



California State University, San Bernardino



WebApp Users Guide

as of 8/2/2017

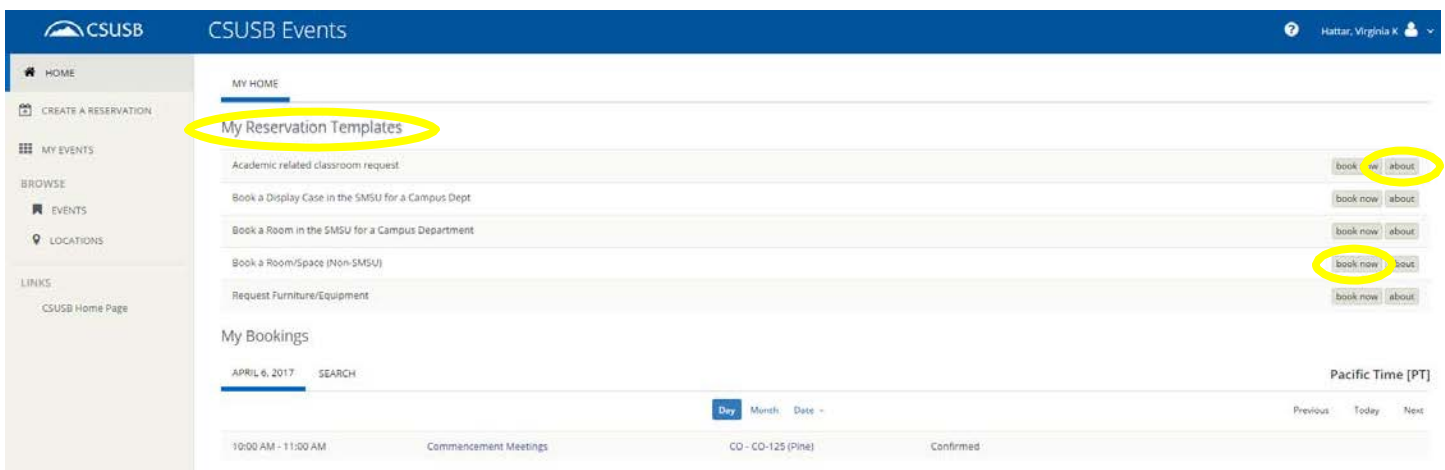
Requesting Event Space using EMS

Log on to the Event Management System (EMS) via your MyCoyote portal or go to <https://eventmanagement.csusb.edu>

Your log in credentials are the same as your CSUSB/MyCoyote credentials

When you log in you will see your assigned reservation templates (templates will vary by each user role). There are different templates based on the space you are requesting, to learn more about the template click on the “About” button to the right of each template.

Once you have identified the appropriate template click the “book now” button on the right.



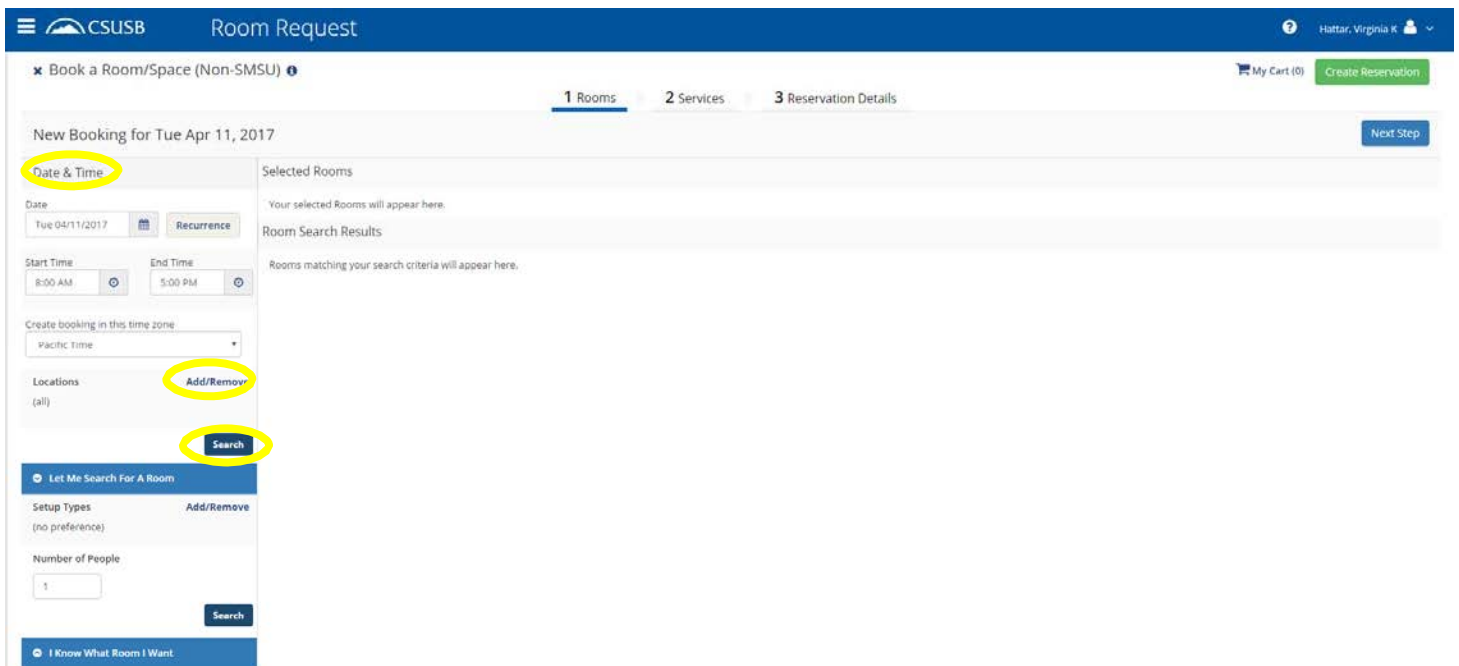
If you do not see a room/space in EMS that you would like to request please contact Special Events at (909) 537-5236.

Select your Date & Time on the left side menu. **NOTE: The times you enter here are your over-all reservation/room access times, not your event times.**

Search for your location by clicking “Add/Remove” in the locations section on the left side menu. A list of all campus buildings will show up and you can select the building that you would like to request space in. If you are using the SMSU templates you will only see the SMSU listed under “Locations”.

To request rooms for **Recurring Events** refer to page 8.

Once you have entered all of your room request information click on the blue “Search” button on the left side menu.



Once you have clicked the “Search” button, a list of the rooms and the availability will show up in the window. Available time slots are displayed in white next to the room number/name (see page 4). Adjust the time of your request (if needed), or search for another location by changing the information on the left side menu.

Click on the room number/name link to view additional information about the rooms (i.e., set-up types, diagrams, features, etc.)

Click on the “+” to the left of the room number/name to proceed (multiple rooms can be selected by clicking on the “+” next to the additional rooms).

Note: “Cap” column = room capacity

The screenshot shows the CSUSB Room Request interface. The top navigation bar includes the CSUSB logo and the text "Room Request". Below the navigation bar, there are three tabs: "1 Rooms", "2 Services", and "3 Reservation Details". The main content area is titled "New Booking for Tue Apr 11, 2017". On the left side, there are several filter sections: "Date & Time" (Date: Tue 04/11/2017, Recurrence, Start Time: 8:00 AM, End Time: 5:00 PM), "Locations" (Commons), "Setup Types" (no preference), and "Number of People" (1). The "Selected Rooms" section is currently empty. The "Room Search Results" section shows a list of rooms with their capacities and availability for the selected date and time. The rooms listed are: CO-103 (Eucalyptus...), CO-104 (Panorama...), CO-105 (Oak Room), and CO-125 (Pine Room). The availability calendar shows that CO-105 is available from 8:00 AM to 5:00 PM. A red circle highlights the "+" icon next to the CO-105 (Oak Room) entry.

Once you click on the “+” it will ask you for the number of attendees and your set-up type. The default set-up type will automatically appear, to change the set-up type click on the drop down box arrow.

Your requested rooms will appear at the top of the page under “Selected Rooms”

Click on the blue “Next Step” button in the top right corner to continue

The screenshot shows the CSUSB Room Request interface with a modal dialog box open. The dialog box is titled "Attendance & Setup Type" and contains the following text: "To continue, please enter the number of attendees and desired setup type for this room." Below this text, there is a "No. of Attendees*" field with the value "1" and a "Setup Type*" dropdown menu. The "Add Room" button is highlighted with a red circle. The background interface is dimmed, but the "Selected Rooms" section is visible, showing the room CO-105 (Oak Room) with a capacity of 24. A red circle highlights the "Selected Rooms" label in the background interface.

Requesting Services/Equipment

If you are requesting multiple dates/rooms skip this step (services/equipment should be added after your initial space request has been submitted; see page 11).

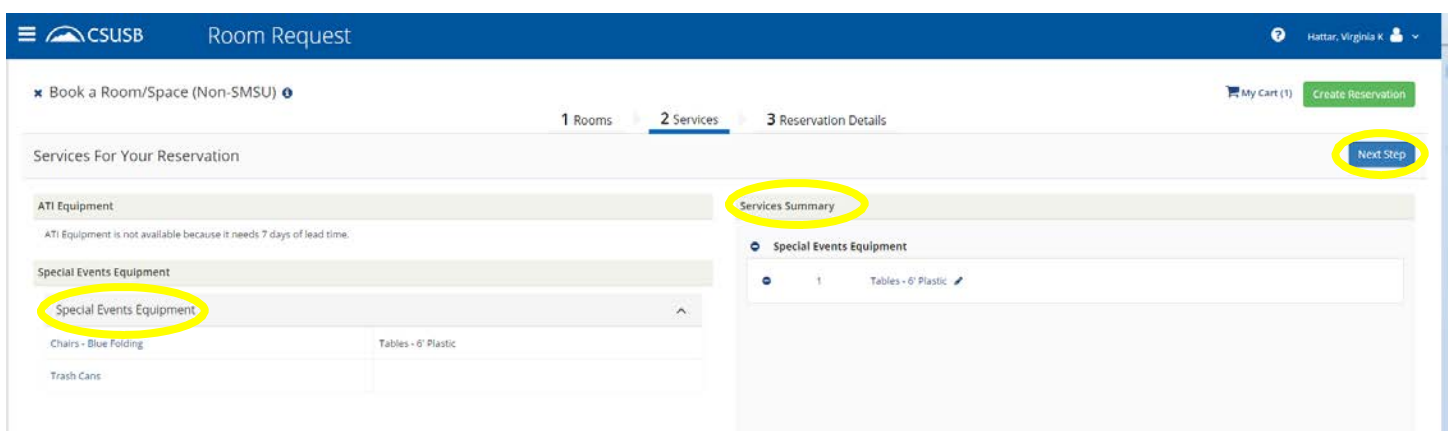
To skip this step just click on the blue “Next Step” button in the top right corner.

If you don’t need any equipment just click on the blue “Next Step” button in the top right corner.

To request services/equipment click on the item you would like to add to your event. A pop up screen will appear asking you for the quantities being requested.

Once you have added your services/equipment it will appear in the “Services Summary” box on the right side of the screen.

After adding equipment needed for your event click on the blue “Next Step” button in the top right corner.



Reservation Details

Reservation detail fields are required:

- Event Name
- Event Type
- Client (will automatically show your department)
- Contact
- Attachments (i.e., set-up diagram)
- Event Time (Your overall reservation/room access times should be indicated on the first screen)
- Publish in Calendar
- Event Description
- Will food be served
- Account number, if applicable
- Terms and Conditions of rental

To create your reservation click on the green “Create Reservation” button in the bottom right corner.

The screenshot displays the 'Room Request' form on the CSUSB website. The form is titled 'Reservation Details' and is divided into several sections:

- Event Details:** Includes 'Event Name *' (Community Engagement Celebration) and 'Event Type *' (Party/Reception).
- Client Details:** Includes 'Client *' (Community Engagement), '1st Contact' (Pobinik, Diana L.), '1st Contact Phone *' (905-527-4833), '1st Contact Email Address *' (dpobinik@csusb.edu), '2nd Contact' (Bryant Farley), '2nd Contact Phone' (905-527-7327), and '2nd Contact Email Address' (bryantfarley@csusb.edu).
- Attachments:** A section for uploading files, with a 'Select your files' button and a 'Drag and drop your files here' area.
- Additional Information:** Includes 'SB - Publish to Calendar *' (Yes) and 'Will food be served at this event?' (No).
- Billing Information:** Includes 'Account Number'.

At the bottom of the form, there is a checkbox for 'I have read and agree to the terms and conditions' and a green 'Create Reservation' button, which is circled in yellow.

You will then see a confirmation screen that says your reservation request has been created.



What's Next?

Faculty and Staff

A confirmation email will be received after your event has been approved. Please note that some spaces require additional approval and may take slightly longer to be confirmed.

Student Clubs and Organizations

After you have submitted a request the following approvals are required:

1. Submit your request
2. Request is sent to the Office of Student Engagement for event approval
3. Request is sent to Special Events or Student Union for space approval
4. If both offices approve the event/space a confirmation email will be received

Requesting Rooms/Spaces for Recurring Events

If you have a recurring room request (i.e., weekly meetings), you can click on the “Recurrence” button on the left side menu next to the date.

Once you have entered all of your room request information click on the blue “Search” button on the left side menu.

The screenshot shows the CSUSB Room Request web application. The header includes the CSUSB logo and the text "Room Request". The user is logged in as "Hattar, Virginia K". The main content area is titled "Book a Room/Space (Non-SMSU)" and has three tabs: "1 Rooms", "2 Services", and "3 Reservation Details". The current view is for a "New Booking for Tue Apr 11, 2017".

The interface is divided into two main sections: "Date & Time" and "Selected Rooms".

Date & Time Section:

- Date:** Tue 04/11/2017. A "Recurrence" button is highlighted with a yellow circle.
- Start Time:** 8:00 AM.
- End Time:** 5:00 PM.
- Create booking in this time zone:** Pacific Time.
- Locations:** (all). An "Add/Remove" button is present.
- Search:** A "Search" button is highlighted with a yellow circle.

Selected Rooms Section:

- Your selected Rooms will appear here.**
- Room Search Results:** Rooms matching your search criteria will appear here.

At the bottom of the "Date & Time" section, there are two radio buttons:

- Let Me Search For A Room:** This option is selected.
- I Know What Room I Want:**

Below the radio buttons, there are fields for "Setup Types" (no preference) and "Number of People" (1). A "Search" button is located at the bottom of this section.

Once you have clicked the “Search” button, a list of the rooms will show up in the window. You can then check the availability of the room.

The available column will indicate the number of dates that each room is available for your request.

To adjust the time of your request (if needed), or to search for another location change the information on the left side menu.

The screenshot shows the CSUSB Room Request interface. On the left, there are search filters: "Date & Time" (set to Fri Aug 4, 2017), "Locations" (set to Commons), "Setup Types" (no preference), and "Number of People" (set to 1). The "Recurrence" filter is highlighted with a yellow circle. Below the filters are two search buttons: "Let Me Search For A Room" and "I Know What Room I Want". The main area displays "Room Search Results" with a table titled "Rooms You Can Request". The table has columns for Room, Available, Location, Floor, TZ, Cap, Price, and Match. The "Available" column for the first row, "CO-Lower Commons Patio", is highlighted with a yellow circle and shows "8/6".

Room	Available	Location	Floor	TZ	Cap	Price	Match
CO-Lower Commons Patio	8/6	Commons	(none)	PT	2000		
CO-UC Outside Patio	6/6	Commons	(none)	PT	100		
CO-104 (Panorama Room)	5/6	Commons	First Floor	PT	90		
CO-105 (Oak Room)	3/6	Commons	First Floor	PT	24		
CO-125 (Pine Room)	5/6	Commons	First Floor	PT	90		
CO-205A (Obershaw)	5/6	Commons	Second Floor	PT	120		
CO-103 (Eucalyptus Room)	3/6	Commons	First Floor	PT	50		

For steps on how to complete the reservation please refer back to page 3.

Checking the Status of a Request

To check on the status of your request click on the “My Events” tab on left side menu.

The screenshot shows the CSUSB Events website. The left sidebar has a menu with 'HOME', 'CREATE A RESERVATION', 'MY EVENTS' (highlighted with a yellow circle), 'BROWSE', 'EVENTS', 'LOCATIONS', and 'LINKS'. The main content area is titled 'MY HOME' and includes 'My Reservation Templates' with five items, each with 'book now' and 'about' buttons. Below that is 'My Bookings' for 'APRIL 6, 2017', showing a booking for '10:00 AM - 11:00 AM' at 'Commencement Meetings' with a status of 'Confirmed'.

To status will be listed on the right side of the screen

The screenshot shows the 'My Events' page. The left sidebar is the same as in the previous screenshot. The main content area has tabs for 'RESERVATIONS' and 'BOOKINGS'. There is a search bar and a 'Search Reservations' button. Below that are tabs for 'CURRENT' and 'PAST'. A table lists reservations with the following data:

Name	First/Last Booking	Location	Client	Services	ID	Status
TEST TEST TEST	Wed Aug 2, 2017/ Wed Aug 2, 2017 (single booking)	Campus Wide/Outdoor - HP-100	Special Event...		56461	Web Confirmed
TEST TEST TEST 2	Sun Aug 6, 2017/ Sun Aug 6, 2017 (single booking)	Campus Wide/Outdoor - CO-107	Special Event...		56470	Web Confirmed
New and Newly Promoted/Tenured Faculty Dinner	Mon Oct 23, 2017/ Mon Oct 23, 2017 (single booking)	SMSU - SMSU 106AB - Events Center /	Special Event...	▼	56205	Web Confirmed

Adding Services/Equipment to a Request

To add services/equipment click on the “My Events” tab on left side menu.

CSUSB Events | Hattar, Virginia K

HOME | CREATE A RESERVATION | **MY EVENTS** | BROWSE | EVENTS | LOCATIONS | LINKS | CSUSB Home Page

MY HOME

My Reservation Templates

- Academic related classroom request [book now] [about]
- Book a Display Case in the SMSU for a Campus Dept [book now] [about]
- Book a Room in the SMSU for a Campus Department [book now] [about]
- Book a Room/Space (Non-SMSU) [book now] [about]
- Request Furniture/Equipment [book now] [about]

My Bookings

APRIL 6, 2017 SEARCH

Pacific Time (PT)

Day Month Date - Previous Today Next

10:00 AM - 11:00 AM	Commencement Meetings	CO - CO-125 (Pine)	Confirmed
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Click on the event name

CSUSB My Events | Hattar, Virginia K

RESERVATIONS BOOKINGS

Search Reservations Include cancelled reservations

CURRENT PAST

Name	First/Last Booking	Location	Client	Services	ID	Status
TEST TEST TEST	Wed Aug 2, 2017/ Wed Aug 2, 2017 (single booking)	Campus Wide/Outdoor - HP-100	Special Event...		56461	Web Confirmed
TEST TEST TEST 2	Sun Aug 6, 2017/ Sun Aug 6, 2017 (single booking)	Campus Wide/Outdoor - CO-107	Special Event...		56470	Web Confirmed
New and Newly Promoted/Tenured Faculty Dinner	Mon Oct 23, 2017/ Mon Oct 23, 2017 (single booking)	SMSU - SMSU 106AB - Events Center /	Special Event...	✓	56295	Web Confirmed

Click on “Add Services” on the right side menu

CSUSB My Events | Hattar, Virginia K

My Events / TEST TEST TEST beginning Aug 2, 2017 (56461)

RESERVATION DETAILS ATTACHMENTS

Edit Reservation Details

Event Name: TEST TEST TEST

Event Type: Equipment Only Request

Client: Special Events & Guest Svcs

1st Contact Name: Hattar, Virginia K

Bookings

CURRENT PAST Include cancelled bookings

Date	Start Time	End Time	Time Zone	Location	Status
Wed Aug 2, 2017	8:00 AM	5:00 PM	PT	Campus Wide/Outdoor - HP-100	Web Confirmed

View Services | Manage Services

Reservation Tasks

- Add Services**
- Cancel services
- Booking Tools
- View Reservation Summary
- Send Invitation
- Add to My Calendar

Select the services you would like to request.

When done, click the blue “Next Step” button in the upper right corner.

The screenshot shows the 'Select Services' page for a 'Test Meeting (56128)'. The page has a blue header with the CSUSB logo and 'My Events' text. In the top right corner, there is a user profile for 'Hattar, Virginia K' and a blue 'Next Step' button circled in yellow. The main content area is divided into several sections: 'ATI Equipment' with fields for Start Time (8:00 PM), End Time (9:00 PM), and Service Type (Setup); 'ATI Personnel' with similar fields; 'ATI Setup Notes' and 'Setup Notes' with text input areas; and 'Special Events Equipment' at the bottom, which is circled in yellow. A 'Services Summary' panel is visible on the right side.

If you have multiple dates/rooms select the appropriate dates/rooms for the services

When done, click the blue “Add Services” button in the upper right corner

The screenshot shows the 'Add Services' page for a 'Test Meeting (56128)'. The page has a blue header with the CSUSB logo and 'My Events' text. In the top right corner, there is a user profile for 'Hattar, Virginia K' and a blue 'Add Services' button circled in yellow. The main content area is a table with the following columns: Date, Booking Time, Time Zone, Location, Event Name, Event Type, and Result. The table contains four rows of data, all with checkboxes in the left margin.

<input type="checkbox"/>	Date ^	Booking Time	Time Zone	Location	Event Name	Event Type	Result
<input type="checkbox"/>	Tue Sep 5, 2017	8:00 PM - 9:00 PM	Pacific Time	CO - CO-103 (Euc)	Test Meeting	Meeting	
<input type="checkbox"/>	Tue Oct 3, 2017	8:00 PM - 9:00 PM	Pacific Time	CO - CO-103 (Euc)	Test Meeting	Meeting	
<input type="checkbox"/>	Tue Nov 7, 2017	8:00 PM - 9:00 PM	Pacific Time	CO - CO-103 (Euc)	Test Meeting	Meeting	
<input type="checkbox"/>	Tue Dec 5, 2017	8:00 PM - 9:00 PM	Pacific Time	CO - CO-103 (Euc)	Test Meeting	Meeting	

Making a Change to a Request

Click on the "My Events" tab on left side menu to change a request

The screenshot shows the 'MY HOME' page of the CSUSB Events system. The left sidebar menu includes 'HOME', 'CREATE A RESERVATION', 'MY EVENTS' (highlighted with a yellow circle), 'BROWSE', 'EVENTS', 'LOCATIONS', and 'LINKS'. The main content area is titled 'MY HOME' and contains two sections: 'My Reservation Templates' and 'My Bookings'. The 'My Reservation Templates' section lists five templates: 'Academic related classroom request', 'Book a Display Case in the SMSU for a Campus Dept', 'Book a Room in the SMSU for a Campus Department', 'Book a Room/Space (Non-SMSU)', and 'Request Furniture/Equipment'. Each template has 'book now' and 'about' buttons. The 'My Bookings' section shows a search bar for 'APRIL 6, 2017' and a table of bookings. The table has columns for time, event name, location, and status. A booking for 'Commencement Meetings' at 'CO - CO-125 (Pine)' is shown as 'Confirmed'.

Click on the event name

The screenshot shows the 'My Events' page of the CSUSB Events system. The left sidebar menu includes 'HOME', 'CREATE A RESERVATION', 'MY EVENTS' (highlighted with a yellow circle), 'BROWSE', 'EVENTS', 'LOCATIONS', and 'LINKS'. The main content area is titled 'My Events' and contains a search bar and a table of reservations. The table has columns for Name, First/Last Booking, Location, Client, Services, ID, and Status. The first row is highlighted with a yellow circle and contains the text 'TEST TEST TEST'. The second row contains 'TEST TEST TEST 2' and the third row contains 'New and Newly Promoted/Tenured Faculty Dinner'.

Name	First/Last Booking	Location	Client	Services	ID	Status
TEST TEST TEST	Wed Aug 2, 2017/ Wed Aug 2, 2017 (single booking)	Campus Wide/Outdoor - HP-100	Special Event...		56461	Web Confirmed
TEST TEST TEST 2	Sun Aug 6, 2017/ Sun Aug 6, 2017 (single booking)	Campus Wide/Outdoor - CO-107	Special Event...		56470	Web Confirmed
New and Newly Promoted/Tenured Faculty Dinner	Mon Oct 23, 2017/ Mon Oct 23, 2017 (single booking)	SMSU - SMSU 106AB - Events Center /	Special Event...	✓	56295	Web Confirmed

Click on the “Edit Reservation Status” in the upper right corner to change the event name or contact information.

My Events / New and Newly Promoted/Tenured Faculty Dinner beginning Oct 23, 2017 (56295)

RESERVATION DETAILS ADDITIONAL INFORMATION ATTACHMENTS

[Edit Reservation Details](#)

Event Name: New and Newly Promoted/Tenured Faculty Dinner
Event Type: Banquet
Client: Special Events & Guest Svcs
1st Contact Name: Hattar, Virginia K

Bookings

CURRENT PAST Include cancelled bookings

Cancel Bookings Booking Tools [New Booking](#)

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Mon Oct 23, 2017	5:30 PM	8:00 PM	PT	SMSU - SMSU 106AB - Events Center AB	85	Banquet	Web Confirmed

[View Services](#) | [Manage Services](#)

Click on the pencil icon next to the event date at the bottom of the screen to change the event date or location.

NOTE: If you are changing your reservation time please email Special Events (events@csusb.edu) for non-SMSU requests or Jennifer Puccinelli (jpuccinelli@csusb.edu) for SMSU requests with the changes. Please do NOT change the times in EMS.

My Events / New and Newly Promoted/Tenured Faculty Dinner beginning Oct 23, 2017 (56295)

RESERVATION DETAILS ADDITIONAL INFORMATION ATTACHMENTS

[Edit Reservation Details](#)

Event Name: New and Newly Promoted/Tenured Faculty Dinner
Event Type: Banquet
Client: Special Events & Guest Svcs
1st Contact Name: Hattar, Virginia K

Bookings

CURRENT PAST Include cancelled bookings

Cancel Bookings Booking Tools [New Booking](#)

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Mon Oct 23, 2017	5:30 PM	8:00 PM	PT	SMSU - SMSU 106AB - Events Center AB	85	Banquet	Web Confirmed

[View Services](#) | [Manage Services](#)

Once you are done making the changes click the blue “Update Booking” in the upper right corner.

The screenshot shows the CSUSB Room Request interface. The top navigation bar includes the CSUSB logo and the user's name, "Hattar, Virginia K". The main header displays the event name "New and Newly Promoted/Tenured Faculty Dinner (524912)" and the date "Edit Booking Mon Oct 23, 2017". A blue "Update Booking" button is highlighted in the top right corner.

The interface is divided into two main sections: "Event Details" on the left and "Room Search Results" on the right.

Event Details:

- Event Name:** New and Newly Promoted/Tenured Faculty I
- Event Type:** Banquet
- Date & Time:** Date: Mon 10/23/2017; Start Time: 5:30 PM; End Time: 8:00 PM; Time Zone: Pacific Time
- Locations:** SMSU

Room Search Results:

- Room:** SMSU 106AB - Events...
- Capacity:** 740
- Availability:** The calendar shows the room is available from 5:30 PM to 8:00 PM on Oct 23, 2017. There are two "Private" booking blocks: one from 12:00 PM to 2:00 PM and another from 6:00 PM to 8:00 PM.

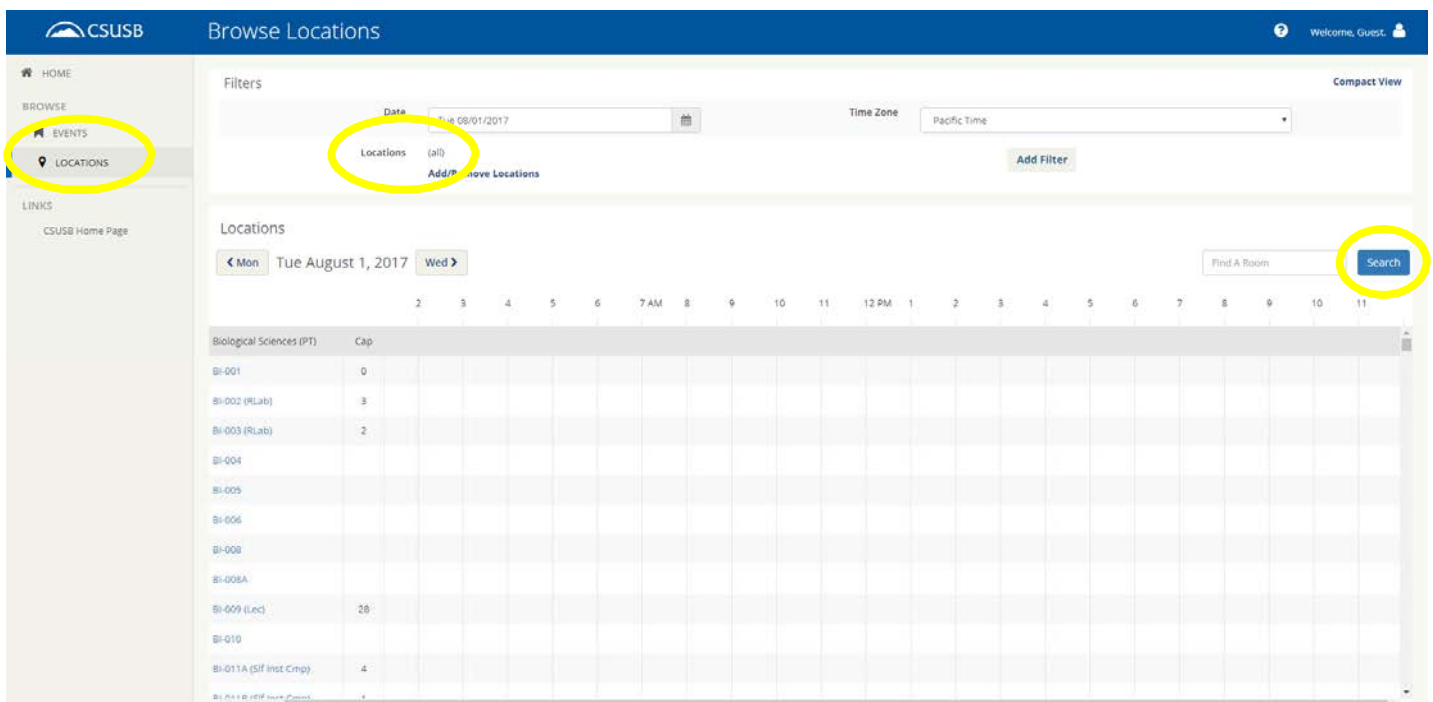
Buttons for "Update Booking" and "Cancel" are located at the bottom of the room search results.

Checking the Availability of a Space

Click on “Events” or “Locations” on the left side menu

You can search by location from the top of the screen.

Then click the blue “Search” button on the right side of the screen.



Contact Information

Santos Manuel Student Union (909) 537-5962

Special Events and Guest Services (909) 537-5236

Technical Support (909) 537-7767