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.

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.
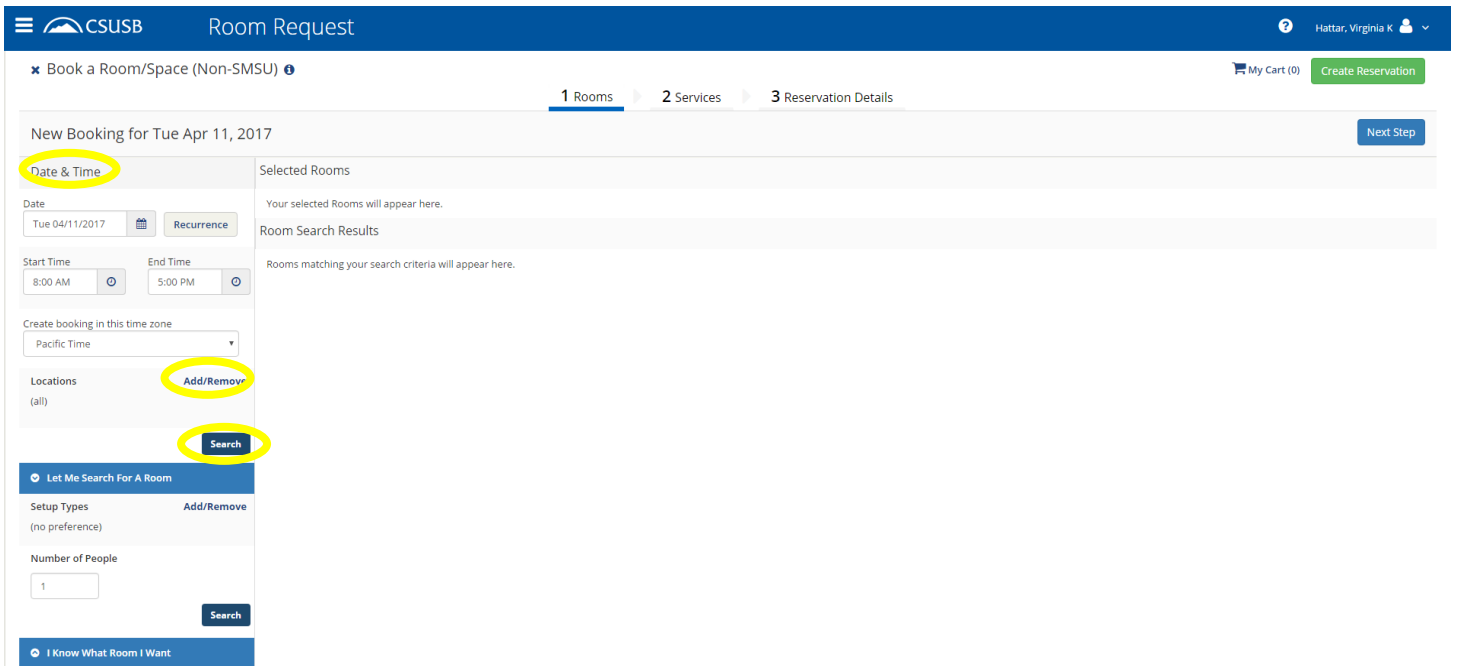
Once you have clicked the "Search" button, a list of the rooms will show up in the window. You can then check the availability of the room. If the timeslot next to the room is blue then the space is not available. If necessary, you can adjust the time of your request, or you can also search for another 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.

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"

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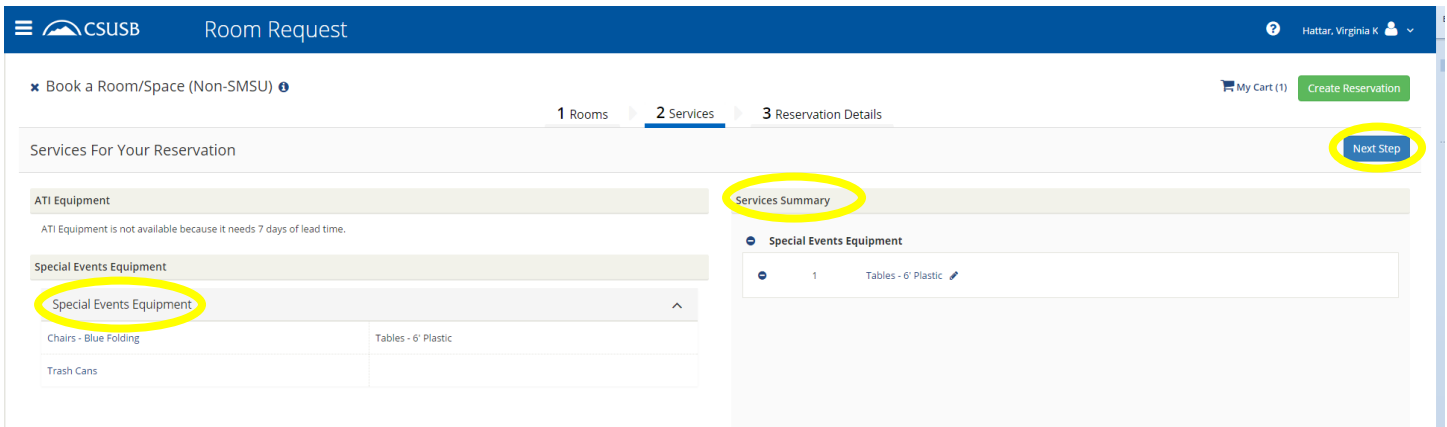
On the final screen you will enter all of your request information:

- 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.

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.

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.

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

How to add services/equipment to your request

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

Click on the event name

Click on "Add Services" on the right side menu

Select the services you would like to request.

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

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

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.

Click on the event name

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

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.

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

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.