

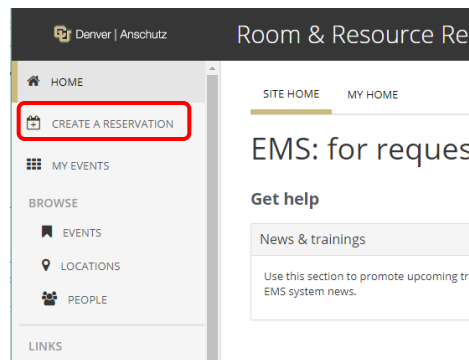
Combine Multiple Room Reservations

Before You Begin

- These instructions assume a familiarity with submitting both single and recurring reservations in the EMS Web App. The full EMS Web App User's Guide with detailed instructions can be found [here](#).
- Only reservations for **classrooms** and **common conference rooms** can be combined, not department conference rooms or any other service reservations.

Combine Multiple Room Reservations

Step 1: After navigating to the EMS Web App at <https://schedule.ucdenver.edu> and logging in, click **CREATE A RESERVATION**.



Tip: It is possible to combine reservations for the same type of room, i.e. classroom requests can be combined with other classroom requests, but classroom requests cannot be combined with conference room requests.

Step 2: Click **book now** next to the desired reservation template.

My Reservation Templates

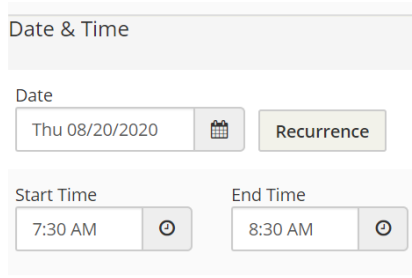
| | | |
|--|-----------------|-------|
| CU Anschutz - Classrooms | book now | about |
| CU Anschutz - Common Conference Spaces | book now | about |
| CU Anschutz - Department Conference Rooms | book now | about |
| CU Anschutz Health & Wellness Center Rooms | book now | about |
| CU Anschutz Strauss 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 |

Combine Multiple Room Reservations

Step 3: Search for a room for one date or recurring dates:

One Date

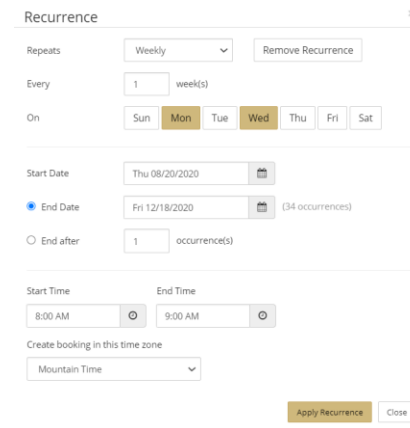
Enter the **Date**, **Start Time**, and **End Time**.



The form is titled "Date & Time". It has a "Date" field with the value "Thu 08/20/2020" and a calendar icon, followed by a "Recurrence" button. Below this are "Start Time" and "End Time" fields, both with time pickers. The start time is "7:30 AM" and the end time is "8:30 AM".

Recurring Dates

Click the **Recurrence** button, enter in the date pattern, **Start Time**, and **End Time**, and click **Apply Recurrence**.



The form is titled "Recurrence". It includes a "Repeats" dropdown menu set to "Weekly" and a "Remove Recurrence" button. There is an "Every" field set to "1" week(s). The "On" field shows a day-of-the-week selector with "Mon" and "Wed" selected. The "Start Date" is "Thu 08/20/2020". The "End Date" is "Fri 12/18/2020" with "(34 occurrences)" next to it. There is also an "End after" field set to "1" occurrence(s). The "Start Time" is "8:00 AM" and the "End Time" is "9:00 AM". A "Create booking in this time zone" dropdown is set to "Mountain Time". At the bottom are "Apply Recurrence" and "Close" buttons.




Tip: Use the **Repeats** drop-down menu and click *Random* to select non-patterned dates from a calendar.

Step 4: Click **Search** and a list of available rooms will populate the right side of the page. Choose the room(s) that meets your needs by selecting the **Add (+)** button to the left of the room(s).

Room Search Results

LIST

Favorite R... Find A Room Search

| Room | Available ▾ | Location | Floor | TZ | Cap |
|--|-------------|-------------------------|-----------|----|-----|
| Rooms You Can Request | | | | | |
|  L28-1307 60-seat Classroom | 33/34 | Education 2 South (L28) | 1st Floor | MT | 60 |
|  L28-1308 30-seat Classroom | 33/34 | Education 2 South (L28) | 1st Floor | MT | 30 |
|  L28-2201 60-seat Classroom | 33/34 | Education 2 South (L28) | 2nd Floor | MT | 60 |

Tip: Room recurrence availability is displayed in the **Available** column. The room may not be available for all of the dates in the recurrence. Click on the number (i.e. 33/34) for more information about the unavailable date.

Combine Multiple Room Reservations

Step 5: The selected room(s) will display at the top of the page. Click the **Recurrence** button again to add more dates to this request.

New Booking for Thu Aug 20, 2020

| | |
|--|--|
| Date & Time | Selected Rooms Attendance & Setup Type |
| Occurs every week on Monday and Wednesday, effective Thu Aug 20, 2020 until Fri Dec 18, 2020 from 8:00 AM to 9:00 AM Mountain Time. (34 occurrences) | L28-1307 60-seat Classroom (33 of 34 occurrences with 1 skipped) |
| Recurrence | Room Search Results |
| | LIST |
| | <input type="checkbox"/> Favorite R... |

Step 6: Click **Remove Recurrence** to clear out the existing search criteria.

Recurrence ×

Repeats: Weekly **Remove Recurrence**

Every: 1 week(s)

On: Sun Mon Tue Wed Thu Fri Sat

Search for another room for one date or recurring dates by following the instructions in steps 3 and 4, and continue to build your request with multiple (single and/or patterned) dates and rooms.

Step 7: After the request has been built with all of the needed dates/times/rooms, click **Next Step**.

CU Anschutz - Classrooms My Cart (4) [Create Reservation](#)

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

New Booking for Fri Aug 21, 2020 **Next Step**

| | |
|--|--|
| Date & Time | Selected Rooms Attendance & Setup Type |
| Occurs every 2 weeks on Friday, effective Fri Aug 21, 2020 until Fri Dec 18, 2020 from 2:00 PM to 4:00 PM Mountain Time. (9 occurrences) | L28-1307 60-seat Classroom (33 of 34 occurrences with 1 skipped) P18-1000 Hensel Phelps Lecture Hall - East |
| | L28-SGL-1204 (8 of 9 occurrences with 1 skipped) L28-SGL-1210 (8 of 9 occurrences with 1 skipped) |

Tip: To review the full date/time/room detail of the request, click **My Cart** to see this information in a list.

Combine Multiple Room Reservations

Step 8: Select any needed services from the menu and complete the *Special Instructions* box with specific details. Please note requesting services on this window will automatically add the service to every date and room on the reservation. If you need a service for only one date or room, do not add it here. The service should be added after submitting the initial room request. Click **Next Step**.

CU Anschutz - Classrooms

1 Rooms | 2 Services | 3 Reservation Details

My Cart (3) Create Reservation

Services For Your Reservation **Next Step**

Anschutz/Denver Housekeeping

Start Time (MT) 10:00 AM End Time (MT) 11:00 AM Service Type Event Staffing

Event Services

| | |
|--------------------------|----------------------|
| Event Staffing | Post - Event Cleanup |
| Post - Meal Trash Pickup | Pre - Event Cleanup |
| Restroom Servicing | |

Services Summary

Step 9: Complete the required fields (outlined in red) on the **Reservation Details** page and click **Create Reservation**.

Step 10: Upon submitting the request, this page will open. Click **Edit this Reservation** to add services to one or some of the dates/rooms if needed.

Room Request Reservation Created

What would you like to do now?

- > Add to my calendar.
- > **Edit this reservation.**

Tip: To add more dates to a reservation after it has been submitted, go to **MY EVENTS**, click on the reservation to open it, click **New Booking**, and follow the instructions in steps 3 and 4.

Denver | Anschutz My Events

Weaver, Steve

< My Events / EMS Test beginning Jan 24, 2018 (233597)

RESERVATION DETAILS | ADDITIONAL INFORMATION | ATTACHMENTS

Reservation Tasks

- Add Services
- Booking Tools
- Cancel Reservation
- View Reservation Summary
- View Service Availability
- Send Invitation
- Add to My Calendar

Bookings

CURRENT | PAST

Cancel Bookings | Booking Tools **New Booking**

| Date | Start Time | End Time | Time Zone | Location | Status |
|------------------|------------|----------|-----------|--------------------------------|-------------|
| Wed Jan 24, 2018 | 2:00 PM | 3:00 PM | MT | P26 Education 1 - P26-MPC-1102 | Web Request |