Quick EMS Room Reservation

Step 1: Log in, click **CREATE A RESERVATION**, scroll to the desired reservation template, and click **book now**.

Step 2: Fill out the **Date & Time** of your activity, enter any additional search criteria, and click **Search**.

**Tip:** Use the **Recurrence** button to add a date pattern.

**Tip:** Enter the **Number of People** button to filter out smaller rooms.
Step 3: A list of available rooms meeting your search criteria will populate. Choose the room that meets your needs by selecting the Add Sign (+) to the left of the room.

<table>
<thead>
<tr>
<th>Room</th>
<th>Location</th>
<th>Floor</th>
<th>TZ</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD-1500</td>
<td>Student Commons Building</td>
<td>(none)</td>
<td>MT</td>
<td>172</td>
</tr>
<tr>
<td>ACAD-1600</td>
<td>Student Commons Building</td>
<td>(none)</td>
<td>MT</td>
<td>172</td>
</tr>
<tr>
<td>ACAD-2500</td>
<td>Student Commons Building</td>
<td>(none)</td>
<td>MT</td>
<td>150</td>
</tr>
</tbody>
</table>

**Tip:** For more information about the building and room, click on the Room name.

Step 4: Enter the Number of Attendees and click Add Room.

**Tip:** Room-specific information may appear in a pop-up window. Carefully read the information before clicking OK.

Step 5: The selected room will move to the top of the page. Click Next Step.

**Tip:** If additional rooms are needed, select another one from the list by clicking the Add Sign (+) to the left of the room.

Step 6: A list of available support services will populate. Select service items to add them to your request or click Next Step to move to the final page. Detailed instructions are located in the EMS Web App User’s Guide.
Step 7: Fill out the Event Details, Group Details, and Additional Information sections. The Group field will auto-populate. Fields bordered in red are required.

Tip: For incorrect group association, contact association, or contact details, send a correction request to:

OIT-SchedulingServices@cuanschutz.edu

Step 8: Provide Billing Information. Every reservation requires a billing Speed Type or billing address.

Tip: If you are a university employee, enter the Speed Type for your event. If you are an affiliate, enter your billing address. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 9: Click Create Reservation.

You will receive a confirmation email within 2 - 3 business days for most classrooms and common conference spaces. Confirmations for departmentally managed spaces may take longer.