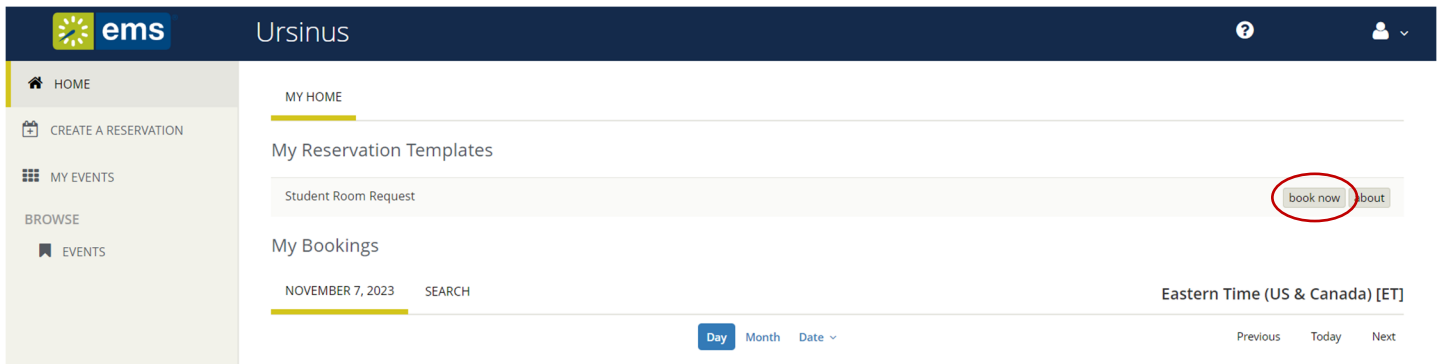


Reserving Spaces for Your Event

- 1) Login to the [EMS portal](#) using the same login information that you use for all of the Okta services (your Ursinus email **without** @ursinus.edu and your Ursinus Okta password).



When you login, you'll be directed to the **Home** page. To begin making a reservation, click **“book now”** to the right of **“Student Room Request”** for students or **“Room Request”** for faculty and staff.

- 2) Check the **availability of all reservable spaces** by filling out the **Date & Time** section with your event information to the left of the screen and clicking **“Search.”**

The screenshot shows the room search interface. The 'Date & Time' section is highlighted with a red box and contains fields for Date (Fri 11/10/2023), Recurrence, Start Time (9:30 PM), End Time (10:30 PM), and a 'Search' button. Below this is a 'Let Me Search For A Room' section with filters for Floors, Room Types, and Features. The 'Selected Rooms' section shows a calendar view with a blue plus sign next to 'Bomberger 128 - S...'. The calendar view shows rooms you can reserve and rooms you can request, with a grid of days and times.

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7
Bomberger 011	27		ECON-2	ECON-2		LSAT Test								
Bomberger 128 - S...	20			CIE-100	Meetin	FIN-403			Associate					
Bomberger 129	26			CIE-100-G C					ANSO-200-A Me					
Bomberger 202	30			ENV-220		SOC-100	IDS-ADV							
Bomberger 228	25			FIN-370-A C	POL-218	FIN-270	FIN-370-B C		Honors C					

From here, other scheduled events will appear in a calendar to the right, organized by each reservable space on campus. If a space is available at the time of your event, you can **select** the room by **clicking the blue plus-sign to the left of the room name.**

- 3) **Selected Rooms** will appear at the top of the screen. Click **“Next Step”** to continue filling out **Reservation Details** for your event and submit your request.

Student Room Request

1 Rooms 2 Reservation Details

New Booking for Fri Nov 10, 2023

Date & Time Selected Rooms

Date Fri 11/10/2023 Recurrence

103 Smart Classroom

Room Search Results

My Cart (1) Create Reservation

Next Step

- 4) Fill out event details as prompted, ensuring that each section with an asterisk is completed.

Student Room Request

1 Rooms 2 Reservation Details

Reservation Details

Event Details

Event Name * Event Type *

Pi Omega Delta Meeting Meeting

Customer Details

Customer *

Student

1st Contact

My Cart (1) Create Reservation

Depending on the needs of your event, some questions require further action to request certain services from campus support partners:

Will you need any of the following supplies for your event: tables, chairs, trash cans, parking signs and/or staging? If so, you must contact Facilities Services at facilities@ursinus.edu in order to secure these items for your event. *

No

Do you require additional tech outside of what exists in the space, such as a conference phone, screen, extra laptops? If so, you must email techsupport@ursinus.edu a minimum of (2) weeks prior to your event date to secure these services for you event. *

Yes - And I will contact techsupport@ursinus.edu

Is this a performance, lecture or event that requires a microphone, podium, sound or other audio visual support? If so, you must email eventtechnology@ursinus.edu with your event details a minimum of (2) weeks in advance of your event date. *

No

- 5) When all information is completed, click **“Create Reservation”** to submit your request. You will be emailed a summary of this request and messaged again within a few business days with an updated **Status** of your event.

Student Room Request

1 Rooms 2 Reservation Details

Reservation Details

My Cart (1) Create Reservation

You can check the status of your event and access/update your reservation information after submitting through the **“My Events”** tab to the left of the Home page. You can also always contact the office of protocol & special events with any questions about your event by emailing SpaceRequests@ursinus.edu.