

Quick EMS Room Reservation

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

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

CU Anschutz Street and Parking Lot Closure Request

CU Denver Amplified Sound Event Agreement

Events with Alcohol Form

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
CU Denver - Department Conference Rooms	book now	about

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

Date & Time

Date

Fri 03/26/2021 Recurrence

Start Time 8:00 AM

End Time 9:00 AM

Create booking in this time zone

Mountain Time

Locations (all) **Add/Remove**

Search

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

Tip: Enter the **Number of People** button to filter out smaller rooms.

Let Me Search For A Room

Room Types (all) **Add/Remove**

Features (none) **Add/Remove**

Number of People

0

Search

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.

Room ^	Location	Floor	TZ	Cap	
Rooms You Can Request					
+	ACAD-1500	Student Commons Building	(none)	MT	172
+	ACAD-1600	Student Commons Building	(none)	MT	172
+	ACAD-2500	Student Commons Building	(none)	MT	150

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**.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees

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**.

2021

Selected Rooms **ACAD-1500**

Room Search Results

Room ^	Location	Floor	TZ	Cap	
Rooms You Can Request					
-	ACAD-1500	Student Commons Building	(none)	MT	172
+	ACAD-1600	Student Commons Building	(none)	MT	172
+	ACAD-2500	Student Commons Building	(none)	MT	150

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.

The screenshot shows a reservation form with two main sections: "Event Details" and "Group Details".

- Event Details:** Includes "Event Name *" (text input) and "Event Type *" (dropdown menu).
- Group Details:** Includes "Group *" (dropdown menu), "1st Contact" (dropdown menu), "1st Contact Name *" (text input), "1st Contact Phone *" (text input), "1st Contact Email Address *" (text input), and "1st Contact Fax" (text input).

Red borders highlight the required fields: Event Name, Event Type, 1st Contact Phone, and 1st Contact Email Address.

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.

The screenshot shows the "Billing Information" section of the form. It features a heading "Billing Information" and a label "SpeedType(preferred) or Billing Address *". Below the label is a text input field containing "6102xxxx" and a search icon.

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**.

This screenshot shows the "Billing Information" section with the "SpeedType(preferred) or Billing Address *" field containing "6102xxxx". The "Create Reservation" button is highlighted with a red border.

The screenshot shows a "Help" dialog box with the following text:

- Your request has been submitted.
- You will receive notification of your request's status within 2 business days.
- A speedtype or billing address is required for every reservation.

An "OK" button is located at the bottom right of the dialog.

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.