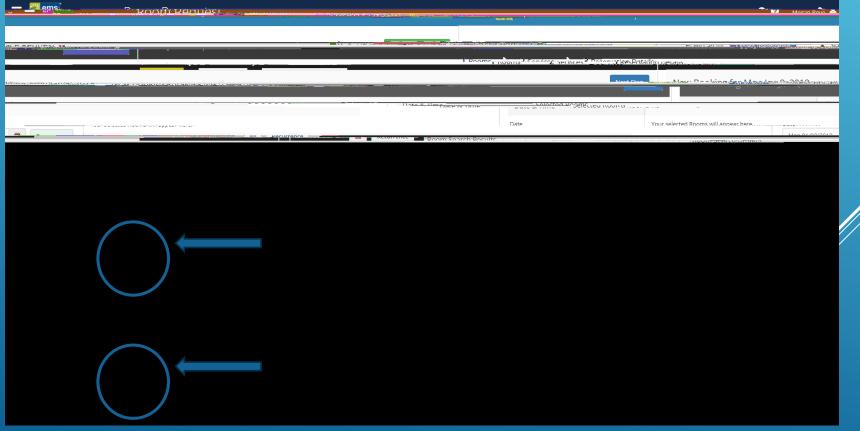
Reoccurring Event Date & Time

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

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Mon 01/09/2018 B Resurrence com St. C. :		
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0. Search	© Let Mo Search For A Room	Eastern Time
	allo Features Add/Remove	
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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

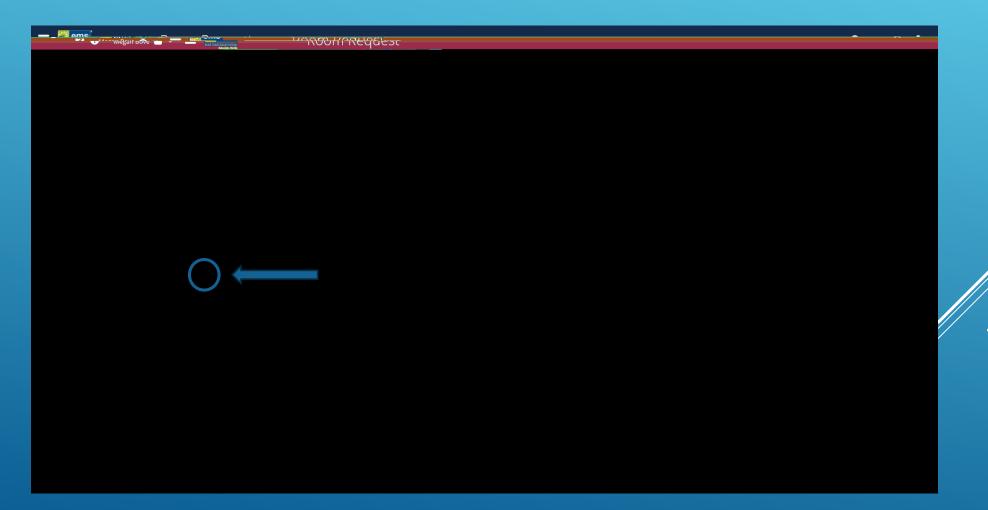


All Available Rooms

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

				2 Mag	
	om Paquest				
My Cart (0) Create Reservation	x Space Request 6				
					/

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



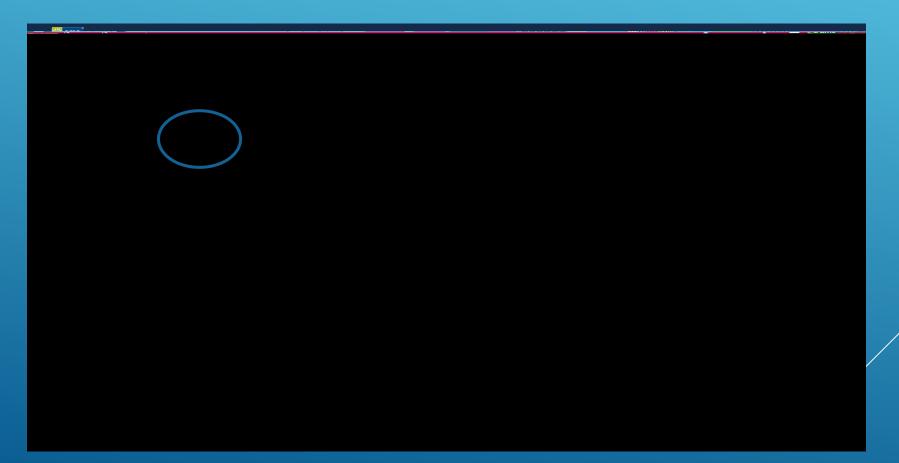
ENTER ATTENDANCE FOR YOUR EVENT AND CLICK "ADD ROOM". WHEN REQUESTING TABLES, POSTER SPACE, ETC. ENTER "1"

E Roor	n Request	Att				? Megan Bove 🍰 🦄
× Space Some Some Some Pace O		To continue, - ²	satten ²³	_	I	
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Search	€ 280 ^{-1,2} 45					
I Know What Room I Want	• 281 45					

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".





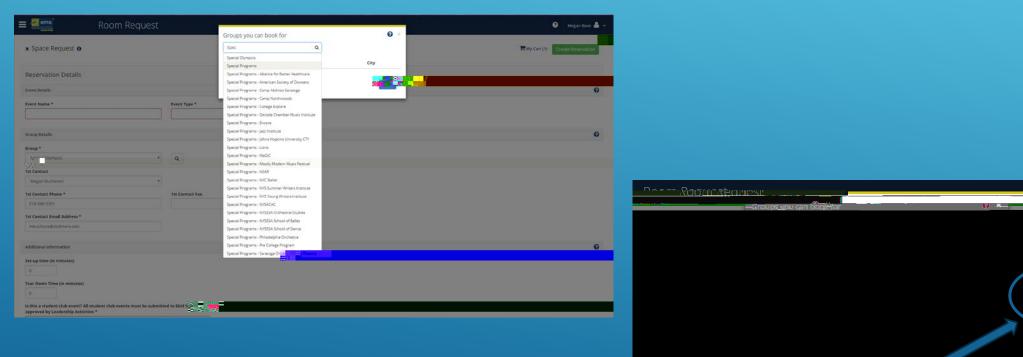
ENTER EVENT NAME AND TYPE

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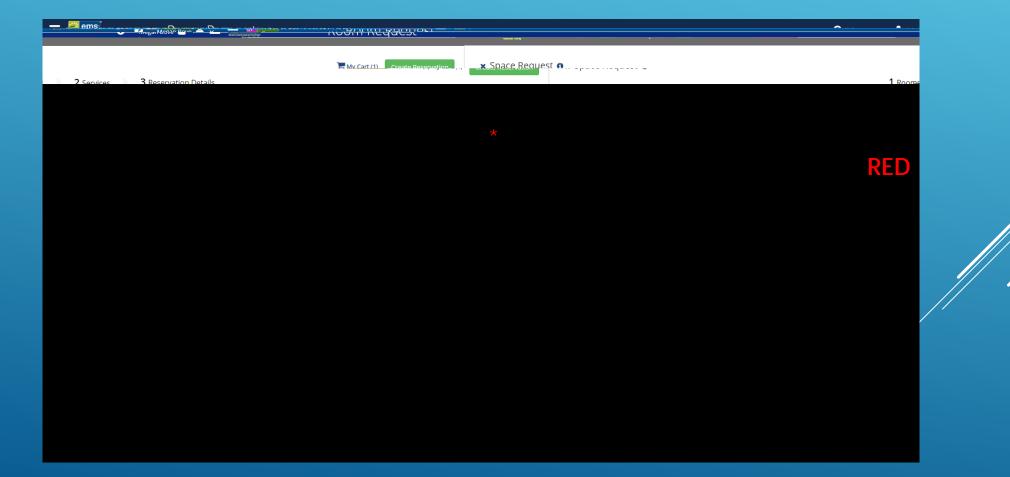


IF YOU ARE NOT YET ASSOCIATED WITH A GROUP YOU MAY SEARCH FOR YOUR GROUP BY TYPING IN THE NAME OR CLICKING ON THE MAGNIFYING GLASS TO SCROLL THROUGH THE LIST.

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 <u>SCHEDULE@SKIDMORE.EDU</u> 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

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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

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 🔮 Magan Bow 🌢 🤟	
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n minutes)	YOU WILL THEN RECEIVE A
vent posted on the public calendar (open to the community)? If you II neceive an email requesting more details (and the option to add an	YOUR RESERVATION HAS
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No Do you want this you answer Yes, y

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No ts this a diversity Choose one Additional Inferr

Billing Information

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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.

1.1

W. Neth Base #

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

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n HOME	RESERVATIONS BOOKINGS						
CREATE A RESERVATION		Search R	eservations				Include cancelled reservations
MYREE 2	Same States						
BROWSE	Name	First/Last Booking ~	Location	Group	Services	ID	Status
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Skidmore Event Scheduling Tips Submitting a Catering Service R							
Service Only Request	4						
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PLEASE CONTACT SCHEDULE@SKIDMORE.EDU