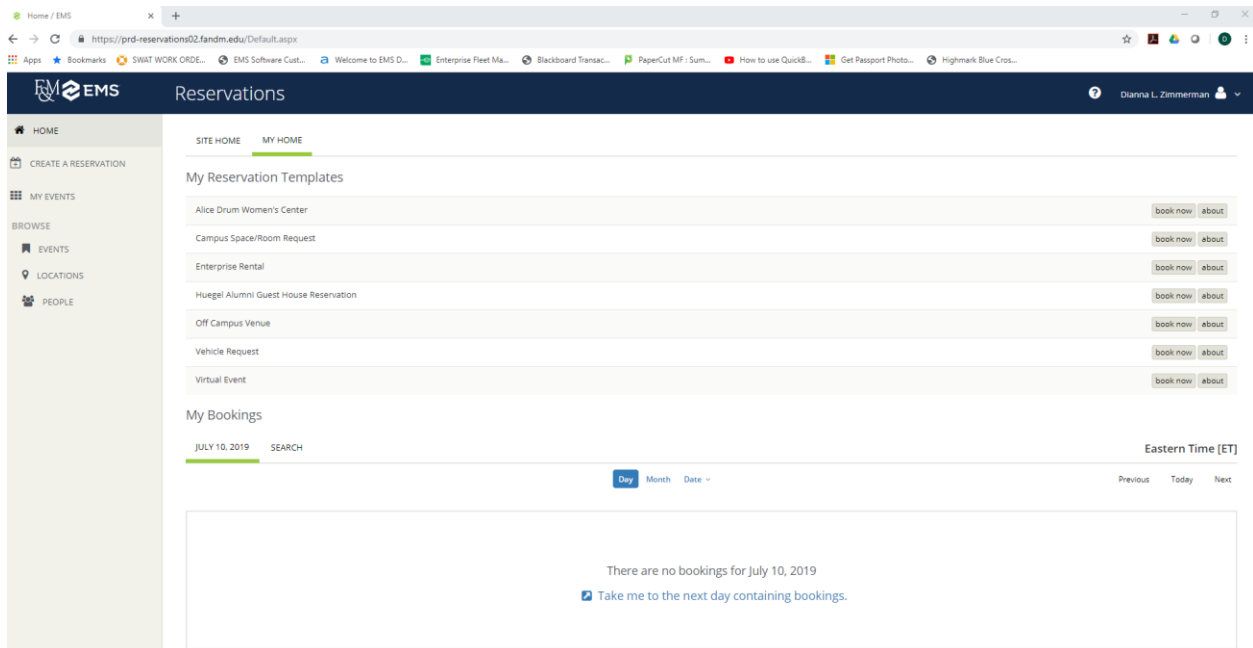


General Instructions –

These instructions will help guide you through creating a new reservation request, editing an existing request, or cancelling a request. There is also a reference to how to add your event to the College Events Calendar.

How to Place a Reservation Request


After logging into the EMS Reservation System, you will see screen similar to this:





To book a space or a vehicle, click on the [book now](#) button on the appropriate template, usually the Campus Space/Room Request Line. This will take you to the Campus Space/Room Request screen where you will begin to build the details of your request. The next steps are to select the date and start/end time of your event, by completing these fields. You may key in the elements, or you may use the calendar icon for date selection and clock icon for time selection.

New Booking for Sat Jul 20, 2019

Date & Time

Date
Sat 07/20/2019  **Recurrence**

Start Time
8:00 AM 

End Time
9:00 AM 

Create booking in this time zone
Eastern Time ▼

Locations **Add/Remove**
(all)


Search

Let Me Search For A Room

Next, click on the Add/Remove for Locations, and select the building from the pop-up, then click Update Locations:

Locations

BUILDINGS

Find locations 

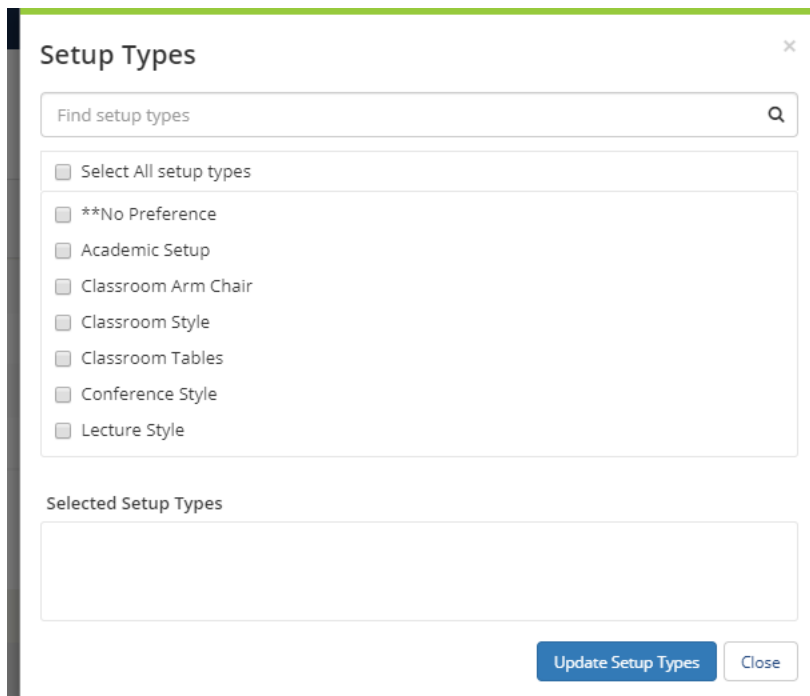
Select All Buildings

- 1787
- 615 College Ave
- Admission Tours 50+
- Alumni Sports & Fitness Center
- Armstrong Athletic Fields
- Baker Campus Athletic Field
- Barshinger Center

Selected Locations

Update Locations **Close**

Move to the Let Me Search for a Room area and click Add for Setup Types. You will see this pop-up from which to select the setup type you need:



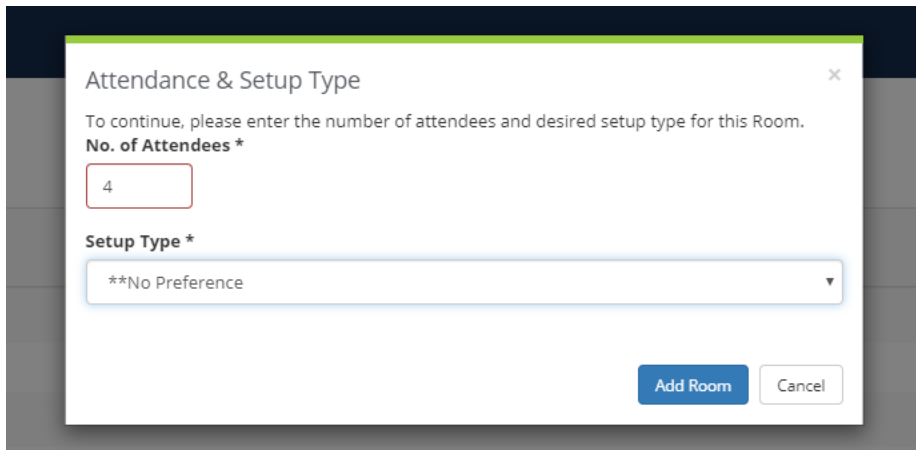
Select the setup type that best suits your need and the click on the Update Setup Types button.

Continuing in a similar manner, click on Room Types, make your selection and click Update Room Types, then proceed to Features, make your selection and click Update Features.

The view of rooms/vehicles will be filtered by the selections you have made. Here's a look at the screen:

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Stager 102 Stahr A...	155						Admissio		Admissio									
Stager 108 Semina...	23																	
Stager 110 Classro...	29																	
Stager 112 Classro...	41																	
Stager 216 Classro...	32																	
Stager 217 Classro...	30																	
Stager 221	12																	
Stager 320 Classro...	30																	

Click on the + icon to select the location you wish to use. A pop-up will appear that will ask for the number of attendees and the type of setup. Here's a look at display after entering 4 attendees and selecting no preference for the setup:



Click the Add Room button.

You have now completed the location selection process and need to select the services needed to support your event.

You will now see a new screen (copied below), which will guide you through the process. Please be sure to answer all the prompts to complete your services requests.

✕ Campus Space/Room Request ⓘ

1 Rooms ▶ 2 Services ▶

Services For Your Reservation

Public Safety Services

Public Safety Services is not available because it needs 10 days of lead time.

Catering Service

Please list any additional catering setup needs required for your event

Catering Use

Catering Services

Technology Support Services

I will need staff support for my event.

No

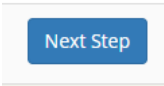
I will need to reserve and pick up TEC equipment from the Tech Lending Center tlc@fandm.edu or 717-358-6800

No

Technology Support Services

I will need Technology Support Services

Next Step

The services you selected have now been collected for your event. Click the  button in the upper right hand corner of the screen to continue.

You will now be asked to supply the details for your reservation. Here's a look at the screen:

x Campus Space/Room Request ⓘ

1 Rooms ▶ 2 Services

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

Additional Information


Description

Should this event be displayed on the College's events calendar that is available publicly on the web? *

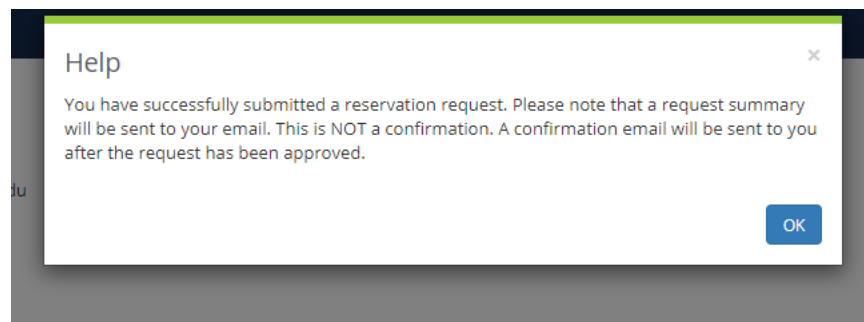
How much set-up time is required for your event? *

How much tear-down time is required for your event? *

SWAT equipment and services are available, click box below for contact information *

After you have filled in all the boxes, click on the  button.

This pop-up appears:



This indicates that you successfully submitted your request. The approver for your reservation will consider your request and send an email informing you of the status.

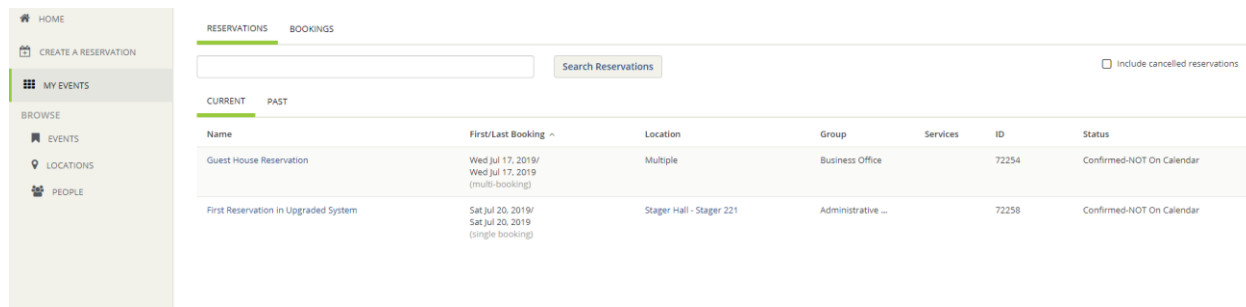
If you have any questions, please contact reservations by email to reservations@fandm.edu or call (717)358-3927.

How to Change or Cancel a Reservation Request

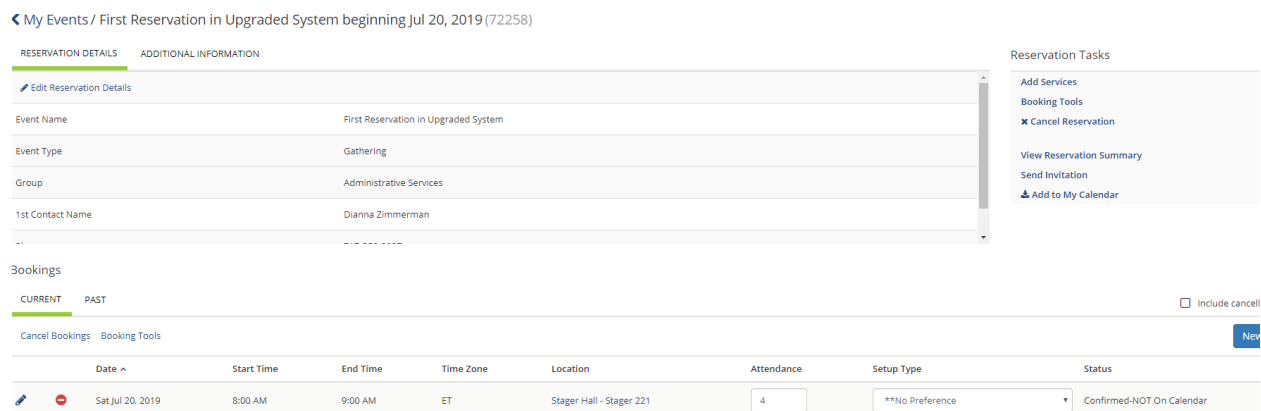
From the reservation system Home page, select My Events, located on the menu bar on the left of the screen:





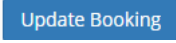
This will take you a list of reservation requests (events) that you have originated. Here's an example:

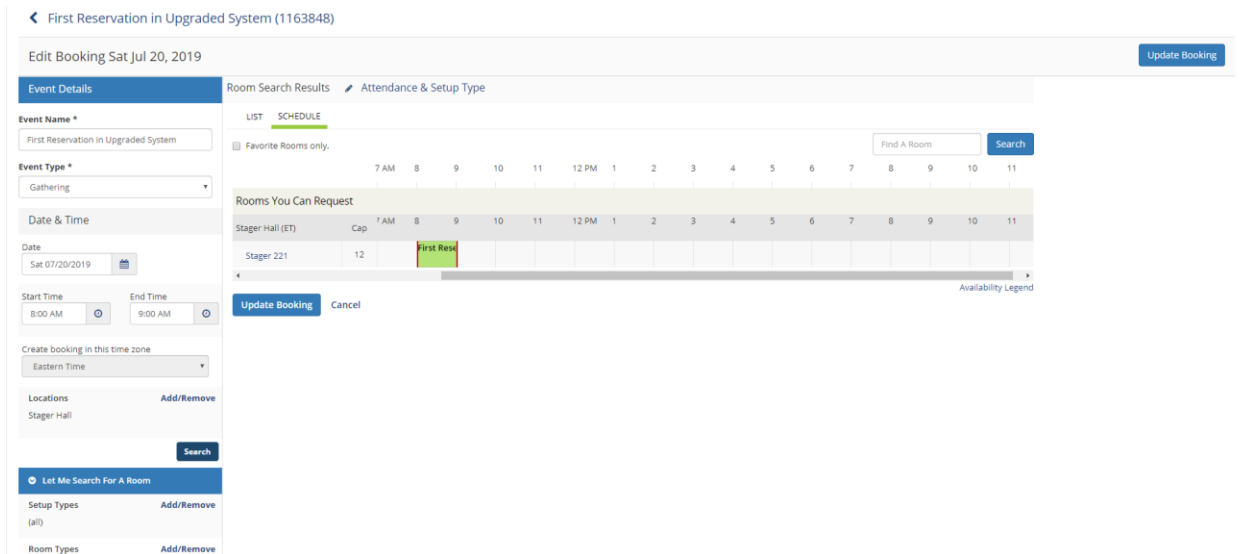


You may scroll through the results, or enter search criteria in the Search Reservations box. Once you have identified the reservation you wish to change, click on it to gain access to the details. This is an example:



To delete the request, click on the  button

To update details for the request, click on the  button to go to the detail screen. This is same screen used when creating a reservation request; make your changes and click the  button to complete your update. Here is a look at the screen you be using:



First Reservation in Upgraded System (1163848)

Edit Booking Sat Jul 20, 2019 Update Booking

Event Details Room Search Results Attendance & Setup Type

Event Name *
First Reservation in Upgraded System

Event Type *
Gathering


Date & Time
Date: Sat 07/20/2019
Start Time: 8:00 AM End Time: 9:00 AM
Create booking in this time zone: Eastern Time

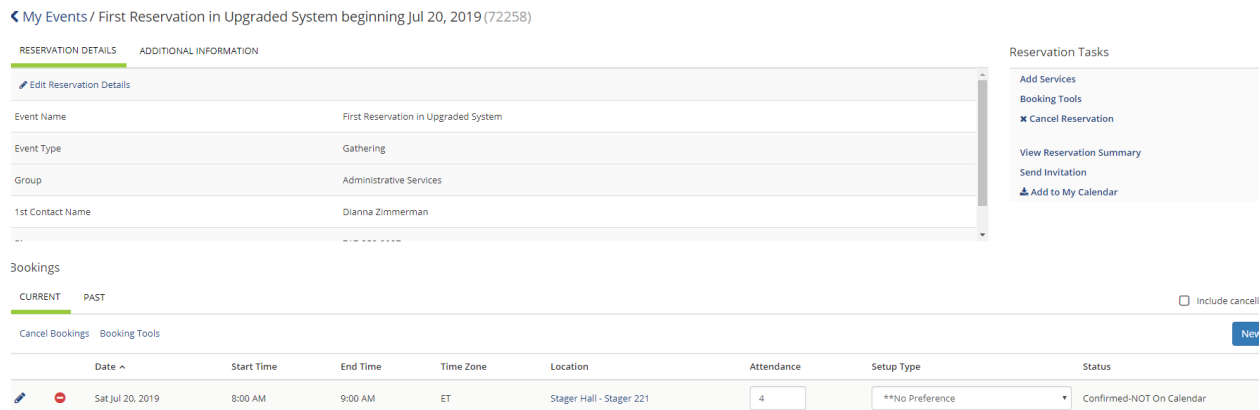
Locations: Stager Hall

Room Search Results: LIST SCHEDULE
Favorite Rooms only. Find A Room Search

Rooms You Can Request
Stager Hall (ET) Cap 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11
Stager 221 12 **First Res**

Update Booking Cancel

To delete the request, while on the My Events screen, click on the  button for the line you are cancelling,



My Events / First Reservation in Upgraded System beginning Jul 20, 2019 (72258)

RESERVATION DETAILS ADDITIONAL INFORMATION

Edit Reservation Details

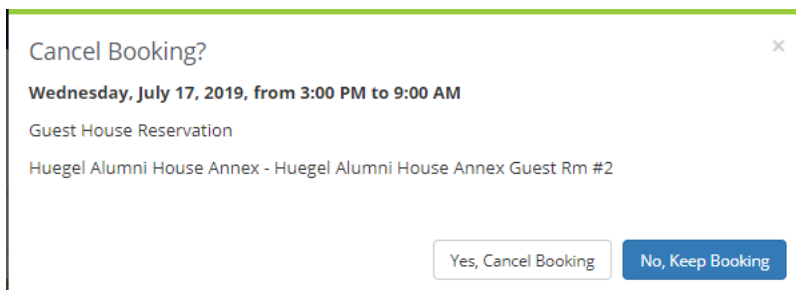
Event Name: First Reservation in Upgraded System
Event Type: Gathering
Group: Administrative Services
1st Contact Name: Dianna Zimmerman

Reservation Tasks:
Add Services
Booking Tools
Cancel Reservation
View Reservation Summary
Send Invitation
Add to My Calendar

Bookings: CURRENT PAST Include cancell

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Sat Jul 20, 2019	8:00 AM	9:00 AM	ET	Stager Hall - Stager 221	4	**No Preference	Confirmed-NOT On Calendar

This pop-up will appear:



Cancel Booking? ×

Wednesday, July 17, 2019, from 3:00 PM to 9:00 AM

Guest House Reservation

Huegel Alumni House Annex - Huegel Alumni House Annex Guest Rm #2

Yes, Cancel Booking No, Keep Booking

Click Yes,Cancel Booking to complete the cancellation of your request.

How to Add an Event to the College Events Calendar

To add an event to the College Events Calendar, go to:

www.fandm.edu/training/creating-events-on-the-website

This will take you to a page posted by ITS , providing step-by-step instructions to post your event on the calendar.

If you have any questions, please email reservations@fandm.edu or call (717)358-3927.