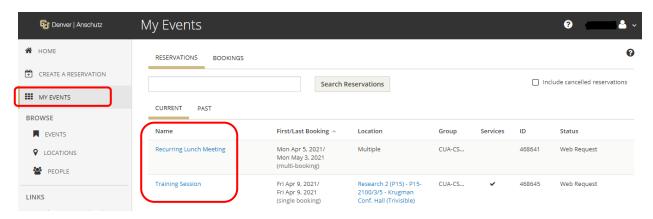
## Quick EMS Add Services (AV and Facilities Services)

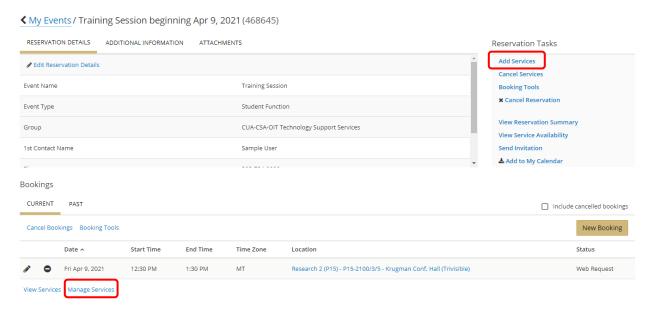
Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.



**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.

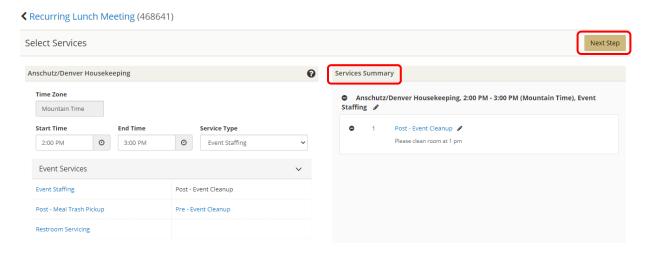


**Tip: View Services** will show a list of services and service details already included in the reservation. If it is not populating under the booking information, there are no services on this reservation.

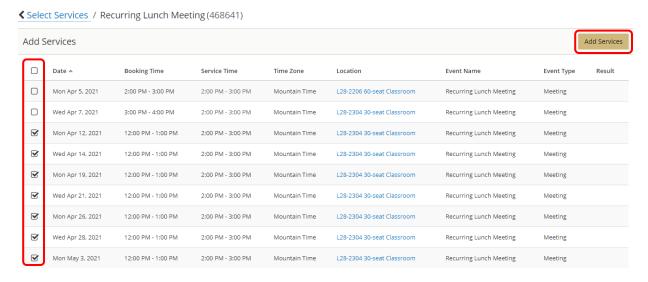


Step 3: After clicking **Add Services**, a list of available support services will populate. Scroll to a service area and select items within that area to add them to your request, review any item details, and provide additional information in the *Special Instructions* field. The item will move over 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.



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



**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.

