

EMS Web App – User Guide

University Scheduling: <https://www.sandiego.edu/scheduling/>

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Event Management System (EMS WebApp): <https://reservations.sandiego.edu/emswebapp/>

Home Page

Home

- My Home
 - My Reservation Templates
 - My Bookings
- Site Home – General Information

Create A Reservation

- My Reservation Templates
 - Reserve **Space** thru xxxx (all reservable spaces thru the date indicated)
 - Reserve **Non-Classroom** Space (non-classrooms – reserve up to 365 days in the future)
 - Computer Lab Request
 - Tram Request
- My Bookings – Quick look at your scheduled events

My Events

- **View, edit, or cancel** your scheduled events.
- Add **New Booking** – No need to start an entire new reservation for continuing meetings.

EMS My Events

My Events / EMS Web App Training beginning Jun 3, 2019 (288357)

RESERVATION DETAILS ADDITIONAL INFORMATION

Edit Reservation Details

Event Name

Event Type

Group

1st Contact Name

Bookings

CURRENT PAST

Cancel Bookings Booking Tools

Date	Start Time	End Time	Time Zone
Mon Mar 7, 2022	1:00 PM	2:30 PM	PT
Mon Apr 4, 2022	1:00 PM	2:30 PM	PT
Mon May 2, 2022	1:00 PM	2:30 PM	PT
Mon Jun 6, 2022	1:00 PM	2:30 PM	PT

Reservation Tasks

Add Services

Booking Tools

Cancel Reservation

View Reservation Summary

Send Invitation

Add to My Calendar

Include cancelled bookings

New Booking

Setup Type	Status
Computer Lab	Confirmed
Computer Lab	Confirmed
Computer Lab	Confirmed
Computer Lab	Web Request

Browse

- Events – Master Calendar
Name events appropriately, this calendar is available to the public
- Locations – Browse rooms for availability

[Links](#) – Additional Information and Forms including Parking Reservation Request form for invited guests.

Requesting a Reservation

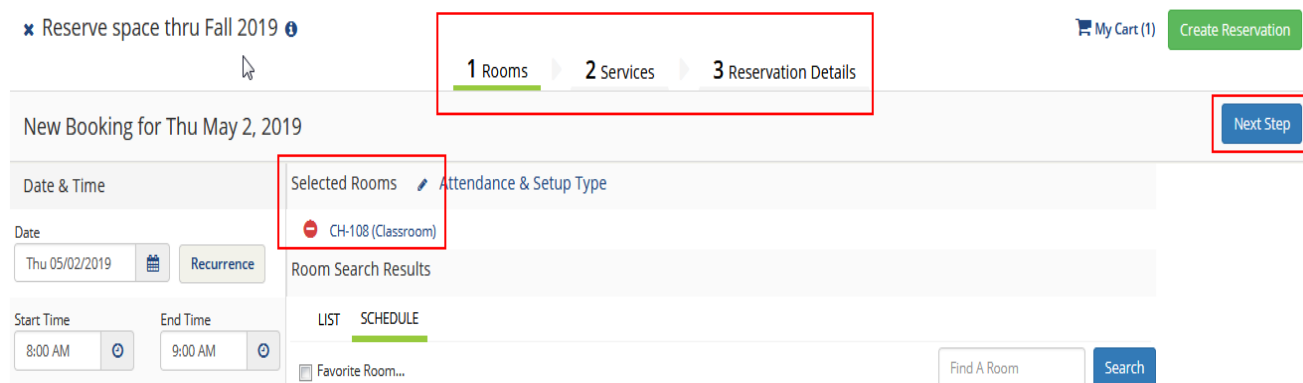
Prior to selecting a reservation template, in the left main menu under **BROWSE**, click **Locations** to view what is available for the date/time of your event.

Click **HOME** or **CREATE A RESERVATION** to display your reservation templates and click **book now** to the right of the appropriate template for your event.

ROOMS

1. Select Date and Start/End Time
 - Recurrence** button – for multiple dates (pattern or random)
 - Event is in less than 72 hours? – Browse for open room and contact that building scheduler directly. (See **Building Schedulers** under **Links**.)
2. Search Options
 - **Locations (all): Add/Remove** - Allows search for specific buildings or saved favorites.
 - **Let Me Search For a Room** - Use Setup Type, Number of People, to narrow your search. **Add/Remove** - Allows search for specific buildings or saved favorites. Save favorites under “My Account” > My Favorite Rooms tab
 - **I Know What Room I Want** – Search for a specific room. (Hint: Try just the building code if not finding the room.)

Not seeing the room you want? Adjust the setup type or number of people.
3. Room Search Results – by List or Schedule. Use the “Find A Room” filter to the right.
4. Search for an open space and Select a Room
 1. Click on the room name to see features of the room and an image.
 2. Click the green + to add the room to your Selected Rooms 
 3. Enter the No. of Attendees and the Setup Type desired.
5. Use the NEXT STEP button in the upper right or the Services and Reservation Details tabs to continue your reservation.



Reserve space thru Fall 2019

My Cart (1) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Thu May 2, 2019

Next Step

Date & Time

Date Thu 05/02/2019 Recurrence

Start Time 8:00 AM End Time 9:00 AM

Selected Rooms CH-108 (Classroom)

Attendance & Setup Type

Room Search Results

LIST SCHEDULE

Favorite Room... Find A Room Search

SERVICES

Select Trams, Catering, Facilities (tables, chairs, trash bins, etc.), Parking, Public Safety (unlock), etc. as needed.

Note that selecting catering here only adds a tag for catering, you will still need to follow up with USD Catering by phone or email to actually plan your catering needs.

Phone (619) 260-8811

Fax (619) 260-7476

Email usdcatering@sandiego.edu

Website: <https://www.meetatusd.com/>

Parking requests for non-USD guests attending your event are submitted via the **Parking Reservation Request** form under **Links**.

RESERVATION DETAILS

1. Event Name – Please name your event appropriately with proper title capitalization. This will be viewable on the USD public master calendar.
2. Event Type
3. Group – will be the department for which you work
4. 1st Contact Name, Phone, Email – use the dropdown menu to select the appropriate contact.
5. 2nd Contact Name, Phone, Email (optional)
6. Section for additional instructions, comments about your event, setup needs, etc.

CREATE RESERVATION

A green rectangular button with the text "Create Reservation" in white.

CONFIRMATION

Within 48-72 hours, you should receive an email confirming or denying your request, or asking for additional information.

Requesting a booking does not guarantee the space is reserved. Please check back under “My Events” to see the status of your reservation. Contact the appropriate building scheduler if the request status is at Web Request, Tentative, or Pending after a few days have passed since submitting your request.