

Event Request Basics

Logging in:

Start with the following URL: <https://schedule.colostate.edu/EMSWebApp/>

Click “Welcome Guest” in the upper right hand corner and then click “Sign in”



Colorado State University

SITE HOME MY HOME

Welcome, Guest.

Sign In

Welcome to Virtual EMS!

Virtual EMS is available to the CSU faculty and staff community to manage most events occurring on campus.

After logging in, CSU faculty and staff will be able to:

- Submit event requests for Special Events
- Request an event to be held in both Academic and Non-Academic Spaces
- Request an event in one of CSU's Outdoor spaces
- Manage events in your departmentally designated space. To add your space, contact roomscheduling@colostate.edu

For requests on **Football Game Days**, please fill out a **Facilities Event Request Form**.

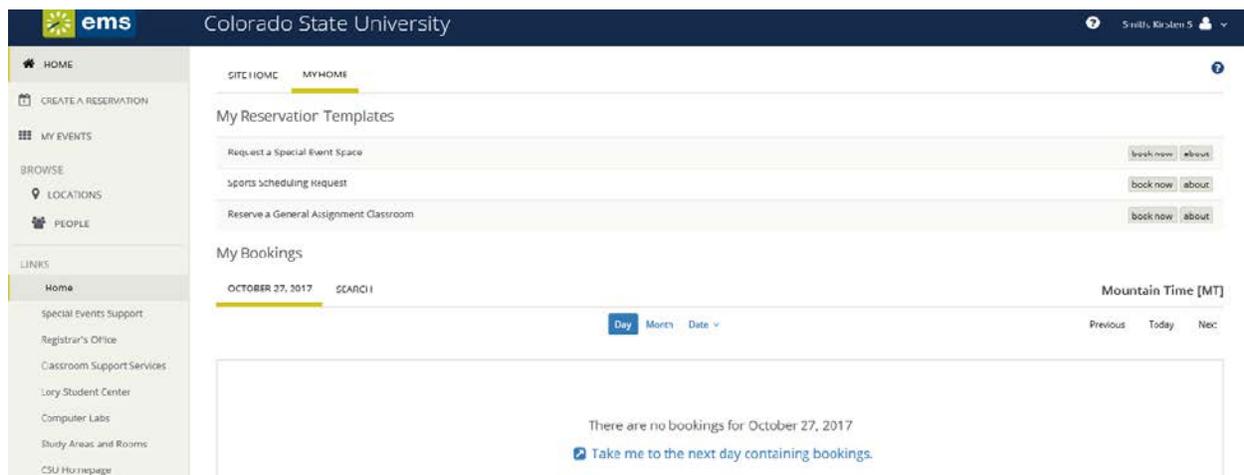
If you are an officer of a registered student organization, or if you are not affiliated with the CSU community, please make your requests in the following ways:

- For Special Events, Non-Academic, and Outdoor spaces: Submit a **Special Event Request Form**
- For Academic spaces (Registered Student Organizations only): Fill out a **Student Organization General Assignment Classroom Request**

Need help?

- For Special Events, Non-Academic, and Outdoor spaces: See the **Facilities Management** website, or contact facilitiescheduling@colostate.edu
- For Academic spaces (Registered Student Organizations only): See the **Registrar's Office** website, or contact roomscheduling@colostate.edu

You will then be asked for your eID user name and password. If successful you should see something like this:



ems Colorado State University

SITE HOME MY HOME

My Reservation Templates

- Request a Special Event Space [book now](#) [about](#)
- Sports Scheduling Request [book now](#) [about](#)
- Reserve a General Assignment Classroom [book now](#) [about](#)

My Bookings

OCTOBER 27, 2017 SEARCH

Mountain Time [MT]

Day Month Date

Previous Today Next

There are no bookings for October 27, 2017

[Take me to the next day containing bookings.](#)

Home

- Special Events Support
- Registrar's Office
- Classroom Support Services
- Lory Student Center
- Computer Labs
- Study Areas and Rooms
- CSU Homepage

To begin your reservation, click the “book now” button next to “Request a Special Event Space”

My Reservation Templates

Request a Special Event Space		book now about
Sports Scheduling Request		book now about
Reserve a General Assignment Classroom		book now about

Once you have done that you will come to the landing page for special event requests.

Date and Time: Simple requests

The next step is choosing when/where your event will take place. It is important to note that event requests can only be submitted for at least 10 days from today's date. If your event is for a single date, enter that date and the time of the event in the box.

New Booking for Fri Nov 10, 201

Date & Time

Date: Fri 11/10/2017  [Recurrence](#)

Start Time: 8:00 AM  End Time: 5:00 PM 

Create booking in this time zone: Mountain Time 

Locations [Add/Remove](#)

(all)

[Search](#)

[Let Me Search For A Room](#)

Number of People: [Search](#)

[I Know What Room I Want](#)



Date and time: Recurrence

If you need a location for multiple dates, for the same time of day, you can use the recurrence option. Enter the time your events will occur and then click the “Recurrence” button to select your date pattern.

New Booking for Fri Nov 10, 2017

Date & Time

Date
Fri 11/10/2017  **Recurrence**

Start Time
12:00 PM 

End Time
9:00 PM 

Create booking in this time zone
Mountain Time 

Then you will see this window that functions much the same way as an outlook calendar and allows you to select specific date patterns or click the tab “Random” if there is not a specific pattern. Once you have entered your date pattern, hit the button labeled “apply recurrence”:

Room Request

Space 

0, 2017

Selected Rooms
Your selected Rooms will appear here

Room Search Results
Rooms matching your search criteria

Recurrence 

Repeats **Daily**  **Remove Recurrence**

Every day(s)

Weekdays Only

Start Date 

End Date  (2 occurrences)

End after occurrence(s)

Start Time 

End Time 

Create booking in this time zone
Mountain Time 

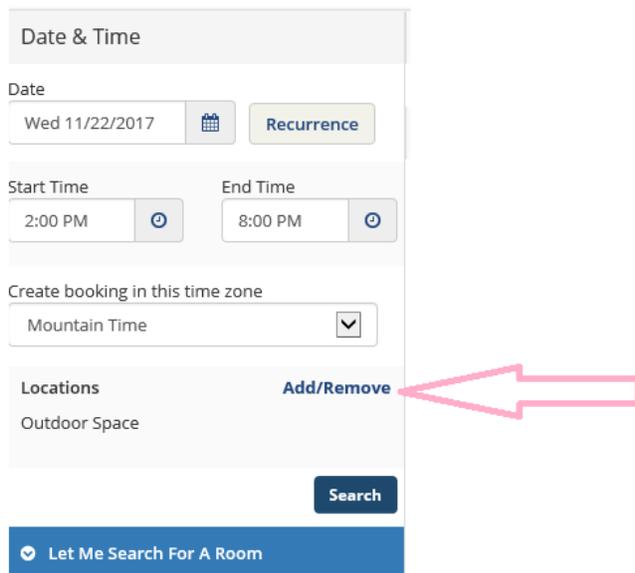
Apply Recurrence **Close**

Date and time: Multiple dates, various times

If you need to request a series of events that will take place at different times, select the first date and time and then add the desired location (more on this to come). The added location will move to the top of the screen. Then change the date/time filter to the next in your event series and then add the desired location. Repeat this process until all of the date/time/locations that you need to request have been added.

Location:

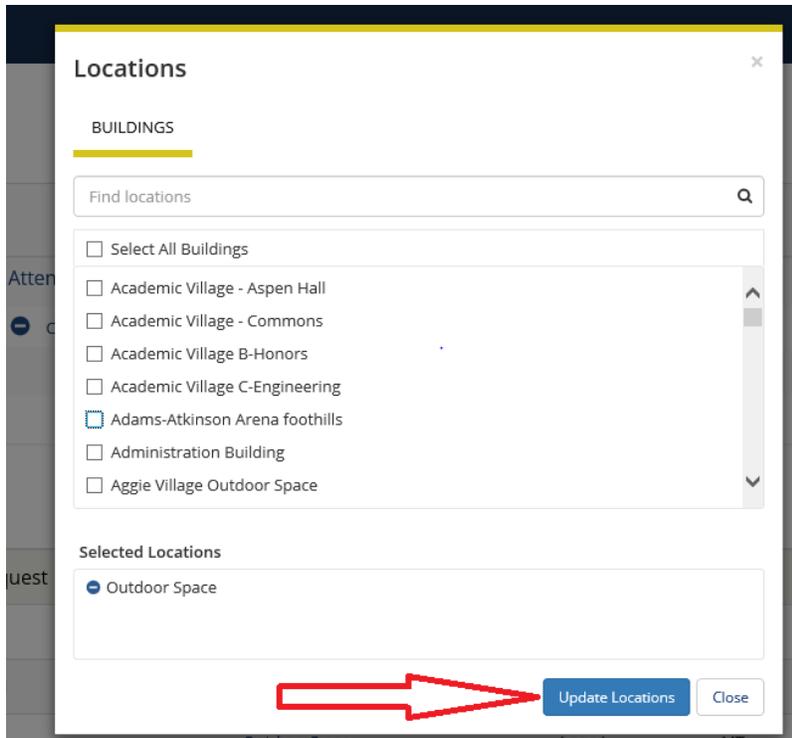
Next, you will want to choose the “where” portion of your event. The easiest way to select a location is to click the Add/Remove option above “Locations”



The screenshot shows a booking interface with the following elements:

- Date & Time** section:
 - Date:** Wed 11/22/2017, with a calendar icon and a **Recurrence** button.
 - Start Time:** 2:00 PM, with a clock icon.
 - End Time:** 8:00 PM, with a clock icon.
 - Create booking in this time zone:** Mountain Time, with a dropdown arrow.
- Locations** section:
 - Add/Remove** button, highlighted with a pink arrow.
 - Outdoor Space
- Search** button.
- Footer: Let Me Search For A Room.

This will bring up a list of building options with check boxes next to them. If you need to add multiple spaces in different buildings to your event, you can select more than one building. Once you have selected all the desired spaces, click “Update locations”



This will populate a list of rooms available in the building(s) you selected. To select a location, click the plus mark next to the location.

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

	Room	Location	Floor	TZ	Cap
Rooms You Can Request					
<input type="checkbox"/>	5K Route	Outdoor Space	(none)	MT	5000
<input type="checkbox"/>	Christman Field	Outdoor Space	(none)	MT	1000
<input type="checkbox"/>	College Lake	Outdoor Space	(none)	MT	200
<input type="checkbox"/>	Eddycation Lawn	Outdoor Space	(none)	MT	500

Once you click to add a space, you will receive a pop-up window asking how many attendees will be at your event

Attendance & Setup Type ✕

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

No. of Attendees

Add Room
Cancel

Enter the number of attendees and then click “Add Room”

If you have requested multiple dates with the Recurrence option, you will see a column next to the room that tells you how many of your requested dates are available in that room.

LIST

Favorite Rooms only.

Room	Available ▼	Location
Rooms You Can Request		
+ B 102 - Conference Room	14/15	Chemistry
+ Main Lobby	14/15	Chemistry

If your dates are not all available (the example below shows that only 14 of 15 dates are available), you can click on the number to find out which date(s) are not available.

Unavailable Dates & Times ✕

B 102 - Conference Room is unavailable for the occurrences shown below.

Fri 11/24/2017	Request violates building hours
12:00 AM - 12:00 AM	Building Open Times - Chemistry

Services

You can advance to the next step by clicking the blue “Next Step” button or by highlighting the option for “Services” at the top middle of the screen

1 Rooms
2 Services
3 Reservation Details

Next Step

In order to see what services are available, click the drop-down arrow next to “Facilities services”

Facilities Services

Start Time: 8:00 AM End Time: 5:00 PM Service Type: FAC

Facilities Services 

This will show you the available services which you can click on to add to your reservation. Please keep in mind not all services are available in all locations.

Facilities Services	
Chairs	Field Lining
lumboTron Video Board	Red Trailer
Tables	Trash Containers
Trash Dump Fee	

Once you have added any services you want to your event, you can proceed to the next step by clicking the blue “Next Step” button or by highlighting the option for “Reservation Details” at the top middle of the screen

2 Services 3 Reservation Details Next Step

After clicking the continue button you will be taken to the event details section. This section collects information on your group, event specific details, food and beverage etc. There is also a free text option toward the bottom which allows you to give additional information as needed. The more information you provide and the more specific you can be on this event request, the more quickly and efficiently we can process it.

Attachments

If you plan to serve alcohol at your event, please download the alcohol application here: https://www.fm.colostate.edu/sites/default/files/alcohol_form.pdf , fill it out and attach it using the steps below. Other common document to attach include certificates of insurance, set-up maps, diagrams, lists of vendors, etc.

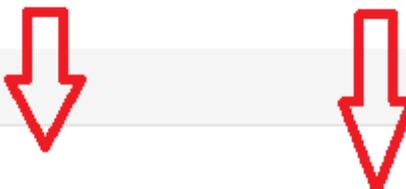
Under the “Group Details” Section is the “attachments” section. You can either click the button “select your files” or drag your files and drop them in the application.

Group Details

Group *

1st Contact

Attachments



Once you have filled out the Reservation Details, you can click the green “Create Reservation” button found at both the top and bottom right portion of the form.

You will then see a page that says “Reservation Created and gives you the option to add the event to your (Outlook) calendar or to edit the reservation.

Reservation Created

What would you like to do now?

- [Add to my calendar.](#)
- [Edit this reservation.](#)

At this point, your event request has been submitted and the Facilities scheduling office will review your request. You will receive an email from the Scheduling Office with further instructions and or confirmation.