

EMS Web App: Zoom Webinars or Zoom Meeting Hosting/Support

Step 1: After logging in at <https://schedule.ucdenver.edu>, click **CREATE A RESERVATION**, scroll to **Zoom Webinars or Zoom Meeting Hosting/Support**, and click **book now**.

The screenshot shows the 'Room Request' page in the EMS Web App. On the left sidebar, the 'CREATE A RESERVATION' button is highlighted with a red box. The main content area displays a list of room categories, with the last item, 'ZOOM Webinars or ZOOM Meeting Hosting/Support', also highlighted with a red box and a 'book now' button.

Room Category	Action
CU Denver - Student Work Spaces	book now
CU Denver - Terrace Room, LSC	book now
CU Anschutz - Audio Visual Equipment and Support	book now
CU Denver - Audio Visual Equipment and Support	book now
Disposals - Non CU Owned Buildings	book now
Disposals - CU Anschutz Facilities	book now
Disposals - CU Denver Facilities	book now
Permission to Film/Photograph on Campus	book now
Resource/Services Only	book now
ON CAMPUS Videoconferencing and Event Recording	book now
ZOOM Webinars or ZOOM Meeting Hosting/Support	book now

Step 2: Complete the **Date & Time** section on the left side of the page and click **Search**. The **Locations** selection will always show **Video Conference Bridge**.

The screenshot shows the 'Date & Time' section of the form. The 'Date' field is set to 'Fri 03/12/2021' and the 'Recurrence' button is visible. The 'Start Time' is set to '8:00 AM' and the 'End Time' is set to '9:00 AM'. The 'Create booking in this time zone' dropdown is set to 'Mountain Time'. The 'Locations' section shows 'Video Conference Bridge' selected. The 'Search' button is highlighted with a red box.

Date & Time

Date: Fri 03/12/2021 [Calendar Icon] Recurrence

Start Time: 8:00 AM [Clock Icon] End Time: 9:00 AM [Clock Icon]

Create booking in this time zone: Mountain Time [Dropdown Arrow]

Locations: Video Conference Bridge [Add/Remove]











Search

IMPORTANT: If you use the recurrence button to schedule multiple dates in a series, please submit a separate request for each set of dates that occur on the same day of the week (*i.e. all Mondays in your series submitted in one request, all Tuesdays in your series submitted in a separate request*).

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Step 3: Click on one of the **Add (+)** buttons to select an available **Webinar Connection** and attendee limit or select an available **Zoom Meeting Connection**.

- Zoom Meetings are for more interactive sessions with audience participation throughout.
- Zoom Webinars are for virtual town hall-type meetings with larger audiences that are often open to general public populations, with little or no interaction among the attendees.
- For rates information, visit <http://bit.ly/CUVidConFees>

Rooms You Can Request					
	Webinar 500 Connection 1	Video Conference Bridge	(none)	MT	500
	Webinar 500 Connection 2	Video Conference Bridge	(none)	MT	500
	Webinar 500 Connection 3	Video Conference Bridge	(none)	MT	500
	Webinar 500 Connection 4	Video Conference Bridge	(none)	MT	500
	Webinar 1000 Connection 1	Video Conference Bridge	(none)	MT	1000
	Webinar 1000 Connection 2	Video Conference Bridge	(none)	MT	1000
	Webinar 3000 Connection 1	Video Conference Bridge	(none)	MT	3000
	Webinar 3000 Connection 2	Video Conference Bridge	(none)	MT	3000
	Zoom Meeting 300 Connection 1	Video Conference Bridge	(none)	MT	300
	Zoom Meeting 300 Connection 2	Video Conference Bridge	(none)	MT	300

Step 4: Enter the number of attendees and click **Add Room**. The *Setup Type* field will default to the connection selected in the previous step.

Attendance & Setup Type ×

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

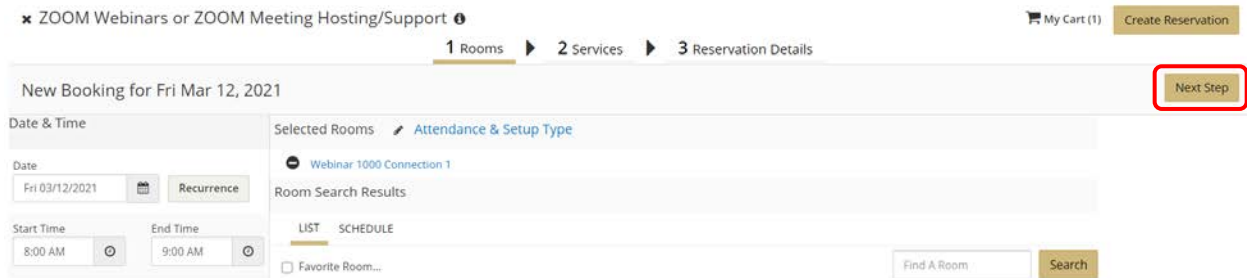
Number of Attendees *

Setup Type *

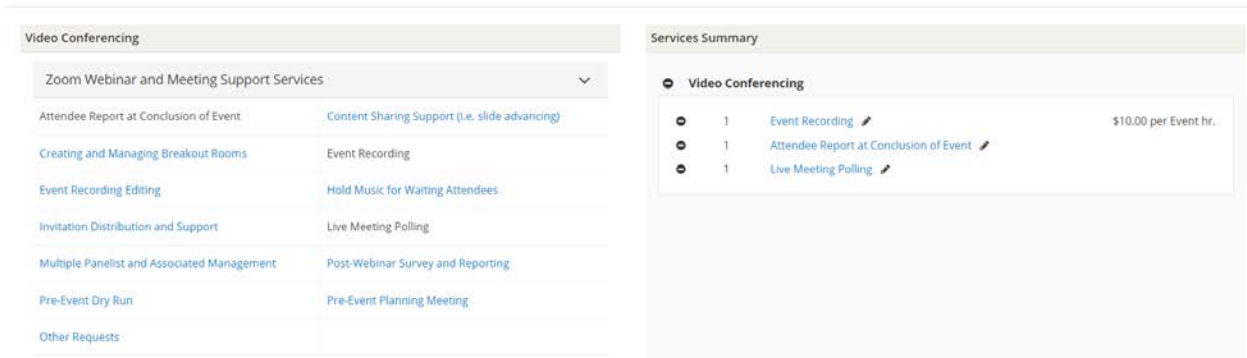
Webinar 1000 attendee max

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Step 5: Your selected Webinar or Meeting connection will move to the top under the **Selected Rooms** section. Click **Next Step**.



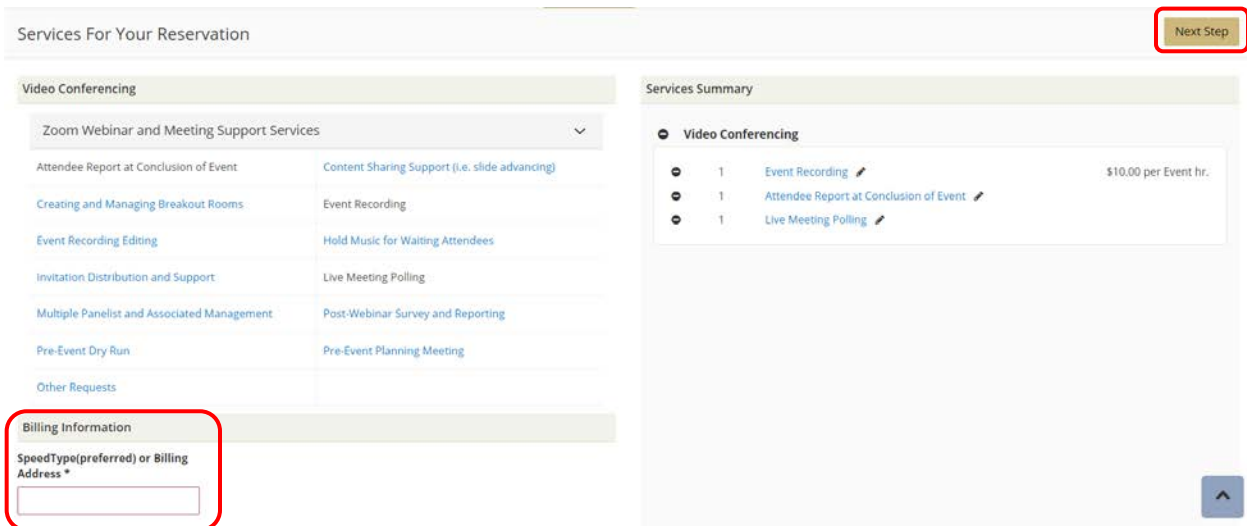
Step 6: A list of optional services, support, or features will populate. Click items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected.



Tip: To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.



Step 7: Provide your speed type or billing address in the **Billing Information** section and click **Next Step**.



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Step 8: Fill out the **Event Details**, **Group Details**, and **Additional Information** sections. Fields bordered in **red** are required.

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

1st Contact Name *

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

Additional Information

Do you expect to have live audience participation? *

For interactive Zoom meetings, please provide a Zoom Meeting ID: *

Are you scheduling this for an outside agency? *

Do you want this recorded? Recording file is MP4 via O365 (University login required to access and download file). *

For on-campus location support, please provide Campus/Building/Room #:

Is there any other information that you feel is important?

Step 9: Click **Create Reservation**.

Create Reservation

Help

Your request has been submitted.

You should receive a confirmation within 3 business days

If you need additional Audio Visual equipment please call 303-724-8129

Changes to any information for this request found on the "Additional Information" tab (including changes to Zoom ID) **MUST** be completed by contacting the Videoconference Bridge at 303-724-8121.

For rates information, visit <http://bit.ly/CUvidConFees>.

You will receive a confirmation email within 3 business days.