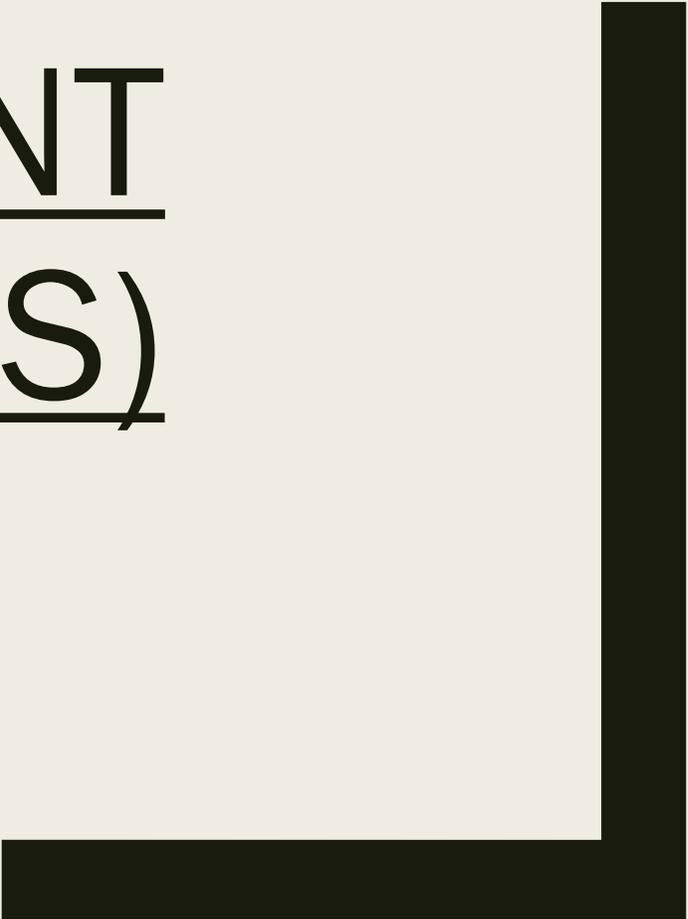




EVENT  
MANAGEMENT  
SYSTEM (EMS)  
BASICS  
STEP BY STEP



- You can navigate to EMS in your web browser via [ems.utica.edu](https://ems.utica.edu)
- Log into the system with your Utica College username and password.

The screenshot displays the login interface for the Utica College Event Management System. The browser's address bar at the top shows the URL `ems.utica.edu`, which is highlighted with a red rectangular box. The page header features the Utica College logo on the left and the system title "Utica College Event Management System" on the right. Below the header, there are navigation tabs: "HOME", "SITE HOME", and "MY HOME". The "MY HOME" tab is currently selected, indicated by an orange underline. The main content area is titled "Sign In" and contains a login form. This form is enclosed in a red rectangular box and includes two input fields: "User Id \*" with the text "jslash" entered, and "Password \*" which is masked with ten dots. Below these fields is a dark blue "Sign In" button. At the bottom of the form area, there is a link that reads "▲ I've forgotten my password."

- To Request A Reservation: Click on book now or CREATE A RESERVATION as seen below with the Red Squares.
  - Note: Your current bookings will also appear on this page.
- To browse Events, click EVENTS, as indicated by the Green Square.
- For additional help, click the question mark, as indicated by the Yellow Square.

The screenshot displays the 'Utica College Event Management System' interface. The top navigation bar includes the 'UTICA COLLEGE' logo, the system name, a user profile for 'jslasher', and a help icon (yellow square). The left sidebar contains navigation links: 'HOME', 'CREATE A RESERVATION' (red square), 'MY EVENTS', and 'EVENTS' (green square). The main content area is divided into sections: 'MY HOME', 'My Reservation Templates' (with a 'book now' button, red square), and 'My Bookings' for 'OCTOBER 9, 2017'. The 'My Bookings' section shows a message: 'There are no bookings for October 9, 2017', which is enclosed in a red box. The interface also includes a search function and a time zone indicator for 'Eastern Time [ET]'.

- You can search rooms by entering information into the system on the left hand side.
- Click on the appropriate room's Plus Sign (+).
- Click Next Step.

x (authenticated user) My Cart (0) Create Reservation

**1 Rooms** ▶ **2 Reservation Details**

New Booking for Mon Oct 9, 2017 Next Step

**Date & Time**

Date: Mon 10/09/2017

Start Time: 1:00 PM | End Time: 2:00 PM

Create booking in this time zone: Eastern Time

Locations: (all) Add/Remove Search

Let Me Search For A Room

I Know What Room I Want

Room Name:

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

LIST | SCHEDULE

Favorite Rooms ...  Search

Room	Location	Floor	TZ	Cap	Match	
<b>Rooms You Can Request</b>						
<input type="checkbox"/>	ECJS 103 Classroom(SMR)	Center for Economic Crime/Justice Studies	(none)	ET	27	<input type="checkbox"/>
<input type="checkbox"/>	ECJS 108 Classroom(SMR)	Center for Economic Crime/Justice Studies	(none)	ET	27	<input type="checkbox"/>
<input type="checkbox"/>	ECJS 112 Carbone Family Aud(SMR)	Center for Economic Crime/Justice Studies	(none)	ET	135	<input type="checkbox"/>
<input type="checkbox"/>	1st Floor Lounge	Bell Hall	(none)	ET	35	<input type="checkbox"/>
<input type="checkbox"/>	ECJS 209 Seminar RM(SMR)	Center for Economic Crime/Justice Studies	(none)	ET	16	<input type="checkbox"/>
<input type="checkbox"/>	ECJS 210 Computer Forensics Teaching Lab	Center for Economic Crime/Justice Studies	(none)	ET	24	<input type="checkbox"/>

- Enter the event name and other information into the boxes.
- To select a Group, click on the magnifying glass.
- Once the Groups box opens, type in a Group you're familiar with.
- Once these steps are finished, press Create Reservation.
- Your request will then be submitted to the appropriate members of the EMS Admin group.

x (authenticated user) My Cart (1) Create Reservation

1 Rooms > 2 Reservation Details

### Reservation Details

Event Details

Event Name \*  Event Type \*

Group Details

Group \*

1st Contact

City

Close

#### Groups you can book for

- Academic Affairs
- Academic Assessment Committee
- Academic Project Management
- Academic Standards Committee
- Academic Support
- Academic Technology Committee

# Need Tech or Support for your Event?

Please remember that booking a room does not automatically book IITS staff or equipment for the meeting/event. To request technology and/or support staff please visit <http://iits.utica.edu> and click the link for Classroom and Event Support. All requests are first come first served, so book well in advance to help ensure that we can accommodate your needs.

If you are unsure of what to request, select “other” on the request form and put in a description of your goals to the best of your ability. A staff member will contact you.

## Need More Help?

Please see <http://helpdesk.utica.edu> and click on the Helpsheets link for more EMS instructions

Contact the Utica College Help Desk at 315-792-3115