Quick EMS Add Services (AV and Facilities Services)

Step 1: Log in, click My Events, find the reservation to edit in the list, and click the reservation name in blue to open it.

Tip: Use Search Reservations to find a reservation quickly. You can use any part of the Event Name or Reservation ID.

Step 2: Select Add Services or Manage Services.

- **Add Services** will allow you to add services to a reservation that does not have any.
- **Manage Services** will allow you to add new services to an existing service reservation.

Tip: View Services will show a list of services and service details already included in the reservation. If it is not populating under the booking information, there are no services on this reservation.
Step 3: After clicking **Add Services**, a list of available support services will populate. Scroll to a service area and select items within that area to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected. Click **Next Step**.

**NOTE:** Services are different for each campus and will populate here according to the room’s location. Not all services are available to all locations.

---

**Recurring Lunch Meeting (468641)**

Select Services

<table>
<thead>
<tr>
<th>Time Zone</th>
<th>Start Time</th>
<th>End Time</th>
<th>Service Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mountain Time</td>
<td>2:00 PM</td>
<td>3:00 PM</td>
<td>Event Staffing</td>
</tr>
</tbody>
</table>

**Services Summary**

- **Anschutz/Denver Housekeeping**
  - Event Staffing: 2:00 PM - 3:00 PM (Mountain Time). Event Staffing
  - Post - Event Cleanup

---

Step 4: Select the bookings to which to add the service items and click **Add Services**.

**Select Services** / **Recurring Lunch Meeting (468641)**

**Add Services**

<table>
<thead>
<tr>
<th>Date</th>
<th>Booking Time</th>
<th>Service Time</th>
<th>Time Zone</th>
<th>Location</th>
<th>Event Name</th>
<th>Event Type</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon Apr 5, 2021</td>
<td>2:00 PM - 4:00 PM</td>
<td>2:00 PM - 3:00 PM</td>
<td>Mountain Time</td>
<td>120-2306 65-seat Classroom</td>
<td>Recurring Lunch Meeting</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Wed Apr 7, 2021</td>
<td>3:00 PM - 4:00 PM</td>
<td>2:00 PM - 3:00 PM</td>
<td>Mountain Time</td>
<td>120-2304 36-seat Classroom</td>
<td>Recurring Lunch Meeting</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Mon Apr 12, 2021</td>
<td>12:00 PM - 1:00 PM</td>
<td>2:00 PM - 3:00 PM</td>
<td>Mountain Time</td>
<td>120-2304 36-seat Classroom</td>
<td>Recurring Lunch Meeting</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Wed Apr 14, 2021</td>
<td>12:00 PM - 1:00 PM</td>
<td>2:00 PM - 3:00 PM</td>
<td>Mountain Time</td>
<td>120-2304 36-seat Classroom</td>
<td>Recurring Lunch Meeting</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Mon Apr 19, 2021</td>
<td>12:00 PM - 1:00 PM</td>
<td>2:00 PM - 3:00 PM</td>
<td>Mountain Time</td>
<td>120-2304 36-seat Classroom</td>
<td>Recurring Lunch Meeting</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Wed Apr 21, 2021</td>
<td>12:00 PM - 1:00 PM</td>
<td>2:00 PM - 3:00 PM</td>
<td>Mountain Time</td>
<td>120-2304 36-seat Classroom</td>
<td>Recurring Lunch Meeting</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Mon Apr 26, 2021</td>
<td>12:00 PM - 1:00 PM</td>
<td>2:00 PM - 3:00 PM</td>
<td>Mountain Time</td>
<td>120-2304 36-seat Classroom</td>
<td>Recurring Lunch Meeting</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Wed Apr 28, 2021</td>
<td>12:00 PM - 1:00 PM</td>
<td>2:00 PM - 3:00 PM</td>
<td>Mountain Time</td>
<td>120-2304 36-seat Classroom</td>
<td>Recurring Lunch Meeting</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Mon May 3, 2021</td>
<td>12:00 PM - 1:00 PM</td>
<td>2:00 PM - 3:00 PM</td>
<td>Mountain Time</td>
<td>120-2304 36-seat Classroom</td>
<td>Recurring Lunch Meeting</td>
<td>Meeting</td>
<td></td>
</tr>
</tbody>
</table>

**Tip:** The top check box will automatically select all of the bookings.

**Detailed instructions for editing and cancelling services are located in the [EMS Web App User’s Guide](#).**