

# 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

LIST SCHEDULE

Favorite Room... Find A Room Search

Room ^	Location	Floor	TZ	Cap	
-	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).

Fields for "Event Name", "1st Contact Phone", and "1st Contact Email Address" are highlighted with red borders, indicating they are required.

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

[OIT-SchedulingServices@cuanschutz.edu](mailto: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 with a search icon (magnifying glass) on the right side.

**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 text "6102xxxx" entered into the "SpeedType(preferred) or Billing Address \*" field. 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 box.

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.