

EMS Web App Instructions

To Make a Reservation

Step 1:

1. Navigate to ems.berry.edu.
 - a. **If you have an account**, sign in with your Berry AD Credentials (the same login as your email, VikingWeb, etc.)
 - b. **If you do not yet have an account**, type in your credentials in the sign in fields, and you will be taken to the second screen below. Complete the requested information, and your account will be reviewed and approved within 48 business hours.

Please reach out to the Campus Scheduling Office at campusscheduling@berry.edu, or (706) 378-2880 with any questions.

The screenshot shows the top navigation bar with the EMS logo and the title "Facility Reservation Requests". Below the navigation bar, there are two tabs: "SITE HOME" and "MY HOME". The "MY HOME" tab is selected. On the left side, there is a "LINKS" section with two items: "Campus Scheduling Office" and "Classic Fare Catering". The main content area is titled "Sign In" and contains two input fields: "User Id *" and "Password *". Below the input fields is a blue "Sign In" button.

Request An Account

To request an account, enter your info and click **Request An Account**.

The form is titled "Request An Account" and contains several sections. The first section is "Email & Password" and contains a single input field for "Email Address *". Below the input field is a red border and the text "Please type your email." The second section is "About You" and contains four input fields: "Name *", "Phone 1 *", "Phone 2", and "Time Zone *". The "Time Zone *" field is a dropdown menu with "Eastern Time" selected. The third section is "Additional Information" and contains a large text area for "Please list the Department and/or Student Organization/s that you are affiliated with and will be requesting space on behalf of. *". Below the text area is a blue "Request An Account" button.

Step 2:

Decide what type of space is needed for your event. Once you have decided on what type of space you want for your event select **“Book Now.”**

The screenshot displays the 'Facility Reservation Requests' interface. At the top, there is a dark blue header with the title 'Facility Reservation Requests' on the left and a user profile 'Esmann, Tracey' on the right. Below the header, there are two navigation tabs: 'SITE HOME' and 'MY HOME', with 'MY HOME' being the active tab. The main content area is titled 'My Reservation Templates' and contains a list of reservation options. Each option has a 'book now' button and an 'about' button. The 'Event Space' row is highlighted with a red box around its 'book now' button, and a red arrow points from the top center of the list down to this button. Below the list is a section titled 'My Bookings'.

Reservation Template	Book Now	About
Athletic Space	book now	about
Classroom Space	book now	about
Computer Labs	book now	about
Event Space	book now	about
Krannert Equipment Only	book now	about
Krannert Lobby Table Request	book now	about
Meeting/Conference Room	book now	about
Oak Hill & Historic Properties	book now	about

Step 3:

Begin Setting up your Reservation:

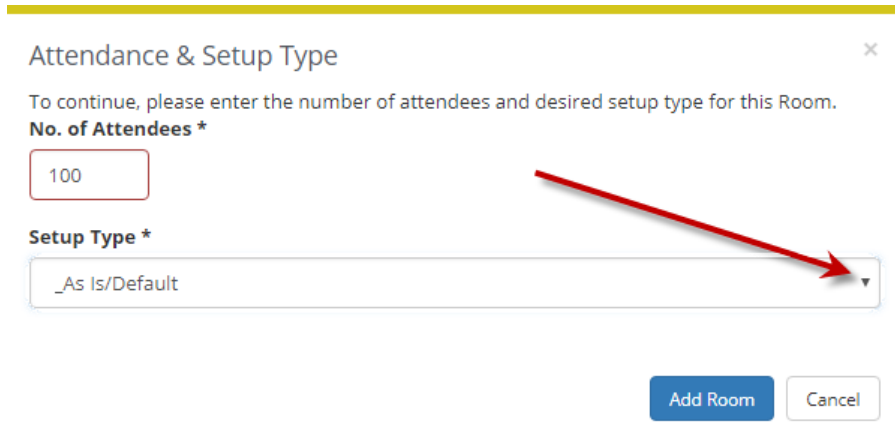
1. **Add Date** or decide if this event is going to be a **recurring event**
2. **Add time:** By adding the correct start time and correct end time of the event also helps with posting the correct time of the event on the Master Calendar. ****Please note:** The time chosen should only be for the event itself, and not include setup or tear down time. This can be indicated later.
3. Click **Search** to see all available rooms at that time
 - a. If the room that you would like to reserve does not show up in your search you may have to change the number of people from 1 to the approximate number that will be attending the event and then click search.

The screenshot shows a booking interface for 'New Booking for Fri Dec 14, 2018'. The interface is divided into several sections:

- Date & Time:** Includes a 'Date' field with a calendar icon, a 'Recurrence' button, 'Start Time' (2:00 PM), and 'End Time' (3:00 PM) fields. Red arrows point from callout '1' to the 'Date' field and from callout '2' to the 'Start Time' and 'End Time' fields.
- Selected Rooms:** A section with the text 'Your selected Rooms will appear here.' and a callout '1' pointing to it.
- Room Search Results:** A section with the text 'Rooms matching your search will appear here.' and a callout '2' pointing to it.
- Locations:** A section with 'Locations (all)' and an 'Add/Remove' button. A red arrow points from callout '3' to the 'Search' button below this section.
- Setup Types:** A section with 'Setup Types (no preference)' and an 'Add/Remove' button.
- Number of People:** A text input field containing '1' and a 'Search' button. A red arrow points from callout '3a' to the input field.
- Navigation:** At the bottom, there are two blue buttons: 'Let Me Search For A Room' (selected) and 'I Know What Room I Want'.

Step 5:

Decide how you would like the room to be set up. By clicking the arrow in the Setup type box, you will be able to see the different options for setups. Once Setup type has been selected click **Add Room** and then **Next Step**. (Green button- Upper right hand corner)



Attendance & Setup Type

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

No. of Attendees *

100

Setup Type *

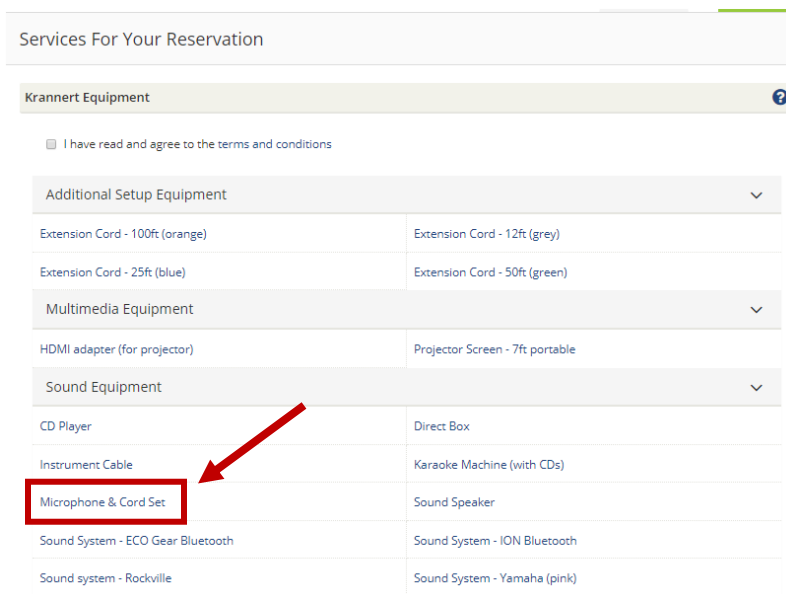
_As Is/Default

Add Room Cancel

Step 6:

Choose the piece of equipment you would like to add to your reservation by clicking on the item. Then, indicate how many of that item you would like and click "Ok."

**Please note: Before selecting equipment for your event, please check the room information to see what type of equipment the room provides, or reach out to the Campus Scheduling office to ask.



Services For Your Reservation

Krannert Equipment

I have read and agree to the terms and conditions

Additional Setup Equipment

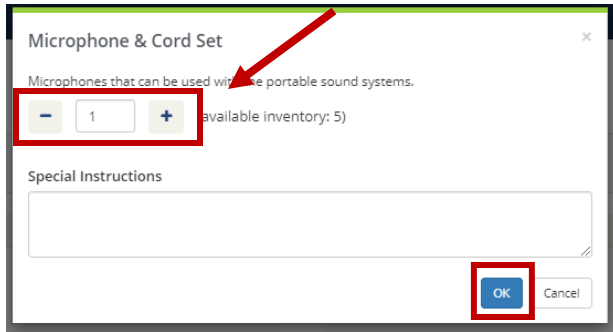
Extension Cord - 100ft (orange)	Extension Cord - 12ft (grey)
Extension Cord - 25ft (blue)	Extension Cord - 50ft (green)

Multimedia Equipment

HDMI adapter (for projector)	Projector Screen - 7ft portable
------------------------------	---------------------------------

Sound Equipment

CD Player	Direct Box
Instrument Cable	Karaoke Machine (with CDs)
Microphone & Cord Set	Sound Speaker
Sound System - ECO Gear Bluetooth	Sound System - ION Bluetooth
Sound system - Rockville	Sound System - Yamaha (pink)



Step 7:

Choose if you will need any equipment from Physical Plant or not. If YES, choose the equipment you will need and answer all required questions regarding the setup of the equipment. **Please Note: There is a charge for all Physical Plant equipment, so please ensure that at least one account number is entered that the fee should be charged to.

Physical Plant Event Setups

Will you need physical plant equipment for your event? *

Yes

Deadline (day/time) for equipment delivery/set up *

Please choose what you would like us to do with your equipment: *

If you will be present to direct the setup, what day/time should we meet you?

Please describe the specific setup location as well as any special instructions about the setup. *

Please enter Dept. Acct. Number Below *

I have read and agree to the terms and conditions

Event Setups

6' Rectangular Tables	5' Round Tables
Chairs	Trash cans
Recycling Cans	Large Charcoal Grill
Stanchions	

Step 8:

Complete all fields for the Event Details and Group Details, ensuring that the correct name is listed under the “Contact Name” field. This is the person who will be contacted if there are questions or concerns about the event.

Reservation Details	
Event Details	
Event Name *	Event Type *
<input type="text"/>	<input type="text"/>
Group Details	
Group *	
<input type="text" value="Campus Scheduling Office"/>	<input type="text" value="Q"/>
1st Contact	
<input type="text" value="(temporary contact)"/>	
1st Contact Name *	
<input type="text" value="(temporary contact)"/>	
1st Contact Phone *	1st Contact Fax
<input type="text"/>	<input type="text"/>
1st Contact Email Address *	
<input type="text"/>	

Step 9:

Answer all the questions that follow, especially those that have the asterisks. For any event related to a student organization on campus, choose "Yes" under the first question, and then choose the approved student group from the list. In the Event Description box please provide a detailed description of the event. This event description information will be used to describe the event on the calendar of events on Berry's website.

For questions that do not apply to your event, please enter N/A.

Additional Information

Event Description

Is this event hosted or affiliated with a Registered Student Organization? *

Choose one

Would you like for this event to be posted to the Berry event calendar? *

Choose one

Will you need additional setup time prior to the start of the event? If so, how much time will be needed? (This will be accommodated as best as possible, based upon schedule availability.) *

Will you need additional cleanup time prior to the start of the event? If so, how much time will be needed? (This will be accommodated as best as possible, based upon schedule availability.) *

Do you plan to have Berry Aramark catering? (Please submit order online <http://www.berrycollege.catertrax.com> or by calling 706-238-7883) *

Choose one

If Multimedia Equipment is available in the space, will you be using the equipment in this room (projector, screen, etc.)? *

Choose one

If you will be using in-room multimedia equipment, describe the specific use and equipment that will be used. Built-in room equipment can be viewed by selecting the Room Name and then clicking the features tab. (Type N/A if not applicable.) *

Step 8:

To finalize your reservation, select **Create Reservation**. (Green button- Bottom right corner)

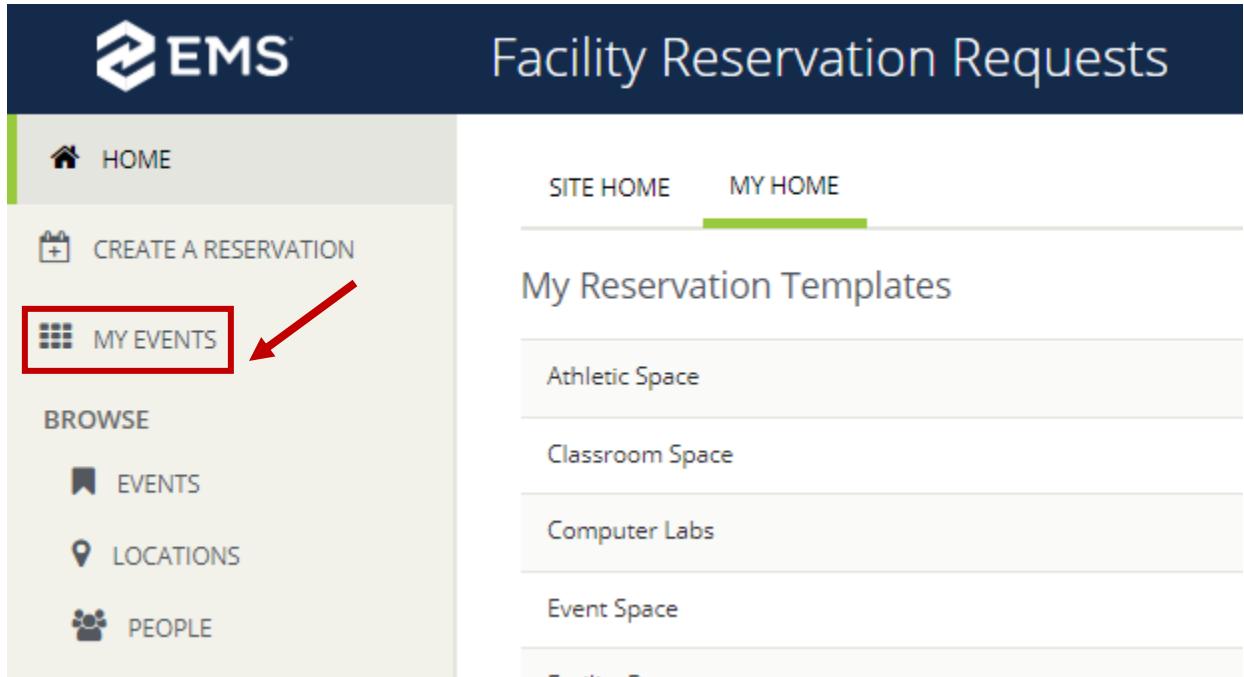
 My Cart (1)

Create Reservation

To Change a Reservation

Step 1:

Click on **“My Events”** on the left menu bar to open a list of any events you have requested. If the event is not listed here, it was not booked in your account. To change something on an event you did not book, you’ll need to work with the individual who booked it, or reach out to the Campus Scheduling Office.



The screenshot shows the EMS Facility Reservation Requests interface. The left sidebar menu includes options like HOME, CREATE A RESERVATION, MY EVENTS (highlighted with a red box and arrow), BROWSE, EVENTS, LOCATIONS, and PEOPLE. The main content area displays 'My Reservation Templates' with categories such as Athletic Space, Classroom Space, Computer Labs, and Event Space.

Step 2:

Click on the name of the event that you would like to edit in the far left column.



The screenshot shows the reservation list interface. The 'CURRENT' tab is selected, and a table lists reservations. The first row, 'TEST Event', is highlighted with a red box and a red arrow pointing to it.

Name	First/Last Booking ^	Location	Group	Services	ID	Status
TEST Event	Tue Jan 28, 2020/ Tue Jan 28, 2020	Krannert Center - 106 Meeting Room	Campus Sche...		76049	Virtual Request

Step 3:

Click on **“Edit Reservation Details”** to edit information about the event in the fields below.

My Events / TEST Event beginning Jan 28, 2020 (76049)

RESERVATION DETAILS ADDITIONAL INFORMATION ATTACHMENTS

[Edit Reservation Details](#)

Event Name	TEST Event
Event Type	Banquet
Group	Campus Scheduling Office
1st Contact Name	Katelyn Hill

Step 4:

Click on **pencil icon** to edit information about each booking within the reservation, including dates, times, location, attendees, and setup types.

Click on **“New Booking”** to add a booking to the reservation.

Bookings

CURRENT PAST

Include cancelled bookings

[Cancel Booking](#) [Booking Tools](#) [New Booking](#)

	Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
	Tue Jan 28, 2020	3:30 PM	4:30 PM	ET	Krannert Center - 106 Meeting Room	10	Square	Virtual Request

Step 5:

Click on **Add Services** to add Physical Plant Equipment, Krannert Equipment, or Academic Technology Equipment.

Click on **Booking Tools** to change information about the event (this is the same option as clicking on the “pencil” icon).

Click on **Cancel Reservation** to cancel the entire reservation.

Reservation Tasks

- [Add Services](#)
- [Booking Tools](#)
- [Cancel Reservation](#)
- [Send Invitation](#)
- [Add to My Calendar](#)