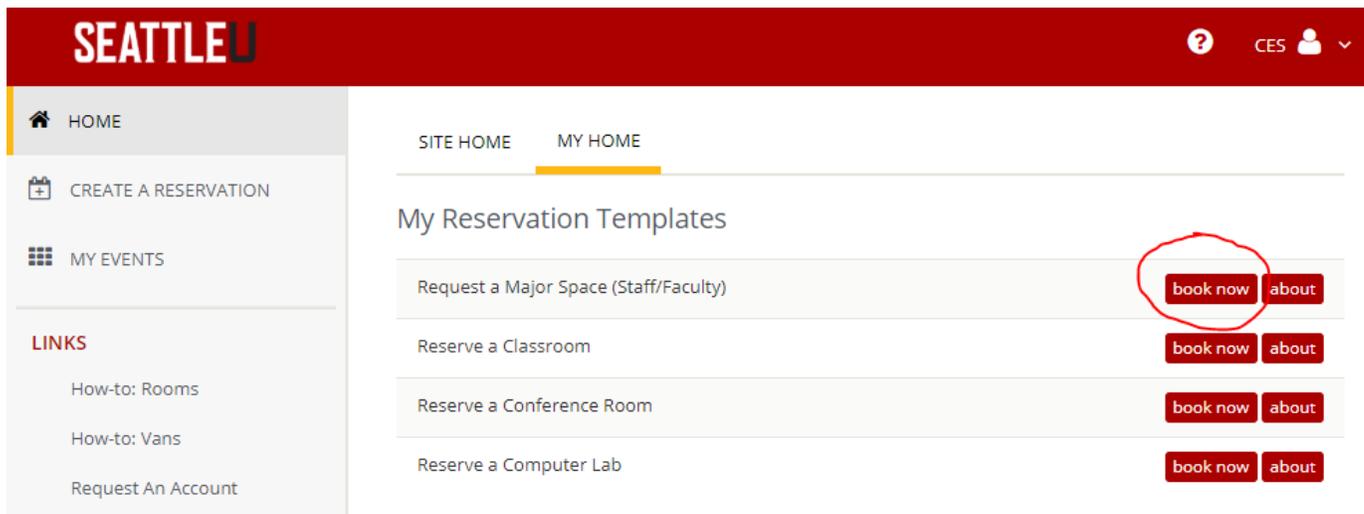


EMS Web App - Requesting Major Spaces

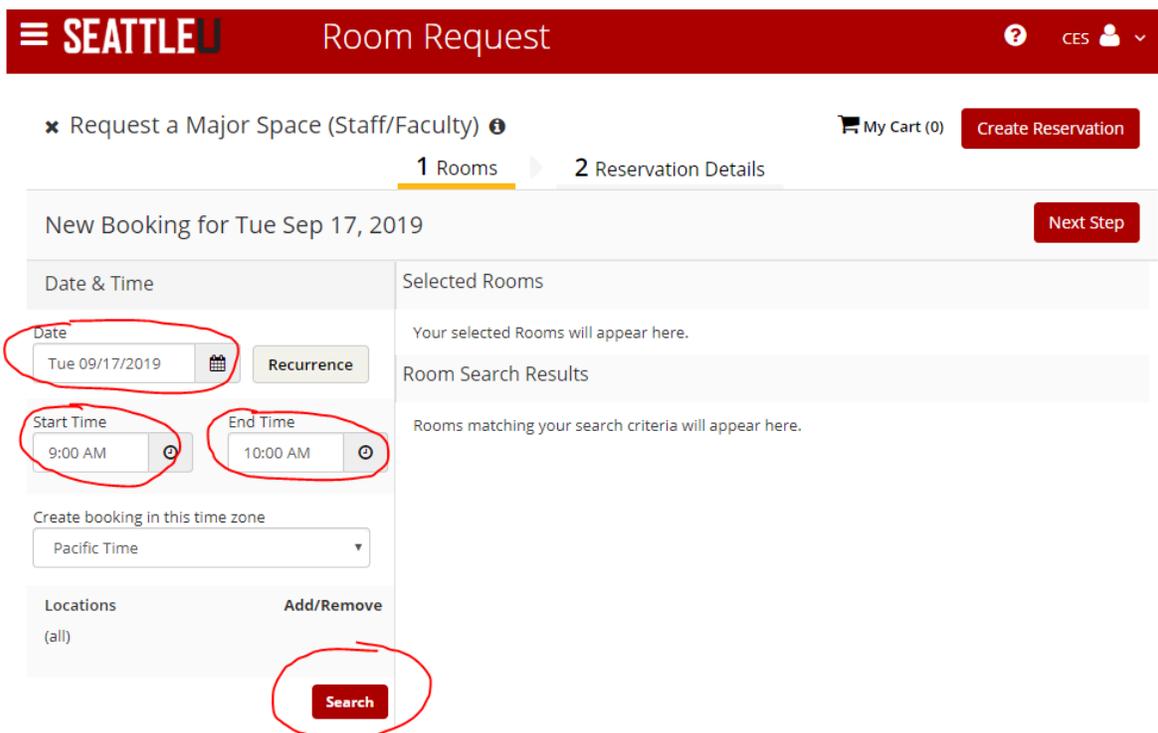
You must first request an account before you may access the EMS Web App. Once you have received confirmation of your account from CES, point any internet browser to the following address:
<https://reservations.seattleu.edu/EmsWebApp/>

(NOTE: In order to access the website, you must be on campus using the SU_Secure network, or be connected via the [VPN](#) or [Virtual Desktop](#) if you are off-campus.)

To submit an event request, begin by clicking “book now” on the “Request a Major Space” reservation template:



On the left hand side, select the date and time of your event (actual event time, CES will account for setup and strike) and then click “Search”. (NOTE: Requests must be submitted at least 15 business days prior to the requested event date):



After clicking “Search”, the Web App will display the room schedules of the major event spaces on campus along with availability for selected dates and times. Gray blocks indicate unavailable room times.

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

		7	8	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Rooms You Can Request																		
Advancement & Alumni...	Cap																	
<input type="checkbox"/> Stuart T. Rolfe Co...	60																	
Bannan Building (PT)	Cap																	
<input type="checkbox"/> Bannan 102 - Audi...	84																	
Campion Residence Hal...	Cap																	
<input type="checkbox"/> Campion 140 - Bal...	900																	
Casey Building (PT)	Cap																	
<input type="checkbox"/> Casey 100-91 - Atri...	100																	
<input type="checkbox"/> Casey 530 - Casey ...	60																	

After finding an available time, click the “+” icon next to the room to add it to your cart:

Bannan Building (PT)	Cap																	
<input type="checkbox"/> Bannan 102 - Audi...	84																	

The system will prompt you for attendance and setup information. Complete this information and then click “Add Room”:

Attendance & Setup Type ✕

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

Setup Type *

The added room will now show up under “Selected Rooms” at the top of the screen:

The screenshot shows the top section of the room selection interface. At the top, there is a header "Selected Rooms" with a pencil icon and "Attendance & Setup Type". Below this, a single room is listed: "Bannan 102 - Auditorium (Classroom)", which is circled in red. Underneath is the "Room Search Results" section, which includes tabs for "LIST" and "SCHEDULE", a checkbox for "Favorite Rooms only", a search input field labeled "Find A Room", and a red "Search" button. Below the search results is a calendar grid for the month of September, with days 7 through 11 visible.

If you need to request multiple event spaces, simply repeat the process above to add a second event space (or date/time) to your selected rooms:

This screenshot shows the "Selected Rooms" section with two rooms listed: "Bannan 102 - Auditorium (Classroom)" and "Casey 100-91 - Atrium". The minus sign icon next to "Casey 100-91 - Atrium" is circled in red. The "Room Search Results" section below is partially visible, showing the same search and calendar interface as the previous screenshot.

If you need to remove a space, click the “-” icon next to the selected room. After completing room selection, click “Next Step”:

The screenshot shows the "Room Request" page. At the top, there is a red navigation bar with the SeattleU logo, the text "Room Request", and user information "CES" with a dropdown arrow. Below the navigation bar, there is a breadcrumb trail: "Request a Major Space (Staff/Faculty) > 1 Rooms > 2 Reservation Details". A "My Cart (1)" icon and a "Create Reservation" button are also visible. The main content area is titled "New Booking for Tue Sep 17, 2019" and features a "Next Step" button circled in red. On the left side, there are input fields for "Date" (Tue 09/17/2019), "Start Time" (11:30 AM), "End Time" (12:29 PM), and "Locations" (all). On the right side, the "Selected Rooms" section shows "Bannan 102 - Auditorium (Classroom)" with a minus sign icon. Below it is the "Room Search Results" section, which includes the same search and calendar interface as the previous screenshots.

The “Next Step” button will bring you to page 2, “Reservation Details”. If at any time you need to return to the room selection page, click “1 Rooms” at the top of the screen:

The screenshot shows the SEATTLEU Room Request interface. At the top, there is a red navigation bar with the SEATTLEU logo, the text "Room Request", a help icon, "CES", and a user profile icon. Below the navigation bar, there is a breadcrumb trail: "Request a Major Space (Staff/Faculty) > 1 Rooms > 2 Reservation Details". The "2 Reservation Details" step is highlighted with a yellow underline. To the right of the breadcrumb trail, there is a shopping cart icon labeled "My Cart (1)" and a red "Create Reservation" button. The main content area is titled "Reservation Details" and contains two sections: "Event Details" and "Client Details". The "Event Details" section has two required fields: "Event Name *" (a text input field) and "Event Type *" (a dropdown menu). The "Client Details" section has several fields: "Client *" (a dropdown menu with "Conference and Event Ser" selected), "Requestor" (a dropdown menu with "Eastman, Matt" selected and a search icon), "Requestor Phone *" (a text input field with "(206) 296-6039" entered), "Requestor Cell Phone" (an empty text input field), and "Requestor Email Address *" (a text input field with "eastmanmatth@seattleu.edu" entered). Each section has a help icon in the top right corner.

Once you have completed all of the required questions on the form, click “Create Reservation”. **Please note that this is a request and not a confirmed reservation.** The CES team will review your request as soon as possible and follow up with additional information.

Check out our website for more information on how to use the EMS Web App:
<https://www.seattleu.edu/ces/our-services/ems-web-app/>

If you have any more questions about the EMS Web App, please contact the CES front desk at 206-296-5620 or rooms@seattleu.edu!