



California State University, San Bernardino



WebApp
Student Clubs and Organizations
Users Guide

as of 8/8/2017

Requesting Event Space using EMS

Log on to the Event Management System (EMS) 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.

The screenshot displays the CSUSB Events management system interface. The top navigation bar is blue with the CSUSB logo and the text "CSUSB Events". On the right of the header, there is a user profile for "Hattar, Virginia K". A left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, LOCATIONS, and LINKS (with a sub-link to CSUSB Home Page). The main content area is titled "MY HOME" and features a section "My Reservation Templates" which is circled in yellow. This 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 to its right, with the "about" button for the first template also circled in yellow. Below the templates is a "My Bookings" section showing a calendar view for "APRIL 6, 2017". A booking is visible for "10:00 AM - 11:00 AM" labeled "Commencement Meetings" in room "CO - CO-125 (Pine)", with a status of "Confirmed". The interface includes a date picker and navigation controls for the calendar.

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.

The screenshot shows the CSUSB Room Request web application. The header includes the CSUSB logo and the title "Room Request". The user is logged in as "Hattar, Virginia K". The main navigation bar shows "Book a Room/Space (Non-SMSU)" and "My Cart (0)". The "Create Reservation" button is visible. The left sidebar contains the "Date & Time" section, which is highlighted with a yellow circle. Below it is the "Locations" section, which includes an "Add/Remove" button (also highlighted with a yellow circle). At the bottom of the sidebar is the "Search" button (highlighted with a yellow circle). The main content area shows "Selected Rooms" and "Room Search Results". The "Date & Time" section includes fields for "Date" (Tue 04/11/2017), "Start Time" (8:00 AM), "End Time" (5:00 PM), and "Create booking in this time zone" (Pacific Time). The "Locations" section includes a dropdown menu for "Locations (all)". The "Search" button is located at the bottom of the sidebar. The "Room Search Results" section shows "Rooms matching your search criteria will appear here."

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, the title 'Room Request', and a user profile for 'Hattar, Virginia K'. Below the navigation bar, there's a section for 'Book a Room/Space (Non-SMSU)' with tabs for '1 Rooms', '2 Services', and '3 Reservation Details'. The main content area is titled 'New Booking for Tue Apr 11, 2017'. On the left, there's a sidebar with options like 'Date & Time', 'Locations', 'Setup Types', and 'Number of People'. The main area displays 'Room Search Results' with a table of available rooms. The table has columns for room name, capacity (Cap), and a calendar view showing availability. A red circle highlights the '+' icon next to 'CO-105 (Oak Room)'.

Room Name	Cap	Availability
CO-103 (Eucalyptus...)	50	Available
CO-104 (Panorama...)	90	Available
CO-105 (Oak Room)	24	Available
CO-125 (Pine Room)	90	Available

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 window titled 'Attendance & Setup Type'. The modal prompts the user to enter the 'No. of Attendees' and select a 'Setup Type'. The 'No. of Attendees' field has a value of '1'. The 'Setup Type' dropdown menu is open, showing options like 'Classroom', 'Meeting', etc. A red circle highlights the 'Add Rooms' button in the modal. The background shows the same room search results as the previous screenshot, with a red circle highlighting the '+' icon next to 'CO-105 (Oak Room)'.

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.

The screenshot shows the CSUSB Room Request interface. The top navigation bar includes the CSUSB logo, the title 'Room Request', and a user profile for 'Hattar, Virginia K'. Below the navigation bar, there are three tabs: '1 Rooms', '2 Services', and '3 Reservation Details'. The '2 Services' tab is currently selected. On the right side of the page, there is a 'My Cart (1)' icon and a green 'Create Reservation' button. A blue 'Next Step' button is circled in yellow in the top right corner. The main content area is divided into two sections. The left section, titled 'Services For Your Reservation', lists 'ATI Equipment' (not available due to lead time) and 'Special Events Equipment'. The 'Special Events Equipment' section is circled in yellow and contains a table with the following items: 'Chairs - Blue Folding', 'Tables - 6' Plastic', and 'Trash Cans'. The right section, titled 'Services Summary', is also circled in yellow and shows a list of 'Special Events Equipment' with a quantity of 1 and a description 'Tables - 6' Plastic'.

Reservation Details

Reservation detail fields are required:

- Event Name
- Event Type
- Client (will automatically show your department)
- Contact—**YOU MUST PUT YOUR CLUB ADVISOR AS THE SECOND 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 'Reservation Details' section is highlighted and contains the following fields:

- Event Details:**
 - Event Name *: Community Engagement Celebration
 - Event Type *: Party/Reception
- Client Details:**
 - Client *: Community Engagement
 - 1st Contact: Prohaska, Diane L.
 - 1st Contact Phone *: 909-527-7463
 - 1st Contact Email Address *: dprohask@csusb.edu
 - 2nd Contact: Bryant Farley
 - 2nd Contact Phone: 909-527-7347
 - 2nd Contact Email Address: bryantfarley@csusb.edu
- Attachments:**
 - Select your files | Drag and drop your files here
- Additional Information:**
 - SB - Publish to Calendar *: Yes
 - Will food be served at this event? *: No
- Billing Information:**
 - Account Number: [empty]

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

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



What's Next?

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 title "Room Request". The user is logged in as "Hattar, Virginia K". The main navigation bar shows "Book a Room/Space (Non-SMSU)" with tabs for "1 Rooms", "2 Services", and "3 Reservation Details". A "Next Step" button is visible. The left sidebar contains a "Date & Time" section with a date picker for "Tue 04/11/2017" and a "Recurrence" button circled in yellow. Below this are "Start Time" (8:00 AM) and "End Time" (5:00 PM) fields, a "Create booking in this time zone" dropdown set to "Pacific Time", and a "Locations" section with an "Add/Remove" button. A "Search" button is also circled in yellow. The main content area shows "Selected Rooms" and "Room Search Results" sections, both with placeholder text. At the bottom of the sidebar, there is a "Let Me Search For A Room" section with "Setup Types" (no preference) and "Number of People" (1) fields, and a "Search" button. A "I Know What Room I Want" button is at the very bottom of the sidebar.

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.

CSUSB Room Request

Book a Room/Space (Non-SMSU)

1 Rooms 2 Services 3 Reservation Details

New Booking for Fri Aug 4, 2017

Date & Time: Occurs on the first Wednesday of every month, effective Fri Aug 4, 2017 until Wed Feb 28, 2018 from 8:00 AM to 10:00 AM Pacific Time. (5 occurrences)

Recurrence

Locations: Commons

Add/Remove

Search

Let Me Search For A Room

Setup Types: (no preference)

Add/Remove

Number of People: 1

Search

I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST

☐ Favorite Rooms only.

Find A Room Search

Room	Available	Location	Floor	TZ	Cap	Price	Match
CO-Lower Commons Patio	6/6	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)	5/6	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 homepage. The left sidebar menu has 'MY EVENTS' highlighted with a yellow circle. The main content area shows 'My Reservation Templates' and 'My Bookings'.

My Reservation Templates

Template Name	Book Now	About
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		

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

The screenshot shows the CSUSB My Events page. The left sidebar menu has 'MY EVENTS' highlighted with a yellow circle. The main content area shows a table of reservations with the status 'Web Confirmed' highlighted in yellow.

My Events

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

Adding Services/Equipment to a Request

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

The screenshot shows the CSUSB Events homepage. The left sidebar menu has 'MY EVENTS' highlighted with a yellow circle. The main content area shows 'My Reservation Templates' and 'My Bookings'.

Template Name	Book Now	About
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

Time	Event Name	Location	Status
10:00 AM - 11:00 AM	Commencement Meetings	CO - CO-125 (Pine)	Confirmed

Click on the event name

The screenshot shows the CSUSB My Events page. The left sidebar menu has 'MY EVENTS' highlighted with a yellow circle. The main content area shows a list of reservations with 'TEST TEST TEST' highlighted in the Name column.

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

The screenshot shows the CSUSB My Events page with the reservation details for 'TEST TEST TEST' beginning Aug 2, 2017 (56461). The 'Add Services' option in the Reservation Tasks menu is highlighted with a yellow circle.

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

RESERVATION DETAILS ATTACHMENTS

Edit Reservation Details

Field	Value
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.

CSUSB My Events

Test Meeting (56128)

Select Services

Next Step

ATI Equipment

Start Time 8:00 PM End Time 9:00 PM Service Type Setup

ATI Personnel

Start Time 8:00 PM End Time 9:00 PM Service Type

ATI Setup Notes

Setup Notes

Special Events Equipment

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

CSUSB My Events

Select Services / Test Meeting (56128)

Add Services

Add Services

☐	Date ^	Booking Time	Time Zone	Location	Event Name	Event Type	Result
☐	Tue Sep 5, 2017	8:00 PM - 9:00 PM	Pacific Time	CO - CO-103 (Euc)	Test Meeting	Meeting	
☐	Tue Oct 3, 2017	8:00 PM - 9:00 PM	Pacific Time	CO - CO-103 (Euc)	Test Meeting	Meeting	
☐	Tue Nov 7, 2017	8:00 PM - 9:00 PM	Pacific Time	CO - CO-103 (Euc)	Test Meeting	Meeting	
☐	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

CSUSB Events

MY HOME

My Reservation Templates

Template Name	Book Now	About
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		

Click on the event name

CSUSB My Events

RESERVATIONS BOOKINGS

Search Reservations

Include cancelled reservations

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.

CSUSB

My Events

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Hattar, Virginia K

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

RESERVATION DETAILS

ADDITIONAL INFORMATION

ATTACHMENTS

Edit Reservation Details

Event NameNew and Newly Promoted/Tenured Faculty Dinner

Event TypeBanquet

ClientSpecial Events & Guest Svcs

1st Contact NameHattar, Virginia K

Bookings

CURRENT

PAST

Cancel Bookings

Booking Tools

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

New Booking

Reservation Tasks

Add Services

Cancel Services

Booking Tools

Cancel Reservation

View Reservation Summary

Send Invitation

Add to My Calendar

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.

CSUSB

My Events

?

Hattar, Virginia K

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

RESERVATION DETAILS

ADDITIONAL INFORMATION

ATTACHMENTS

Edit Reservation Details

Event NameNew and Newly Promoted/Tenured Faculty Dinner

Event TypeBanquet

ClientSpecial Events & Guest Svcs

1st Contact NameHattar, Virginia K

Bookings

CURRENT

PAST

Cancel Bookings

Booking Tools

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

New Booking

Reservation Tasks

Add Services

Cancel Services

Booking Tools

Cancel Reservation

View Reservation Summary

Send Invitation

Add to My Calendar

14

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

CSUSB

Room Request

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Hattar, Virginia K

← New and Newly Promoted/Tenured Faculty Dinner
(524912)

?

Edit Booking Mon Oct 23, 2017

Update Booking

Event Details

Room Search Results

Attendance & Setup Type

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

Create booking in this time zone

Pacific Time

Locations

SMSU

Add/Remove

Search

Let Me Search For A Room

LIST

SCHEDULE

Favorite Rooms only.

Find A Room

Search

5

6

7 AM

8

9

10

11

12 PM

1

2

3

4

5

6

7

8

9

10

11

Rooms You Can Request

SMSU (PT)

Cap

5

6

7 AM

8

9

10

11

12 PM

1

2

3

4

5

6

7

8

9

10

11

SMSU 106AB - Events...

740

Private

Private

Availability Legend

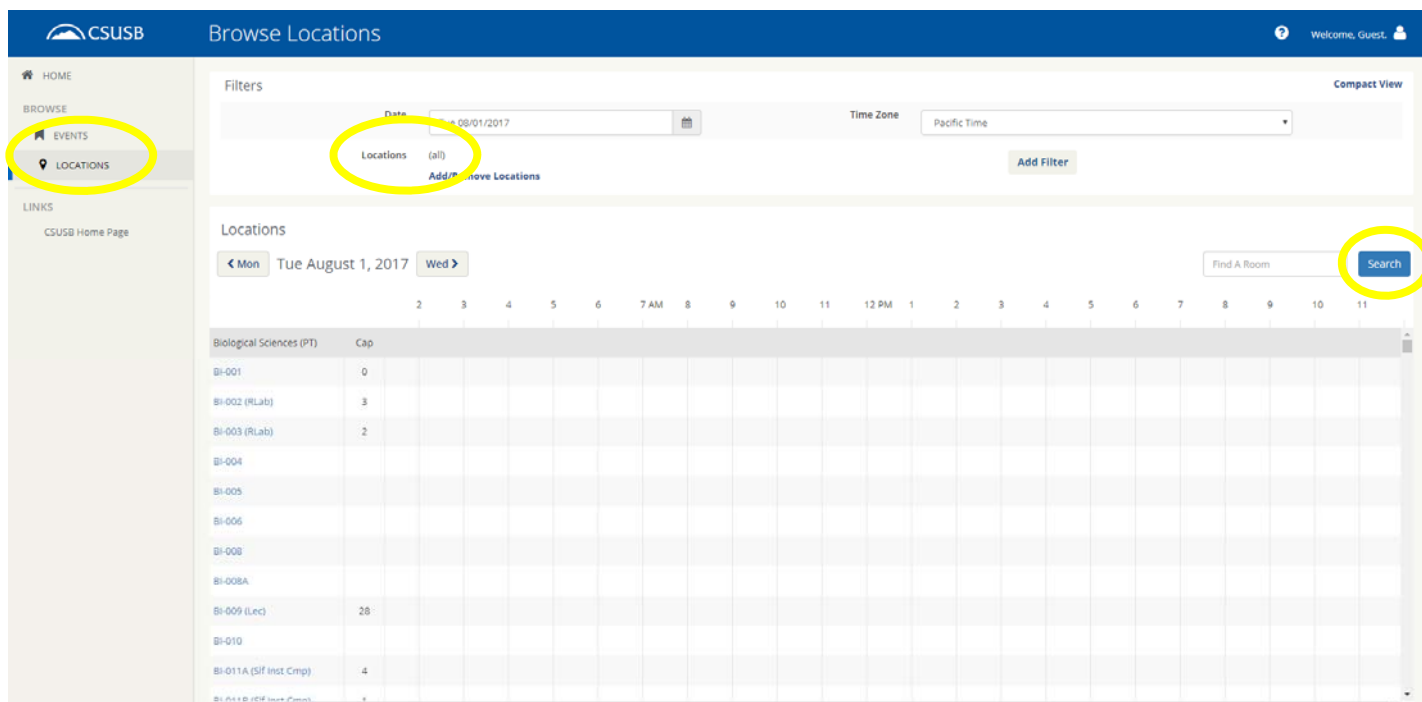
15

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