

## 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 <u>VPN</u> or <u>Virtual Desktop</u> if you are off-campus.)

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

SEATTLEU		? ces 💄 🗸
🖀 номе	SITE HOME MY HOME	
CREATE A RESERVATION	My Reservation Templates	$\sim$
MY EVENTS	Request a Major Space (Staff/Faculty)	book now about
LINKS	Reserve a Classroom	book now about
How-to: Rooms	Reserve a Conference Room	book now about
How-to: Vans Request An Account	Reserve a Computer Lab	book now about

On the left-hand side, select the date and time of your event (<u>actual event time</u>, CES will account for setup and strike/tear-down) and then click "Search". (**NOTE:** Requests must be submitted at least 15 business days prior to the requested event date):

$\equiv$ SEA	TTLEU Rooi	m Request		? CES 📥 🗸
× Requ	lest a Major Space (Staff,	Faculty) <b>1</b> Rooms <b>2</b> Reservation Details	े 🧮 My Cart (0)	Create Reservation
New Bo	ooking for Tue Sep 17, 20	19		Next Step
Date & Ti	ime	Selected Rooms		
Date		Your selected Rooms will appear here.		
Tue 09/17/	/2019 <b>Recurrence</b>	Room Search Results		
Start Time 9:00 AM	Interview End Time   10:00 AM Interview	Rooms matching your search criteria will appear here		
Create booki	ing in this time zone			
Pacific Tin	ne 🔻			
Locations	Add/Remove			
(all)		$\sum$		

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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 ap	pear here.																
Room Search Results																	
LIST SCHEDULE																	
Favorite Rooms only.														Find	A Room		Search
	7	8	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Rooms You Can Reque	est																
Advancement & Alumni	Cap	8	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Stuart T. Rolfe Co	60																
Bannan Building (PT)	Cap	8	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
🕒 Bannan 102 - Audi	84																
Campion Residence Hal	Cap	8	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
• Campion 140 - Bal	900																
Casey Building (PT)	Cap	8	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
• Casey 100-91 - Atri	100																
• 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)	Сар	8	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
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 * 30							
Setup Type *	•						
Add Room Cance	<u>1</u>						

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

Selecte	d Rooms	🖋 Atten	idance 8	Setup 1	Гуре														
• B	annan 102 - /	Auditorium (	Classroom																
Room	earch Res	ults																	
LIST	SCHEDU	LE																	
E Favo	orite Rooms (	only.														Find A	Room		Search
			7	8	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Room	ns You Can	Request																	
			7	8	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11

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:

Selected Rooms 🕜 Attendance & Setup Type
Bannan 102 - Auditorium (Classroom) Casey 100-91 - Atrium
Room Search Results

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

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SEATTLE Roo	om Request		? CES 占 🗸
<b>x</b> Request a Major Space (Sta	ff/Faculty)	📜 My Cart (1) Cre	ate Reservation
	1 Rooms 2 Reservation Det	ails	~
lew Booking for Tue Sep 17,	2019		Next Step
ate & Time	Selected Rooms 🕜 Attendance & S	etup Type	
2	Bannan 102 - Auditorium (Classroom)		
e 09/17/2019	Room Search Results		
t Time End Time	LIST SCHEDULE		
1:30 AM O 12:29 PM O	Favor	Find A Room	Search
ate booking in this time zone	7	8 9 AM 10 <b>1</b> 1	12 PM 1
Pacific Time 🔻	Rooms You Can Request		
cations Add/Remov	Advancement & Alumni Cap	8 9 AM 10 11	12 PM 1
,	Stuart T. Rolfe Co 60		

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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:

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## **SEATTLE** Room Request

<b>x</b> Request a Major Space	e (Staff/Faculty) 🚯	Hy Cart (1) Create Reservation
	1 Rooms 2 Reservation Details	
Reservation Details		
Event Details		0
Event Name *	Event Type *	
Client Details		0
Client *		
Requestor		
Eastman, Matt	Q	
Requestor Phone *	Requestor Cell Phone	
(206) 296-6039		
Requestor Email Address *		
eastmanmatth@seattleu.edu		

Once you have completed all the required questions on the form, click "Create Reservation". <u>Please note that this is</u> <u>a request and not a confirmed reservation</u>. 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: <u>https://www.seattleu.edu/ces/plan-an-internal-event/#id1002602</u>.

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