How to:
Get Started .................................................................................................................................................... 3

  Request an Account ........................................................................................................................................ 3
  Log In ............................................................................................................................................................ 4
  Navigate ........................................................................................................................................................ 5

Reserve a Room ............................................................................................................................................... 6
  Basic Reservation ........................................................................................................................................ 6
  Advanced Reservation ................................................................................................................................ 11

Edit a Reservation ......................................................................................................................................... 18
  Edit Details ................................................................................................................................................ 18
  Edit Room Reservation .................................................................................................................................. 20
    Cancel ...................................................................................................................................................... 20
    Edit ......................................................................................................................................................... 21
    Add ......................................................................................................................................................... 23
  Edit Service Reservation ................................................................................................................................ 25
    Cancel/Edit ........................................................................................................................................... 25
    Add ......................................................................................................................................................... 27

Reserve Other Services & Resources .............................................................................................................. 29
  Facilities Services (without a room reservation) ......................................................................................... 29
  Audiovisual Equipment and Support ........................................................................................................... 33
  Videoconferencing and Event Recording .................................................................................................... 37
  Zoom Webinars or Zoom Meeting Hosting/Support .................................................................................... 40

Learn More .................................................................................................................................................... 45
  Contacts .................................................................................................................................................... 45
  Links ........................................................................................................................................................... 45
Get Started

Request an Account

Step 1: Go to https://schedule.ucdenver.edu and click Request An Account on the home page:

Step 2: Fill out the web form (fields outlined in red are required) and select Request An Account:

An account activation email will be sent within 2 business days.
Log In

Step 1: Go to https://schedule.ucdenver.edu.

Step 2: Account requests are processed within 2 business days. After receiving the email that your account has been activated, on the My Home tab enter your User ID and Password, and click Sign In.

Tip: University users will sign in with their university network credentials (i.e. DoeJ and the associated password). The I’ve forgotten my password link will only work for local accounts (i.e. Hospital affiliates).

IMPORTANT: Please take the following steps if you are having issues logging into EMS:

• Use a different browser, like Firefox or Safari
• Try signing in to EMS using Incognito Mode
Navigate

HOME menu contains:
• CREATE A RESERVATION
• MY EVENTS (access your reservations)
• BROWSE
  o EVENTS (displayed in a calendar view)
  o LOCATIONS (buildings and rooms displayed in a schedule by day)
  o PEOPLE (search for reservations by department or group displayed in a daily list)
• LINKS (campus-related information)

SITE HOME contains:
• Information about trainings
• Links to help guides and tutorials
• Campus-specific information (i.e. building hours, room scheduling policy links, links to service fees)

MY HOME contains:
• My Reservation Templates (different types of reservations you can make)
• My Bookings (your reservations)

Tip: Reservations and Bookings: What Is the Difference?

A Reservation is the purpose of the event. In EMS, a reservation is the who (the meeting organizer) and the what of an event. A Reservation contains one or more Bookings. For example, you (the who) can reserve some space for a staff meeting (the what).

A Booking is the where and the when of an event. For example, you can schedule the large auditorium (the where) for a staff meeting on the second Monday in January (the when). There are one or more Bookings in a Reservation.
Reserve a Room

Basic Reservation

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

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

**Tip:** Click **Let Me Search for a Room** to use additional search criteria to narrow down the search results.

- Use **Locations Add/Remove** to filter by a building.
- Enter the **Number of People** to filter out smaller rooms.
- Use **Room Types Add/Remove** to filter for a specific room type.
- Use **Features Add/Remove** to filter by room features.

**Tip:** Use the **Recurrence** button to add a date pattern (see **Advanced Room Reservations** for detailed instructions).
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.

<table>
<thead>
<tr>
<th>Room</th>
<th>Location</th>
<th>Floor</th>
<th>TZ</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD-1500</td>
<td>Student Commons Building</td>
<td>(none)</td>
<td>MT</td>
<td>172</td>
</tr>
<tr>
<td>ACAD-1600</td>
<td>Student Commons Building</td>
<td>(none)</td>
<td>MT</td>
<td>172</td>
</tr>
<tr>
<td>ACAD-2500</td>
<td>Student Commons Building</td>
<td>(none)</td>
<td>MT</td>
<td>150</td>
</tr>
</tbody>
</table>

**Tip:** For more information about the building and room, click on the **Room** or **Location** name in blue.

**Tip:** Click **Schedule** to see the schedule for all rooms, even those that are unavailable.

Step 4: Enter the **Number of Attendees** and click **Add Room**.

**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**.

**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 Facilities services 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.

Please note if your reservation has multiple dates and/or rooms, 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, it can be added after submitting the initial room request (see **Add Services** for instructions).

![Services For Your Reservation](image)

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

![Edit and Remove icons](image)

Step 7: You will be required to provide **Billing Information.** This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

![Billing Information](image)

**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. 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 8: Once you have added all of your needed service items, click **Next Step**.

![Services Summary](image)
Step 9: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in red are required.

### Reservation Details

#### Event Details

- Event Name *
- Event Type *

#### Group Details

- Group *
- Event Coordination Team
- Event Requester
- Event Contact Name *
- Event Contact Phone *
- Event Contact Email Address *

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

OIT-SchedulingServices@cuanschutz.edu

Step 10: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.

![Attachments](image)

Step 11: Answer the questions in the **Additional Information** section. Questions bordered in red are required.

### Additional Information

- I certify that this event is for official CU Anschutz university and hospital affiliate business *
- Are you scheduling this event for an outside agency (non-affiliated with CU) *
- Will there be alcohol served at this event? *
- Will you use volunteers for your event? *
- Will medical staff be participating in this event? *
- Will there be unauthorized party contractors? *

**Billing Information**

- Street Address or Billing Address *

Create Reservation
Step 12: You will be required to provide **Billing Information** if it was not provided when requesting services. Every reservation requires a billing speed type or billing address.

**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 13: Click **Create Reservation**.

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.
Advanced Reservation

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

Step 2: Search for a room for one date or recurring dates:

**One Date**

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

**Recurring Dates**

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

**Tip:** Use the **Repeats** drop-down menu and click **Random** to select non-patterned dates from a calendar (the **Random** option is not available for departmentally managed rooms)
Step 3: Add other search criteria, including:

**Use Locations Add/Remove** to filter by a building.

Select the building(s) to filter and click **Update Locations**.

Click **Let Me Search for a Room** to use additional search criteria to narrow down the search results.

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

**Use Room Types Add/Remove** to filter for a specific room type.

**Use Features Add/Remove** to filter by room features

**Tip:** Use the **Features** filter to search for only the most important needed features (not all equipment is available in all rooms).

When finished entering in the search criteria, click **Search**.
Step 4: 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.

**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. 8/9) for more information about the unavailable date.

Step 5: Enter the Number of Attendees and click Add Room.

**Tip:** Room-specific information may appear in a pop-up window. Carefully read the information before clicking OK.
Step 6: The selected room will display at the top of the page. If the selected room was not available for all of the dates in the recurrence, you must either select a different room or skip the remaining dates.

Tip: To review the full date/time/room detail of the request, click My Cart to see this information in a list.
Step 8: A list of available Facilities services 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.

**NOTE:** Services are different for each campus and will populate here according to the room’s location. Not all services are available at all locations.

Please note if your reservation has multiple dates and/or rooms, 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, it can be added after submitting the initial room request (see Add Services for instructions).

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

Step 9: You will be required to provide Billing Information. This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. 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 10: Once you have added all of your needed service items, click **Next Step**.

Step 11: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in red are required.

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

OIT-SchedulingServices@cuanschutz.edu

Step 12: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.
Step 13: Answer the questions in the Additional Information section. Questions bordered in red are required.

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that this event is for official University business. *</td>
</tr>
<tr>
<td>Are you scheduling this event for a university agency (department, unit, or division)? **</td>
</tr>
<tr>
<td>Will there be alcohol served at this event? *</td>
</tr>
<tr>
<td>Will there be beverages for your event? *</td>
</tr>
<tr>
<td>Will there be participants in this event? *</td>
</tr>
<tr>
<td>Will there be unaffiliated party contractors? **</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed type (preferred) or Billing Address *</td>
</tr>
</tbody>
</table>

Step 14: You will be required to provide Billing Information if it was not provided when requesting services. Every reservation requires a billing speed type or billing address.

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 15: Click Create Reservation.

Create Reservation

Help

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.

OK

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.
Edit a Reservation

Edit Details

Reservation details include:

- event name
- event contact name
- event contact details
- billing information
- questions that were answered when the request was submitted

**Tip:** To edit the room reservation (including date, time, or room selection) see [Edit Room Reservation](#) for instructions.

**Tip:** To edit a service reservation (including housekeeping, furniture, parking, etc.) see [Edit Service Reservation](#) for instructions.

Step 1: Log in, click My Events, find the reservation to edit in the list, and click the reservation name in blue to open it.

**Tip:** Use Search Reservations to find a reservation quickly. You can use any part of the Event Name or Reservation ID.

**Tip:** For more information about the room, click on the room name in blue.
Step 2: Click the **RESERVATION DETAILS** tab and click **Edit Reservation Details**.

Step 3: Make any needed adjustments and click **Save Reservation Details**.
Edit Room Reservation

Cancel

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

Tip: Use **Search Reservations** to find a reservation quickly. You can use any part of the **Event Name** or **Reservation ID**.

Step 2: Make any needed cancellation adjustments.

- **Cancel Reservation** will cancel all bookings in the reservation.
- **Cancel Bookings** will allow you to pick and choose which bookings to cancel
- **The Minus Sign (-)** will cancel one booking at a time.

Tip: **Cancel Reservation** will also cancel all Facilities services included in the room reservation.
Edit

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the **Event Name** or **Reservation ID**.

**Tip:** Reservations that include service requests have a **Check Mark (✓)** in the **Services** column.

Step 2: Make any needed adjustments.

- Click **Booking Tools** to edit the date or time for some or all of the bookings.
- Click the **pencil icon** to edit the room, date, or time for one booking.
Step 3: After clicking the **pencil icon**, adjust the date or time fields and click **Update Booking**. Click **Search** to view other available rooms. Click the **Add Sign (+)** next to a different room and click **Update Booking** to change the room selection.
Add

Step 1: Log in, click My Events, find the reservation to edit in the list, and click the reservation name in blue to open it.

**Tip:** Use Search Reservations to find a reservation quickly. You can use any part of the Event Name or Reservation ID.

Step 2: Click New Booking to search and add other rooms (for the same date/time) or other dates to this reservation.
Step 3: Enter the **Date & Time** information, click **Search**, select a room by clicking the **Add Sign (+)** next to the room name, and click **Update Reservation**.
Edit Service Reservation

Cancel/Edit

Step 1: Log in, click My Events, find the reservation to edit in the list, and click the reservation name in blue to open it.

Tip: Use Search Reservations to find a reservation quickly. You can use any part of the Event Name or Reservation ID.

Tip: Reservations that include service requests have a Check Mark (✓) in the Services column.

Step 2: Make any needed adjustments.

- Cancel Services will cancel all services in the reservation.
- Manage Services will allow you to cancel some services or edit some services.

Tip: View Services will show a list of services and service details already included in the reservation.
Step 3: After clicking **Manage Services**, the main service window will open where individual services can be cancelled by clicking the **Minus Sign (-)** or edited by clicking the **pencil icon**.
Add

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

Tip: Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Tip: Reservations that include service requests have a **Check Mark (✓)** in the *Services* column.

Step 2: Make any needed additions.

- **Add Services** will allow you to add services to a reservation that does not have any.
- **Manage Services** will allow you to add new services to an existing service reservation.

Tip: **View Services** will show a list of services and service details already included in the reservation. If it is not populating under the booking information, there are no services on this reservation.
Step 3: After clicking **Add Services**, a list of available Facilities services 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. Click **Next Step**.

**NOTE:** Services are different for each campus and will populate here according to the room’s location. Not all services are available to all locations.

Step 4: Select the bookings to which to add the service items and click **Add Services**.

**Tip:** The top check box will automatically select all of the bookings.
Reserve Other Services & Resources

Facilities Services (without a room reservation)
Resource/Services Only requests are for when a service is required from Facilities Management in a space where there is no room reservation in EMS. Personal office service needs, visitor parking services, on-campus races, etc. are examples of when to use this reservation template.

Step 1: Log in, click CREATE A RESERVATION, scroll to the Resource/Services Only reservation template, and click book now:
Step 2: Fill out the **Date & Time** and **Location Details** sections on the left side of the page. The building selection will always be the **Facilities Service Request** building. Enter your actual building and room information in the **Location** field.

Step 3: Read the information on the right side of the page for each service you are requesting. Once you have read the information, click **Next Step**.

Step 4: A list of services available to both campuses will populate. Scroll to find the campus and service, 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.

**Edit:**    **Remove:**

Step 5: You will be required to provide **Billing Information**. This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

Tip: If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. 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 6: Once you have added all of your needed service items, click **Next Step**.
Step 7: Fill out the Event Details and Group Details sections. The Group field will auto-populate. Fields bordered in red are required.

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

OIT-SchedulingServices@cuanschutz.edu

Step 8: Add any needed attachments in the Attachments section by clicking Select your files. Examples of attachments include room set up diagrams, detailed set up instructions, etc.

Step 9: Answer the questions in the Additional Information section. Questions bordered in red are required. Click Create Reservation.
Audiovisual Equipment and Support

Step 1: Log in, click **CREATE A RESERVATION**, scroll down, and click **book now** for either **CU Denver – Audio Visual Equipment and Support** or **CU Anschutz – Audio Visual Equipment and Support**, depending on the appropriate campus.

Step 2: Complete the **Date & Time** and **Location Details** sections on the left side of the page. The building selection will always be the **Equipment Checkout** building. Enter the building and room information for the event in the **Location** field. Click **Next Step**.
Step 3: A list of equipment and support options will populate. Click items to add them to your request, fill out the needed **Quantity**, and any **Special Instructions**.

**Tip:** If requesting technical assistance or staffing, provide the start/end time of the event in the **Special Instructions** field.

**Tip:** If requesting microphones, keep in mind that many rooms already have microphones included in the room, and this request will add additional microphones not already included in the room.

The selected items will move over to the **Services Summary** section at the right.

**Tip:** To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.
Step 4: When finished selecting equipment, provide your speed type or billing address in the **Billing Information** section, and click **Next Step**.

**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. 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 5: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in **red** are required.

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

OIT-SchedulingServices@cuanschutz.edu
Step 6: Add any needed attachments in the Attachments section by clicking Select your files. Examples of attachments include room set up diagrams, detailed set up instructions, etc.

![Attachments section]

Step 7: Answer the questions in the Additional Information section. Questions bordered in red are required.

![Additional Information section]

Step 8: Click Create Reservation.

![Create Reservation button]
Videoconferencing and Event Recording

Step 1: Log in, click CREATE A RESERVATION, scroll to ON CAMPUS Videoconferencing and Event Recording, and click 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.

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).
Step 3: Click on one of the Add (+) buttons to select an available Video Conference Connection.

<table>
<thead>
<tr>
<th>Rooms You Can Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video Conference Connection 1</td>
</tr>
<tr>
<td>Video Conference Connection 2</td>
</tr>
<tr>
<td>Video Conference Connection 3</td>
</tr>
<tr>
<td>Video Conference Connection 4</td>
</tr>
</tbody>
</table>

Step 4: Your selected video conference connection will move to the top under the Selected Rooms section. Click Next Step.

Step 5: Fill out the Event Details, Group Details, and Additional Information sections. Fields bordered in red are required.
Step 6: Provide your speed type or billing address in the **Billing Information** section.

Billing Information

<table>
<thead>
<tr>
<th>SpeedType (preferred) or Billing Address *</th>
</tr>
</thead>
</table>

Step 7: 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 303-724-9129.

Changes to any information for this request found on the “Additional Information” tab (including changes to Zoom ID) MUST be completed by contacting the Videocconference Bridge at 303-724-4121.


You will receive a confirmation email within 3 business days.
Zoom Services

Zoom is the university supported software for web conferencing. Zoom is a unified cloud-based web and video conferencing platform that is offered by OIT as a self-service collaboration solution.

- To get started, log in to Zoom with your university credentials at https://ucdenver.zoom.us/

Zoom Webinars or Zoom Meeting Hosting/Support

Step 1: Log in, click CREATE A RESERVATION, scroll to Zoom Webinars or Zoom Meeting Hosting/Support, and click 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**.

![Date & Time section with Date Fri 03/12/2021 and Start Time 8:00 AM]

**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)*.

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.

<table>
<thead>
<tr>
<th>Rooms You Can Request</th>
<th>Video Conference Bridge</th>
<th>(none)</th>
<th>MT</th>
<th>500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webinar 500 Connection 1</td>
<td>Video Conference Bridge</td>
<td>(none)</td>
<td>MT</td>
<td>500</td>
</tr>
<tr>
<td>Webinar 500 Connection 2</td>
<td>Video Conference Bridge</td>
<td>(none)</td>
<td>MT</td>
<td>500</td>
</tr>
<tr>
<td>Webinar 500 Connection 3</td>
<td>Video Conference Bridge</td>
<td>(none)</td>
<td>MT</td>
<td>500</td>
</tr>
<tr>
<td>Webinar 500 Connection 4</td>
<td>Video Conference Bridge</td>
<td>(none)</td>
<td>MT</td>
<td>500</td>
</tr>
<tr>
<td>Webinar 1000 Connection 1</td>
<td>Video Conference Bridge</td>
<td>(none)</td>
<td>MT</td>
<td>1000</td>
</tr>
<tr>
<td>Webinar 1000 Connection 2</td>
<td>Video Conference Bridge</td>
<td>(none)</td>
<td>MT</td>
<td>1000</td>
</tr>
<tr>
<td>Webinar 3000 Connection 1</td>
<td>Video Conference Bridge</td>
<td>(none)</td>
<td>MT</td>
<td>3000</td>
</tr>
<tr>
<td>Webinar 3000 Connection 2</td>
<td>Video Conference Bridge</td>
<td>(none)</td>
<td>MT</td>
<td>3000</td>
</tr>
<tr>
<td>Zoom Meeting 300 Connection 1</td>
<td>Video Conference Bridge</td>
<td>(none)</td>
<td>MT</td>
<td>300</td>
</tr>
<tr>
<td>Zoom Meeting 300 Connection 2</td>
<td>Video Conference Bridge</td>
<td>(none)</td>
<td>MT</td>
<td>300</td>
</tr>
</tbody>
</table>
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](image)

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

![Step 5](image)

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.

![Step 6](image)

**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.

Step 8: Fill out the Event Details, Group Details, and Additional Information sections. Fields bordered in red are required.
Step 9: Click **Create Reservation**.

You will receive a confirmation email within 3 business days.
Learn More

Contacts

**Room Reservation Requests**
CU Anschutz – EMS Support – OIT-SchedulingServices@cuanschutz.edu
CU Denver – Office of the Registrar – 303.315.2600

**Facilities Service Requests**
CU Anschutz – Facilities Management Dispatch – 303.724.1777
CU Denver – Facilities Management Dispatch – 303.315.7777

**Classroom and Audio/Video Related Questions**
OIT Service Desk – 303.724.4357 (4-HELP)
Classroom Support Help Desk
  - CU Anschutz – 303.724.8129
  - CU Denver (for CU Denver Owned Buildings) – 303.315.2055

Links

**EMS Web App:** [https://schedule.ucdenver.edu/emswebapp](https://schedule.ucdenver.edu/emswebapp)
**Events on Campus Website:** [www.ucdenver.edu/eventsoncampus](http://www.ucdenver.edu/eventsoncampus)

**Supplemental documentation**
This User’s Guide as well as other supplemental user documentation is available on the Site Home page of the EMS Web App.