


To Create a Reservation, click on create a reservation or click book now by selecting from the reservation templates available to you.

The screenshot displays the EMS (Event Management System) interface. On the left, a navigation sidebar includes sections for HOME, CREATE A RESERVATION (highlighted with a red arrow), MY EVENTS, BROWSE (with sub-items: EVENTS, LOCATIONS, DEPTS/GROUPS), and LINKS (with various campus-related links). The main content area is divided into two sections: 'My Reservation Templates' and 'My Bookings'. The 'My Reservation Templates' section lists various room types such as Academic Auditoriums, Academic Classrooms, Academic Computer Labs, and AL 103 - Schweiker Room, each with 'book now' and 'about' buttons (a red arrow points to one of these buttons). The 'My Bookings' section shows the date 'DECEMBER 12, 2016' and a search bar. Below this, a message states 'There are no bookings for December 12, 2016' and provides a link to 'Take me to the next day containing bookings.' The top right of the page shows the user's name 'Gessner, James' and a help icon. The time zone is set to 'Eastern Time [ET]'.






Enter the Date and Time of your reservation request then click search


 Room Request Gessner, James


Academic Classrooms My Cart (0) Create Reservation

**1 Rooms** ▶ 2 Services ▶ 3 Reservation Details

New Booking for Thu Dec 15, 2016 Next Step

<b>Date &amp; Time</b>	<b>Selected Rooms</b>
<b>Date</b> Thu 12/15/2016  <b>Recurrence</b>	Your selected Rooms will appear here.
<b>Start Time</b> 9:30 AM 	<b>Room Search Results</b>
<b>End Time</b> 10:30 AM 	Rooms matching your search criteria will appear here.
Create booking in this time zone Eastern Time	
<b>Locations</b> (all) <span style="float: right;"><b>Add/Remove</b></span>	
 <b>Search</b>	
<b>Let Me Search For A Room</b>	
<b>Setup Types</b> Standard / As Is <span style="float: right;"><b>Add/Remove</b></span>	
<b>Room Types</b> (all) <span style="float: right;"><b>Add/Remove</b></span>	
<b>Number of People</b> 1 	
<b>Search</b>	
<b>I Know What Room I Want</b>	















































































Click the button  by the space you want to request and answer any questions that appear. These questions will vary based on the type of space being requested.

Academic Classrooms 

My Cart (0) [Create Reservation](#)

1 Rooms 2 Services 3 Reservation Details

New Booking for Thu Dec 15, 2016 [Next Step](#)

Date & Time	Selected Rooms																																																																																										
<p>Date: Thu 12/15/2016 <a href="#">Recurrence</a></p> <p>Start Time: 9:30 AM <a href="#">End Time: 10:30 AM</a></p> <p>Create booking in this time zone: Eastern Time</p> <p>Locations: (all) <a href="#">Add/Remove</a></p> <p><a href="#">Search</a></p> <p><b>Let Me Search For A Room</b></p> <p>Setup Types: Standard / As Is <a href="#">Add/Remove</a></p> <p>Room Types: (all) <a href="#">Add/Remove</a></p> <p>Number of People: 1 <a href="#">Search</a></p> <p><b>I Know What Room I Want</b></p>	<p>Your selected Rooms will appear here.</p> <p>Room Search Results</p> <p><a href="#">LIST</a> <a href="#">SCHEDULE</a></p> <p><input type="checkbox"/> Favorite Rooms only. <input type="text" value="Find A Room"/> <a href="#">Search</a></p> <table border="1"><thead><tr><th>Room</th><th>Location</th><th>Floor</th><th>TZ</th><th>Cap</th><th>Match</th></tr></thead><tbody><tr><td colspan="6"><b>Rooms You Can Request</b></td></tr><tr><td> Bakeless Lobby</td><td>Bakeless Center for the Humanities</td><td>1st Floor</td><td>ET</td><td>50</td><td></td></tr><tr><td> Bakeless 103</td><td>Bakeless Center for the Humanities</td><td>1st Floor</td><td>ET</td><td>30</td><td></td></tr><tr><td> Bakeless 203</td><td>Bakeless Center for the Humanities</td><td>2nd Floor</td><td>ET</td><td>27</td><td></td></tr><tr><td> Bakeless 302 - Seminar Room</td><td>Bakeless Center for the Humanities</td><td>3rd Floor</td><td>ET</td><td>24</td><td></td></tr><tr><td> Bakeless 308</td><td>Bakeless Center for the Humanities</td><td>3rd Floor</td><td>ET</td><td>30</td><td></td></tr><tr><td> Bakeless 310</td><td>Bakeless Center for the Humanities</td><td>3rd Floor</td><td>ET</td><td>35</td><td></td></tr><tr><td> Centennial 103 - Seminar Room</td><td>Centennial Hall</td><td>1st Floor</td><td>ET</td><td>20</td><td></td></tr><tr><td> Centennial 140 - Gym</td><td>Centennial Hall</td><td>1st Floor</td><td>ET</td><td>40</td><td></td></tr><tr><td> Centennial 201</td><td>Centennial Hall</td><td>2nd Floor</td><td>ET</td><td>80</td><td></td></tr><tr><td> Centennial 243</td><td>Centennial Hall</td><td>2nd Floor</td><td>ET</td><td>42</td><td></td></tr><tr><td> McCormick 2149 - Seminar Room</td><td>McCormick Human Services</td><td>2nd Floor</td><td>ET</td><td>20</td><td></td></tr><tr><td> McCormick 2202</td><td>McCormick Human Services</td><td>2nd Floor</td><td>ET</td><td>39</td><td></td></tr><tr><td> McCormick 2203</td><td>McCormick Human Services</td><td>2nd Floor</td><td>ET</td><td>22</td><td></td></tr></tbody></table>	Room	Location	Floor	TZ	Cap	Match	<b>Rooms You Can Request</b>						 Bakeless Lobby	Bakeless Center for the Humanities	1st Floor	ET	50		 Bakeless 103	Bakeless Center for the Humanities	1st Floor	ET	30		 Bakeless 203	Bakeless Center for the Humanities	2nd Floor	ET	27		 Bakeless 302 - Seminar Room	Bakeless Center for the Humanities	3rd Floor	ET	24		 Bakeless 308	Bakeless Center for the Humanities	3rd Floor	ET	30		 Bakeless 310	Bakeless Center for the Humanities	3rd Floor	ET	35		 Centennial 103 - Seminar Room	Centennial Hall	1st Floor	ET	20		 Centennial 140 - Gym	Centennial Hall	1st Floor	ET	40		 Centennial 201	Centennial Hall	2nd Floor	ET	80		 Centennial 243	Centennial Hall	2nd Floor	ET	42		 McCormick 2149 - Seminar Room	McCormick Human Services	2nd Floor	ET	20		 McCormick 2202	McCormick Human Services	2nd Floor	ET	39		 McCormick 2203	McCormick Human Services	2nd Floor	ET	22	
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Click Next Step

Academic Classrooms

My Cart (1) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Thu Dec 15, 2016

Next Step

Date & Time

Date: Thu 12/15/2016 Recurrence

Start Time: 9:30 AM End Time: 10:30 AM

Create booking in this time zone: Eastern Time

Locations: (all) Add/Remove Search

Let Me Search For A Room

Setup Types: Standard / As Is Add/Remove

Room Types: (all) Add/Remove

Number of People: 1 Search

I Know What Room I Want

Selected Rooms Attendance & Setup Type

Bakeless 103

Room Search Results

LIST SCHEDULE

Favorite Rooms only. Find A Room Search

Room	Location	Floor	TZ	Cap	Match
Rooms You Can Request					
+ Bakeless Lobby	Bakeless Center for the Humanities	1st Floor	ET	50	
- Bakeless 103	Bakeless Center for the Humanities	1st Floor	ET	30	
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+ Centennial 243	Centennial Hall	2nd Floor	ET	42	

Enter any notes then click next step.

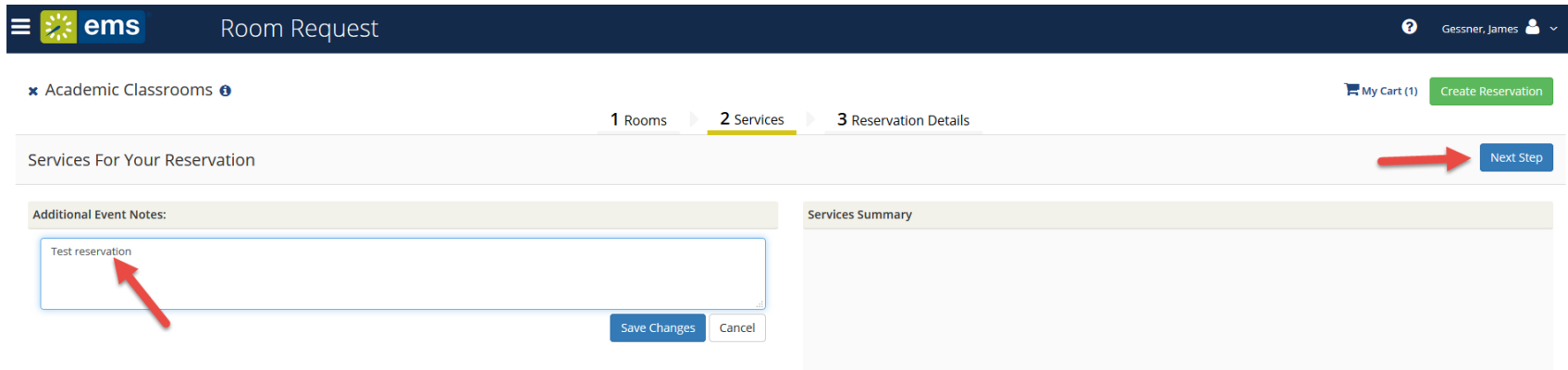
ems Room Request ? Gessner, James

Academic Classrooms 1 Rooms 2 Services 3 Reservation Details My Cart (1) Create Reservation

Services For Your Reservation Next Step

Additional Event Notes: Test reservation Save Changes Cancel

Services Summary



# Complete Reservation Details

Academic Classrooms ⓘ

My Cart (1)

Create Reservation

1 Rooms 2 Services 3 Reservation Details

## Reservation Details

### Event Details ⓘ

**Event Name \***

**Event Type \***

### Customer Details ⓘ

**Customer \***

**1st Contact**

**1st Contact Phone \***

**1st Contact Fax**

**1st Contact Email Address \***

**2nd Contact**

**2nd Contact Phone**

**2nd Contact Fax**

**2nd Contact Email Address**

### Attachments

Select your files Drag and drop your files here

Answer the additional questions then click Create Reservation

Additional Information ?

Is this an internal event? (Internal = BU Faculty, Staff and/or Student participants ONLY) \*


Yes, only BU participants will be attending

Will there be minors under 18 years of age participating in and/or attending this event? (If YES, all employees/volunteers working at this event, are REQUIRED to submit all Background Clearance Info. Contact your location scheduler for required forms.) \*

No

Is this a fundraising or service project event? (If yes, an approved Fundraiser/Service Project Application is required. Go to <https://cte.bloomu.edu/huskysync> \*)

No

  
[Create Reservation](#)

You will receive a confirmation message which will vary based on the type of space you are requesting.

