



California State University, San Bernardino



WebApp Users Guide



How to request 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). 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.

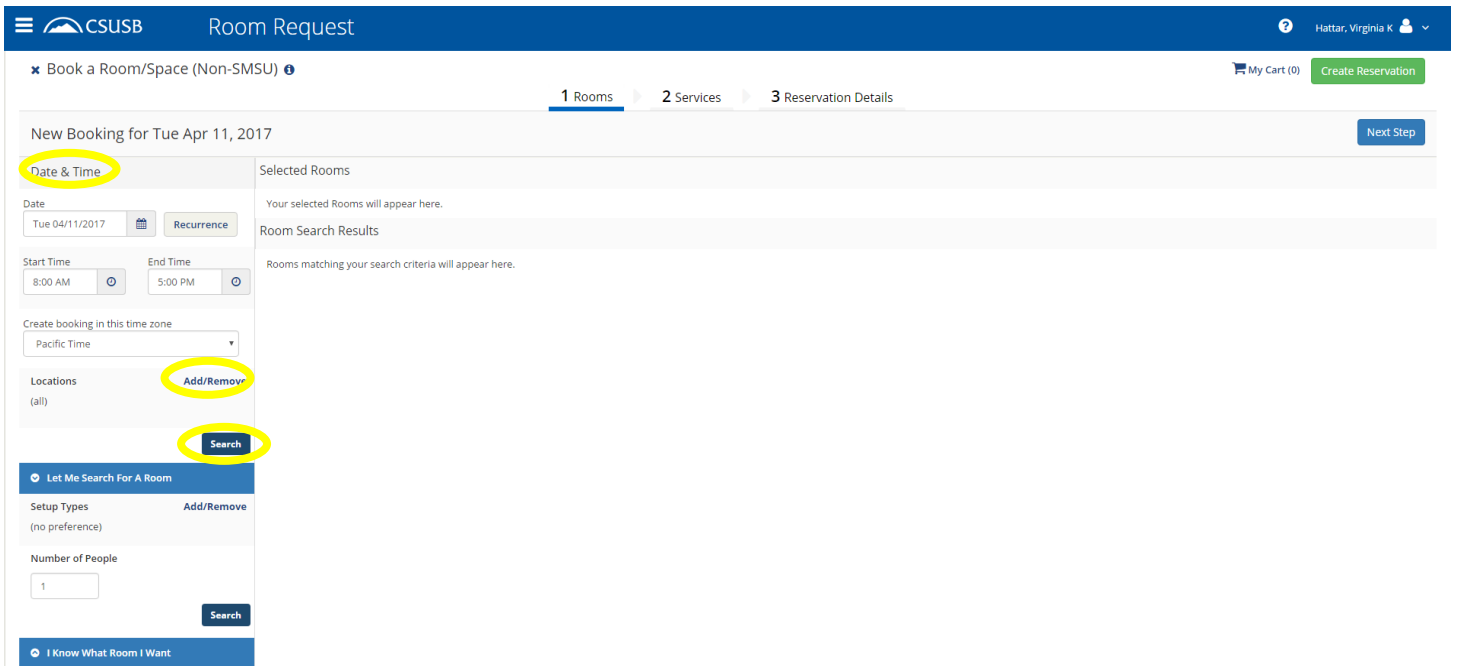
The screenshot shows the CSUSB Events portal interface. The top navigation bar includes the CSUSB logo, the text "CSUSB Events", and a user profile for "Hattar, Virginia K". A left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, LOCATIONS, and LINKS (with a sub-link for CSUSB Home Page). The main content area is titled "MY HOME" and features a section for "My Reservation Templates". This section lists five templates, each with a "book now" button and an "about" button. The "about" button for the first template and the "book now" button for the third template are circled in yellow. Below the templates is a "My Bookings" section with a date filter set to "APRIL 6, 2017" and a "SEARCH" button. The booking table shows a single entry for "Commencement Meetings" on "CO - CO-125 (Pine)" at "10:00 AM - 11:00 AM", which is "Confirmed". The table includes navigation for "Previous", "Today", and "Next" views, and a "Pacific Time [PT]" indicator.

Select your Date & Time on the left side menu. NOTE: The times you enter here are your overall 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 7.

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 will show up in the window. You can then check the availability of the room. If the timeslot next to the room is blue then the space is not available. If necessary, you can adjust the time of your request, or you can also search for another location by changing the information on the left side menu.

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

Once you have identified an available room, click on the “+” to the left of the room name/number to add it to your request. To request multiple rooms click on the “+” next to the additional rooms you wish to add.

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 steps: "1 Rooms", "2 Services", and "3 Reservation Details". A "Create Reservation" button is visible in the top right corner. The main content area is titled "New Booking for Tue Apr 11, 2017" and includes a "Next Step" button. On the left side, there are several filters: "Date & Time" (Date: Tue 04/11/2017, 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" and "SCHEDULE" view. The "SCHEDULE" view displays a grid of room availability for the date. The "Rooms You Can Request" section lists four rooms: CO-103 (Eucalyptu...), CO-104 (Panorama...), CO-105 (Oak Room), and CO-125 (Pine Room). Each room has a capacity and a "Private" label. The "CO-105 (Oak Room)" is highlighted with a yellow circle, and its "+" button is also circled in yellow.

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 show up, 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”

The screenshot shows the CSUSB Room Request interface with an "Attendance & Setup Type" dialog box open. The dialog box prompts the user to enter the "No. of Attendees" (with a value of 1) and select a "Setup Type" from a dropdown menu. The "Add Room" button is highlighted with a yellow circle. In the background, the "Selected Rooms" section is highlighted with a yellow circle, and the "CO-105 (Oak Room)" is also highlighted with a yellow circle. The "Add Room" button in the dialog box is also highlighted with a yellow circle.

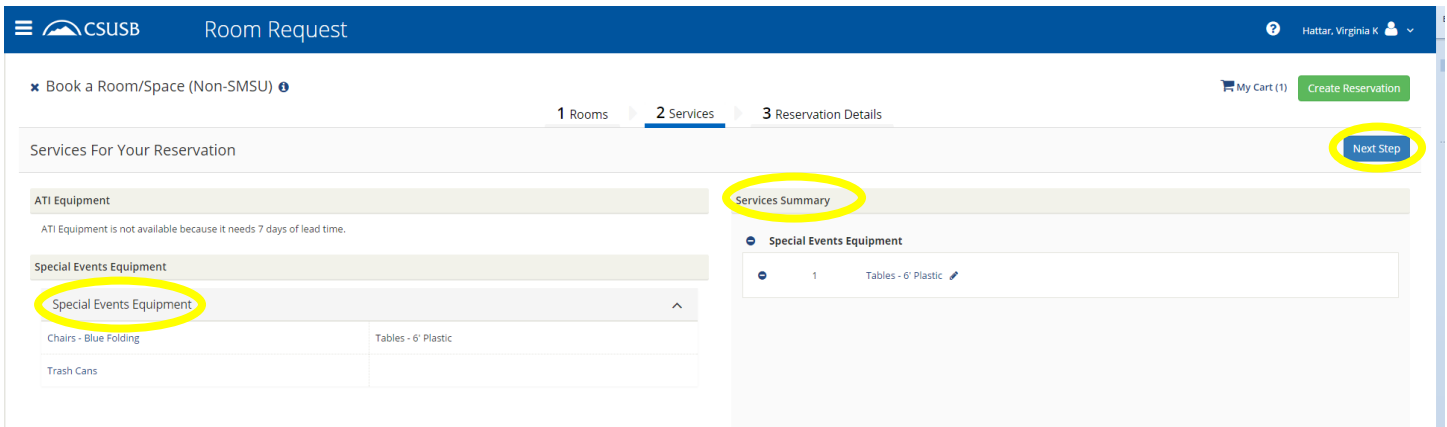
On the next screen you can request services/equipment for your event. If you are requesting multiple dates/rooms skip this step, services/equipment should be added after your initial space request has been submitted (see page 9). To skip this step just click on the blue “Next Step” button in the top 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 you have added all of the equipment that you would like to request, 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.



On the final screen you will enter all of your request information:

- 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

Once you have entered all of the information, click on the green “Create Reservation” button in the bottom right corner.

CSUSB Room Request

Hattar, Virginia

Reservation Details

Event Details

Event Name * Community Engagement Celebration

Event Type * Party/Reception

Client Details

Client * Community Engagement

1st Contact Podolske, Diane L.

1st Contact Phone * 909/5377483

1st Contact Email Address * dpodolsk@csusb.edu

2nd Contact Bryant Fairley

2nd Contact Phone 909-537-7347

2nd Contact Email Address leaveyourpawprint@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

I have read and agree to the terms and conditions

Create Reservation

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



What's Next?

Faculty and Staff

Once your event has been approved you will receive a confirmation email. 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 it will be forwarded to the Office of Student Engagement (OSE) for approval. Once OSE has approved the request it will then be forwarded to Special Events and Guest Services (SEGS) or the Santos Manuel Student Union (SMSU) for final approval. Once your request has been confirmed you will receive an email confirmation.



How to request recurring event space

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.

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.

If necessary, you can adjust the time of your request, or you can also search for another location by changing the information on the left side menu.

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 steps: "1 Rooms", "2 Services", and "3 Reservation Details". A "Create Reservation" button is visible in the top right.

The main content area is titled "New Booking for Fri Aug 4, 2017" and includes a "Next Step" button. The "Date & Time" section indicates the booking is for "Fri Aug 4, 2017" and provides details about the recurrence: "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. (6 occurrences)".

The "Selected Rooms" section shows "Your selected Rooms will appear here." Below this is the "Room Search Results" section, which includes a "LIST" tab and a "Favorite Rooms only" checkbox. A search bar with "Find A Room" and a "Search" button is present.

The "Rooms You Can Request" table lists the following rooms and their availability:

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.



How to check the status of your request

To check on the status of your request 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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To status will be listed on the right side of the screen

CSUSB My Events

Hattar, Virginia K

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

CSUSB Home Page

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



How to add services/equipment to your 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

Click on the event name

CSUSB My Events

Hattar, Virginia K

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

CSUSB Home Page

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.

CSUSB My Events Hattar, Virginia K

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

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 Hattar, Virginia K

Select Services / Test Meeting (56128)

Add Services **Add Services**

<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	



How to make a change to your request

To make a change to your request 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

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

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

The screenshot shows the CSUSB My Events interface. At the top, there is a navigation bar with the CSUSB logo and the text 'My Events'. Below this, a breadcrumb trail reads '< My Events / New and Newly Promoted/Tenured Faculty Dinner beginning Oct 23, 2017 (56295)'. The main content area is divided into three tabs: 'RESERVATION DETAILS', 'ADDITIONAL INFORMATION', and 'ATTACHMENTS'. The 'RESERVATION DETAILS' tab is active, and a yellow circle highlights the 'Edit Reservation Details' link. Below the tabs, a table displays event information: Event Name (New and Newly Promoted/Tenured Faculty Dinner), Event Type (Banquet), Client (Special Events & Guest Svcs), and 1st Contact Name (Hattar, Virginia K). To the right, a 'Reservation Tasks' sidebar lists options like 'Add Services', 'Cancel Services', 'Booking Tools', 'Cancel Reservation', 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'. Below the details, a 'Bookings' section has 'CURRENT' and 'PAST' tabs. A table lists a booking for 'Mon Oct 23, 2017' at '5:30 PM' to '8:00 PM' in 'PT' at 'SMSU - SMSU 106AB - Events Center AB' with an attendance of '85' and a status of 'Web Confirmed'. A pencil icon is visible next to the date.

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.

This screenshot is identical to the one above, showing the same reservation details and booking table. However, a yellow circle highlights the pencil icon next to the date 'Mon Oct 23, 2017' in the bookings table, indicating the action to click for editing.

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. At the top, there is a blue header with the CSUSB logo and the text "Room Request". On the right side of the header, there is a user profile icon and the name "Hattar, Virginia K". Below the header, there is a breadcrumb trail: "New and Newly Promoted/Tenured Faculty Dinner (524912)". The main content area is titled "Edit Booking Mon Oct 23, 2017" and has a blue "Update Booking" button in the upper right corner, which is circled in yellow. The interface is divided into two main sections: "Event Details" on the left and "Room Search Results" on the right. The "Event Details" section includes fields for "Event Name" (New and Newly Promoted/Tenured Faculty Dinner), "Event Type" (Banquet), "Date" (Mon 10/23/2017), "Start Time" (5:30 PM), "End Time" (8:00 PM), "Create booking in this time zone" (Pacific Time), and "Locations" (SMSU). The "Room Search Results" section shows a calendar view for the month of October 2017. The calendar has columns for days 5 through 11. A table below the calendar shows room availability for "SMSU 106AB - Events...". The table has columns for "SMSU (PT)", "Cap", and "Private". The "Private" column shows a green bar from day 10 to day 11, indicating a private booking. There are "Update Booking" and "Cancel" buttons at the bottom of the room search results. An "Availability Legend" is located at the bottom right of the calendar area.



How to check 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.

The screenshot displays the CSUSB 'Browse Locations' interface. On the left sidebar, the 'EVENTS' and 'LOCATIONS' menu items are highlighted with yellow circles. The main content area features a 'Filters' section with a date field set to 'Tue 08/01/2017' and a 'Time Zone' dropdown set to 'Pacific Time'. Below the filters, the 'Locations' section shows a calendar view for 'Tue August 1, 2017'. A 'Search' button is circled in yellow in the top right corner of the calendar area. The calendar table lists various locations and their capacities.

Location	Cap	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
Biological Sciences (PT)	Cap																							
BI-001	0																							
BI-002 (RLab)	3																							
BI-003 (RLab)	2																							
BI-004																								
BI-005																								
BI-006																								
BI-008																								
BI-008A																								
BI-009 (Lec)	28																							
BI-010																								
BI-011A (Sif Inst Cmp)	4																							
BI-011B (Sif Inst Cmp)	1																							