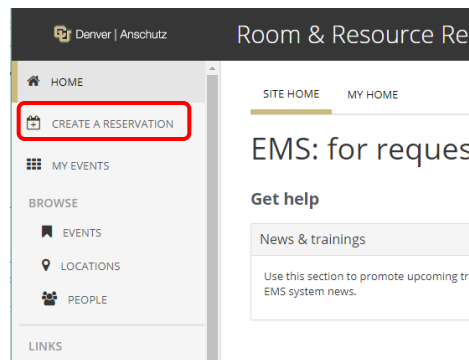# Combine Multiple Room Reservations

Before You Begin

- These instructions assume a familiarity with submitting both single and recurring reservations in the EMS Web App. The full EMS Web App User's Guide with detailed instructions can be found [here](#).
- Only reservations for **classrooms** and **common conference rooms** can be combined, not department conference rooms or any other service reservations.

Combine Multiple Room Reservations

Step 1: After navigating to the EMS Web App at https://schedule.ucdenver.edu and logging in, click **CREATE A RESERVATION**.

Tip: It is possible to combine reservations for the same type of room, i.e. classroom requests can be combined with other classroom requests, but classroom requests cannot be combined with conference room requests.

Step 2: Click **book now** next to the desired reservation template.
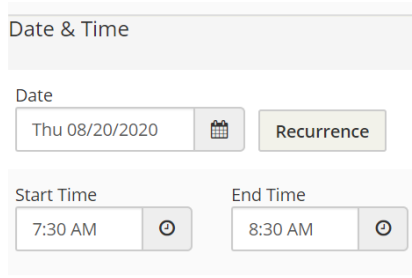

My Reservation Templates

CU Anschutz - Classrooms	book now	about
CU Anschutz - Common Conference Spaces	book now	about
CU Anschutz - Department Conference Rooms	book now	about
CU Anschutz Health & Wellness Center Rooms	book now	about
CU Anschutz Strauss Health Sciences Library Rooms	book now	about
CU Denver - Business School Rooms	book now	about
CU Denver - Business School Jake Jabs Event Center	book now	about
CU Denver - Classrooms	book now	about
CU Denver - Common Conference Rooms	book now	about

Combine Multiple Room Reservations

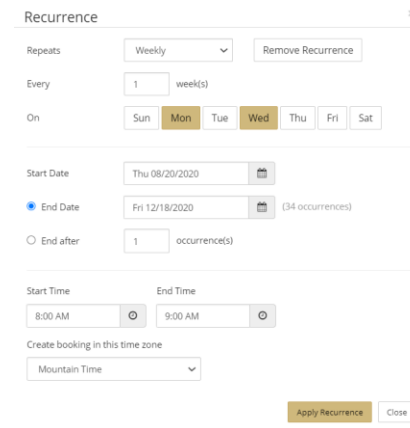Step 3: Search for a room for one date or recurring dates:

One Date

Enter the **Date**, **Start Time,** and **End Time.**

Recurring Dates

Click the **Recurrence** button, enter in the date pattern, **Start Time**, and **End Time**, and click **Apply Recurrence**.

Tip: Use the **Repeats** drop-down menu and click *Random* to select non-patterned dates from a calendar.

Step 4: Click **Search** and a list of available rooms will populate the right side of the page. Choose the room(s) that meets your needs by selecting the **Add (+)** button to the left of the room(s).

Room Search Results

LIST

☐ Favorite R...   Find A Room   Search

	Room	Available ⌄	Location	Floor	TZ	Cap
Rooms You Can Request						
⊕	L28-1307 60-seat Classroom	33/34	Education 2 South (L28)	1st Floor	MT	60
⊕	L28-1308 30-seat Classroom	33/34	Education 2 South (L28)	1st Floor	MT	30
⊕	L28-2201 60-seat Classroom	33/34	Education 2 South (L28)	2nd Floor	MT	60

Tip: Room recurrence availablity is displayed in the **Available** column. The room may not be available for all of the dates in the recurrence. Click on the number (i.e. 33/34) for more information about the unavailable date.

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Combine Multiple Room Reservations

Step 5: The selected room(s) will display at the top of the page. Click the **Recurrence** button again to add more dates to this request.

New Booking for Thu Aug 20, 2020

Date & Time	Selected Rooms ✏ Attendance & Setup Type
Occurs every week on Monday and Wednesday, effective Thu Aug 20, 2020 until Fri Dec 18, 2020 from 8:00 AM to 9:00 AM Mountain Time. (34 occurrences)	⊖ L28-1307 60-seat Classroom (33 of 34 occurrences with 1 skipped)
	Room Search Results
	LIST
Recurrence	☐ Favorite R...

Step 6: Click **Remove Recurrence** to clear out the existing search criteria.

Recurrence		✕
Repeats	Weekly ⌄	Remove Recurrence
Every	1 week(s)	
On	Sun Mon Tue Wed Thu Fri Sat	

Search for another room for one date or recurring dates by following the instructions in steps 3 and 4, and continue to build your request with mutiple (single and/or patterned) dates and rooms.

Step 7: After the request has been built with all of the needed dates/times/rooms, click **Next Step**.

✖ CU Anchutz - Classrooms ⓘ   🛒 My Cart (4)   Create Reservation

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

New Booking for Fri Aug 21, 2020   Next Step

Date & Time	Selected Rooms ✏ Attendance & Setup Type
Occurs every 2 weeks on Friday, effective Fri Aug 21, 2020 until Fri Dec 18, 2020 from 2:00 PM to 4:00 PM Mountain Time. (9 occurrences)	⊖ L28-1307 60-seat Classroom (33 of 34 occurrences with 1 skipped) ⊖ P18-1000 Hensel Phelps Lecture Hall - East
	⊖ L28-SGL-1204 (8 of 9 occurrences with 1 skipped) ⊖ L28-SGL-1210 (8 of 9 occurrences with 1 skipped)

Tip: To review the full date/time/room detail of the request, click **My Cart** to see this information in a list.

Combine Multiple Room Reservations

Step 8: Select any needed services from the menu and complete the *Special Instructions* box with specific details. Please note requesting services on this window will automatically add the service to every date and room on the reservation. If you need a service for only one date or room, do not add it here. The service should be added after submitting the initial room request. Click **Next Step**.

Step 9: Complete the required fields (outlined in red) on the **Reservation Details** page and click **Create Reservation**.

Step 10: Upon submitting the request, this page will open. Click **Edit this Reservation** to add services to one or some of the dates/rooms if needed.

Tip: To add more dates to a reservation after it has been submitted, go to **MY EVENTS**, click on the reservation to open it, click **New Booking**, and follow the instructions in steps 3 and 4.

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