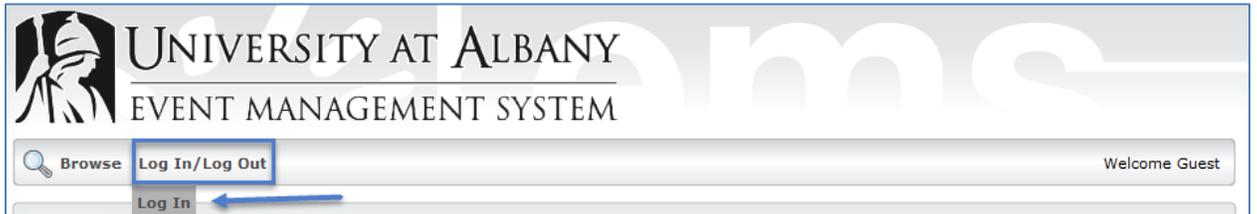


How to Reserve Space on Campus

Go to the University at Albany Event Management System (EMS): <https://uaems.albany.edu/virtualems>

1. Click the “Log In/Log Out” link and select “Log In.”



2. Log in using your UAlbany NetID and password.

3. After logging in, select “Reservations” from the main file menu. Depending on your role, you may see one or more options for requesting space. Select the appropriate menu item (also referred to as a reservation form). In this example we have selected “Request a Classroom.”



4. On the left side of the reservation form page is the “When and Where” area.
(Note: Fields marked with a red asterisks (*) are required.)
 - a. Enter the **Date**, **Start Time** and **End Time** of your event request.
Note:
 - Each form has specific rules on the minimum number of days you can request space- please read the text on the “Info” tab for details.
 - Specify the actual start and end time of your event. Any setup and tear down time you would like should be specified in the detailed description field on the Details tab.
 - b. **Recurrence**: to schedule your event for more than one date, use the Recurrence Patterns of Daily, Weekly, Monthly or Random.
 - c. **Facilities**: select the area (i.e. Uptown or Downtown campus) or select a building.
 - d. **Attendance**: enter the expected number of attendees.
 - e. **Setup Type**: varies by reservation form and the Facility selected.
Diagrams for various Setup Types: https://maenad.csc.albany.edu/ems/setup_types.pdf

5. Click the “Find Space” button to view the availability.
(Note: if you are having difficulty finding space availability, use the Browse menu to Browse for Space to check room details.)

The screenshot shows the 'Request a Classroom' form in the University at Albany Event Management System. The 'When and Where' section is highlighted with a blue box and an arrow. The form includes the following fields and options:

- Date:** 5/2/2014 Fri (marked with a red asterisk)
- Recurrence:** (dropdown menu)
- Start Time:** 8:00 AM (marked with a red asterisk)
- End Time:** 9:00 AM (marked with a red asterisk)
- Facilities:** (all) (dropdown menu)
- Setup Information:**
 - Attendance:** 0 (marked with a red asterisk)
 - Setup Type:** Classroom Style (dropdown menu, marked with a red asterisk)
- Availability Filters:** (dropdown menu)
- Find Space:** (button)

The main content area of the form contains the following text:

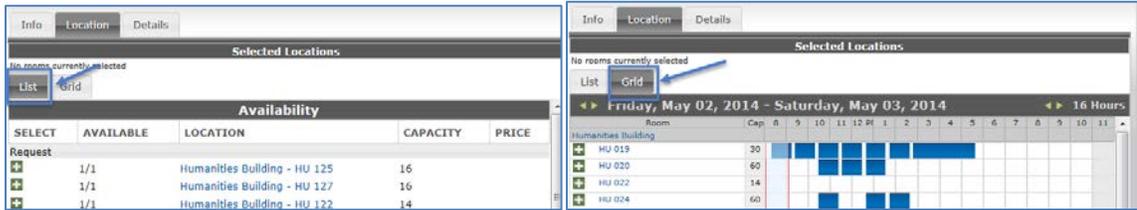
Request a Classroom

Use this form to request a classroom space on campus a **minimum of 2 business days** in advance of your request.

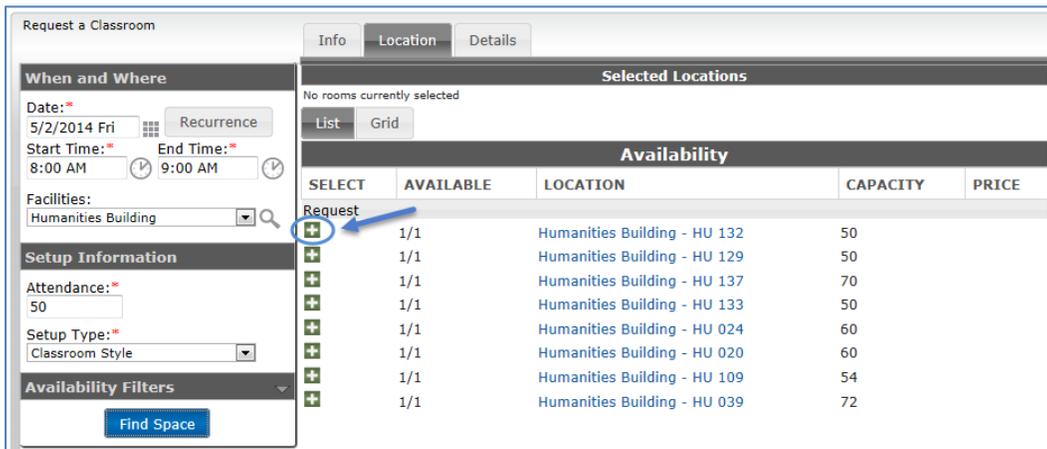
Please note: If this is a last minute request (less than 2 business days), contact the Registrar's Office at scheduling@albany.edu to check availability.

Reservations made using this form are subject to approval from the Registrar's Office. Upon approval an email confirmation will be sent.

- The Availability can be displayed in either a **List** or **Grid** format.

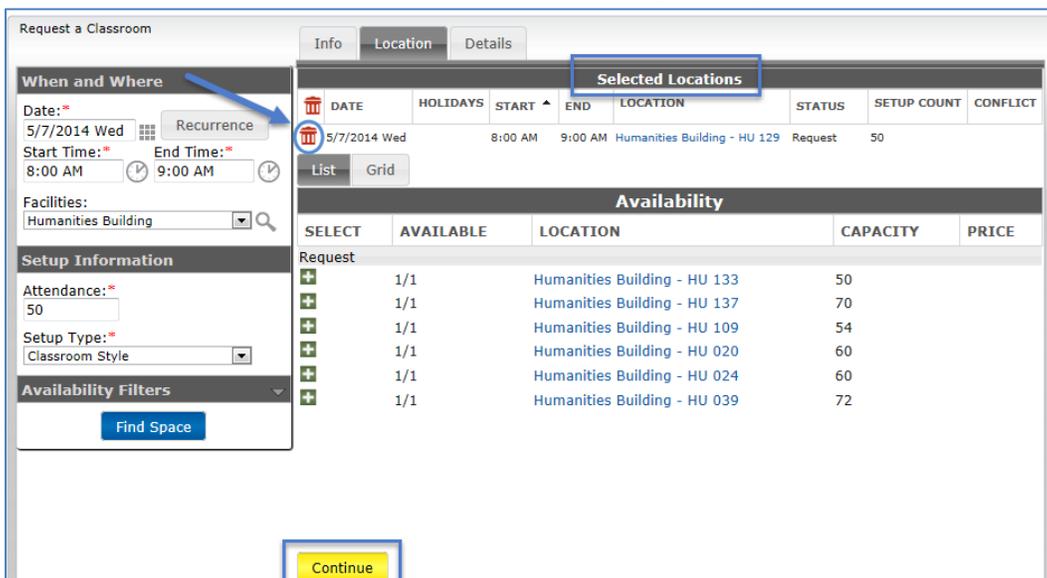


- Select a space(s) by clicking on the green plus sign (+).
(Note: a popup message may appear after you select a space. It provides specific details regarding the selected space.)



- Once selected, the space will appear in the “Selected Locations” area.

- Click the “Continue” button to proceed to the Details tab.
(Note: the red trash can icon (🗑️) is used to remove the space requested.)



10. Details

Event Details

- a. **Event Name:** description of the event.
(Note: an accurate description of the event is suggested as certain events may appear on the Calendar of Events and Browse Events.)
- b. **Event Type:** select the appropriate description of your event (i.e Presentation).

Group Details

- a. **Group:** select the group that you are associated with for this particular request.
- b. **1st Contact:** select your name from the drop down.
- c. **Phone:** defaults from your contact record.
- d. **Fax:** enter fax number if appropriate.
- e. **Email:** defaults from your contact record.

Attachments

If applicable to the reservation form, you may include an attachment with your request (i.e. a diagram of your event). Valid file types include: .csv, .doc, .docx, .gif, .jpg, .pdf, .ppt, .txt, .xls, .xlsx, .tif.

Other Information

Enter the additional information as requested on the reservation form. Please be as detailed as possible.

Services (optional, based on reservation form selected)

Select items appropriate for your event (i.e. equipment, furnishings, recreation equipment, etc.).

Terms and Conditions (based on reservation form selected)

- a. Click the "View" link to read the terms and conditions.
- b. Check the box confirming you have read and agree to the terms and conditions.

11. Click the **Submit** button to finish your request.

Info Location **Details**

Event Details

Event Name:* Event Type:*

Group Details

Group:*

1st Contact:*

Name:*

Phone:* Fax:

Email:*

Attachments

Liability_Web.pdf (324.53KB) - 100%

Other Information ?

Do you plan to have or offer food at your event?:*

Please provide a detailed description of your event.:*

This is a luncheon with a keynote speaker. We will be there at 11am to setup items, people will file in for 11:45am, program starts at 12pm. We would like 2 tables in the ballroom balcony to hand out programs, etc. and I will have my final head count to you on 8/1/14.

Do you have any audio/visual needs? If yes, please specify.:

Yes, an overhead projector, screen and microphone are needed.

I have read and agree to the terms and conditions [View](#)

12. You will then receive a pop-up message acknowledging your request. After closing the message, you can then review your Reservation Details. You can cancel (🗑️), edit (✏️) or modify services (+) for your reservation.

(Note: you can make changes to your reservation request while it is in "Requested" status. Upon approval, an email confirmation will be sent.)

The screenshot shows a web interface for managing reservations. At the top, there are three tabs: "Reservation Details" (selected), "Additional Information", and "Attachments". A "Back to My Requests" link is in the top right. Below the tabs, reservation details are displayed in a grid:

Reservation Id	16849	Group Name	Accounting	Edit Reservation
Event Name	ABC Meeting	1st Contact Name	Joe Smith	Add Booking
Event Type	Meeting	Phone	518-123-4567	Cancel Bookings
				Cancel All Bookings
				Add booking to personal calendar
				Booking Tools

Below the details are three filter buttons: "All", "Current" (selected), and "Historical". A "Bookings" section follows, with a table listing individual booking requests:

ACTIONS	SERVICES	DATE ▲	TIME	TITLE	LOCATION	STATUS	SETUP
		5/7/2014 Wed	8:00 AM - 9:00 AM	ABC Meeting	Humanities Building - HU 129	Requested	Classroom Style (50)