



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 EMS 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 "book now" and "about" buttons. 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. A calendar view shows a booking for "10:00 AM - 11:00 AM" for "Commencement Meetings" in room "CO - CO-125 (Pine)", which is "Confirmed". The time zone is set to "Pacific Time [PT]".

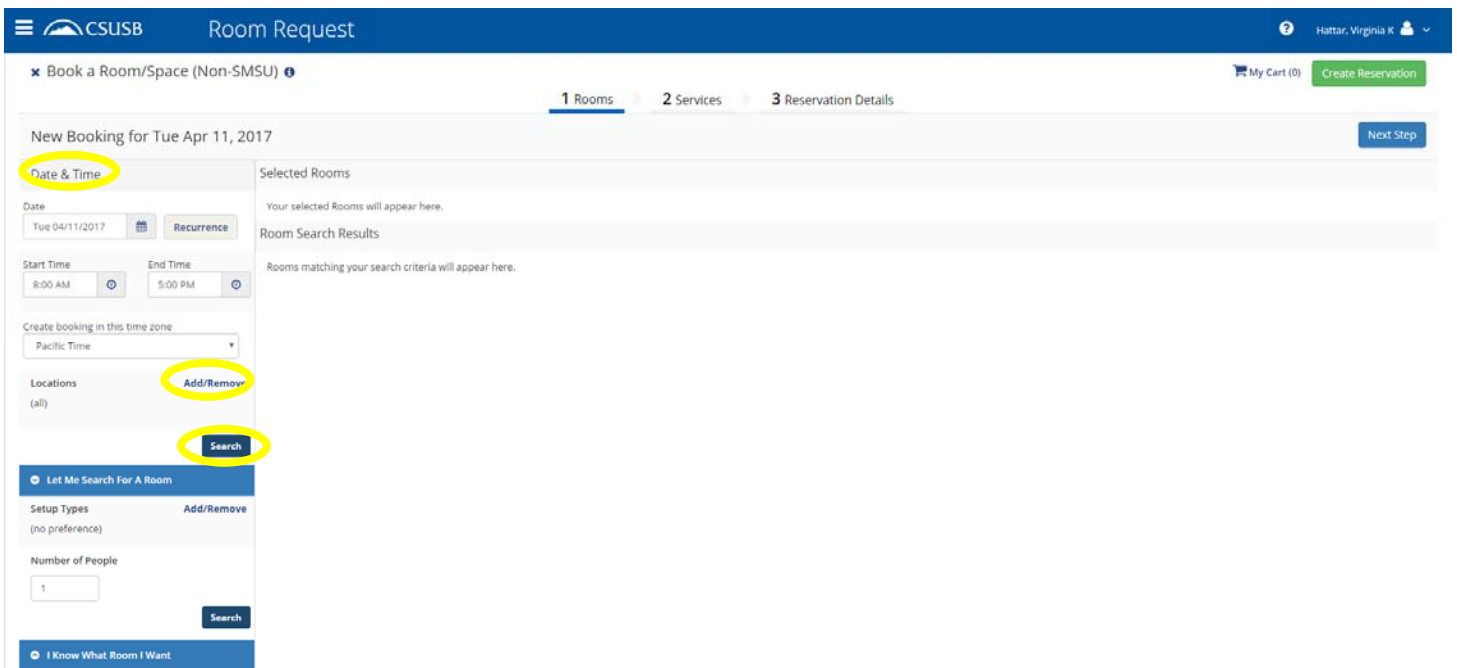
If you do not see a room/space in EMS that you would like to request please contact Special Events at (909) 537-5236.

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, the title "Room Request", and the user name "Hattar, Virginia K". Below the navigation bar, there are tabs for "1 Rooms", "2 Services", and "3 Reservation Details". The main content area is titled "New Booking for Tue Apr 11, 2017" and features a "Next Step" button in the top right corner. On the left side, there are several search filters: "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 calendar view for the selected date. Below the calendar, there is a table titled "Rooms You Can Request" with columns for room name, capacity (Cap), and availability. The table lists four rooms: 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, while the other rooms are available from 12:00 PM to 5:00 PM. A red vertical line is drawn at 8:00 AM. A yellow circle highlights the "+" icon next to the room name "CO-105 (Oak Room)".

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 titled "Attendance & Setup Type". The dialog box 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 Rooms" button is highlighted with a yellow circle. The background of the interface is dimmed, and the "Selected Rooms" section is highlighted with a yellow circle. The "Next Step" button is also visible in the top right corner.

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).

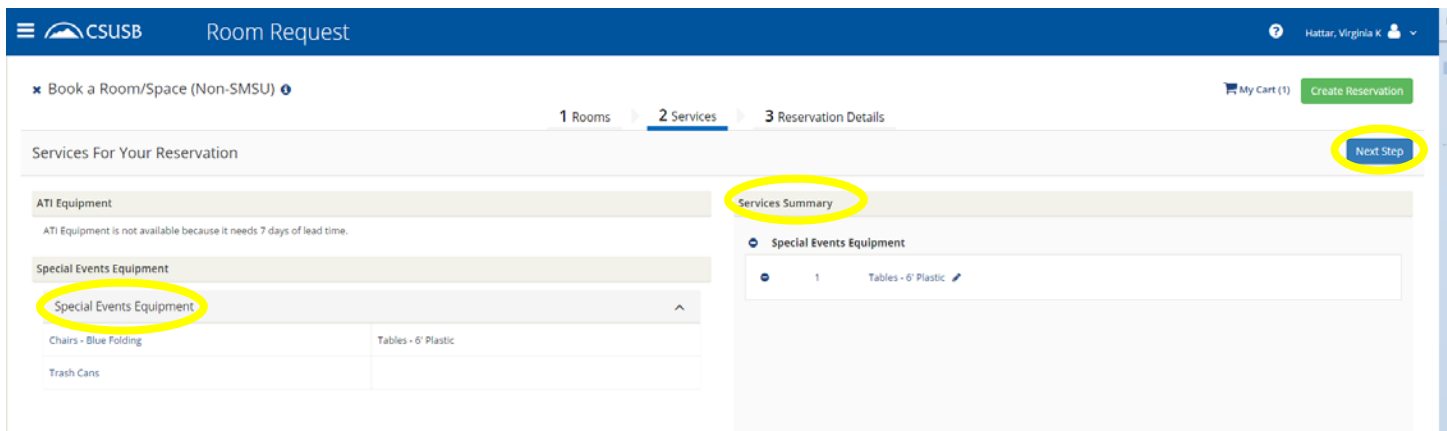
To skip this step just click on the blue “Next Step” button in the top right corner.

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—**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 form is titled 'Reservation Details' and is divided into several sections:

- Event Details:** Includes fields for 'Event Name *' (Community Engagement Celebration) and 'Event Type *' (Party/Reception).
- Client Details:** Includes a 'Client *' dropdown (Community Engagement), and two contact entries. The first contact is '1st Contact' (Prohaska, Diane L.) with phone '909-5277483' and email 'dprohaska@csusb.edu'. The second contact is '2nd Contact' (Bryant Farley) with phone '909-527-7347' and email 'bryantfarley@csusb.edu'. There are also fields for '1st Contact Fax' and '2nd Contact Fax'.
- Attachments:** A section for uploading files with the text 'Select your files. Drag and drop your files here'.
- Additional Information:** Includes a dropdown for 'IS - Publish to Calendar *' (Yes) and a dropdown for 'Will food be served at this event?' (No).
- Billing Information:** Includes an 'Account Number' field.

At the bottom left, there is a checkbox for 'I have read and agree to the terms and conditions'. At the bottom right, a green button labeled 'Create Reservation' is 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.

CSUSB Room Request

Hattar, Virginia K

Book a Room/Space (Non-SMSU)

1 Rooms 2 Services 3 Reservation Details

New Booking for Tue Apr 11, 2017

Date & Time

Date: Tue 04/11/2017 **Recurrence**

Start Time: 8:00 AM End Time: 5:00 PM

Create booking in this time zone: Pacific Time

Locations: (all) 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

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. 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". The main content area is titled "New Booking for Fri Aug 4, 2017" and includes a "Next Step" button. On the left sidebar, there are several search filters: "Date & Time" (with a recurrence filter circled in yellow), "Locations" (set to "Commons"), "Let Me Search For A Room" (with a "Search" button circled in yellow), "Setup Types" (set to "no preference"), "Number of People" (set to "1"), and "I Know What Room I Want". The main search results table, titled "Rooms You Can Request", has columns for Room, Available, Location, Floor, TZ, Cap, Price, and Match. The "Available" column for the first row, "CO-Lower Commons Patio", is circled in yellow 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	5/6	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 website. The left sidebar has a menu with 'MY EVENTS' highlighted. The main content area is titled 'MY HOME' and contains two sections: 'My Reservation Templates' and 'My Bookings'. The 'My Bookings' section is for 'APRIL 6, 2017' and shows a booking for 'Commencement Meetings' at 'CO - CO-125 (Pine)' with a status of 'Confirmed'.

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

The screenshot shows the CSUSB Events website. The left sidebar has a menu with 'MY EVENTS' highlighted. The main content area is titled 'My Events' and contains a table of reservations. The table has columns for Name, First/Last Booking, Location, Client, Services, ID, and Status. The status 'Web Confirmed' is highlighted in the first row.

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.

CSUSB Events

MY HOME

MY EVENTS

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

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

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'. Below the header, the page title is '< Test Meeting (56128)'. The main content area is titled 'Select Services' and contains 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' with a text input field; and 'Special Events Equipment' with a text input field. A 'Next Step' button is highlighted in the top 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

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'. Below the header, the page title is '< Select Services / Test Meeting (56128)'. The main content area is titled 'Add Services' and contains a table with the following columns: Date, Booking Time, Time Zone, Location, Event Name, Event Type, and Result. The table has four rows, each with a checkbox in the first column. An 'Add Services' button is highlighted in the top right corner.

<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 contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS (circled in yellow), 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 'Commencement Meetings' at 'CO - CO-125 (Pine)' with a status of 'Confirmed'.

Click on the event name

The screenshot shows the 'My Events' page. The left sidebar is the same as in the previous screenshot, with 'MY EVENTS' circled in yellow. The main content area has tabs for 'RESERVATIONS' and 'BOOKINGS'. A search bar is present with the text 'Search Reservations' and a checkbox for 'Include cancelled reservations'. Below the search bar are tabs for 'CURRENT' and 'PAST'. A table of reservations is displayed 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...	▼	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 'My Events' interface for a reservation titled 'New and Newly Promoted/Tenured Faculty Dinner beginning Oct 23, 2017 (56295)'. The 'RESERVATION DETAILS' tab is active, and the 'Edit Reservation Details' link is highlighted with a yellow circle. The reservation details include:

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

The 'Bookings' section shows a table with one 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, but the pencil icon next to the date 'Mon Oct 23, 2017' in the bookings table is circled in yellow.

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

CSUSB Room Request | 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

Room Search Results
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...								Private								Private			

Update Booking Cancel

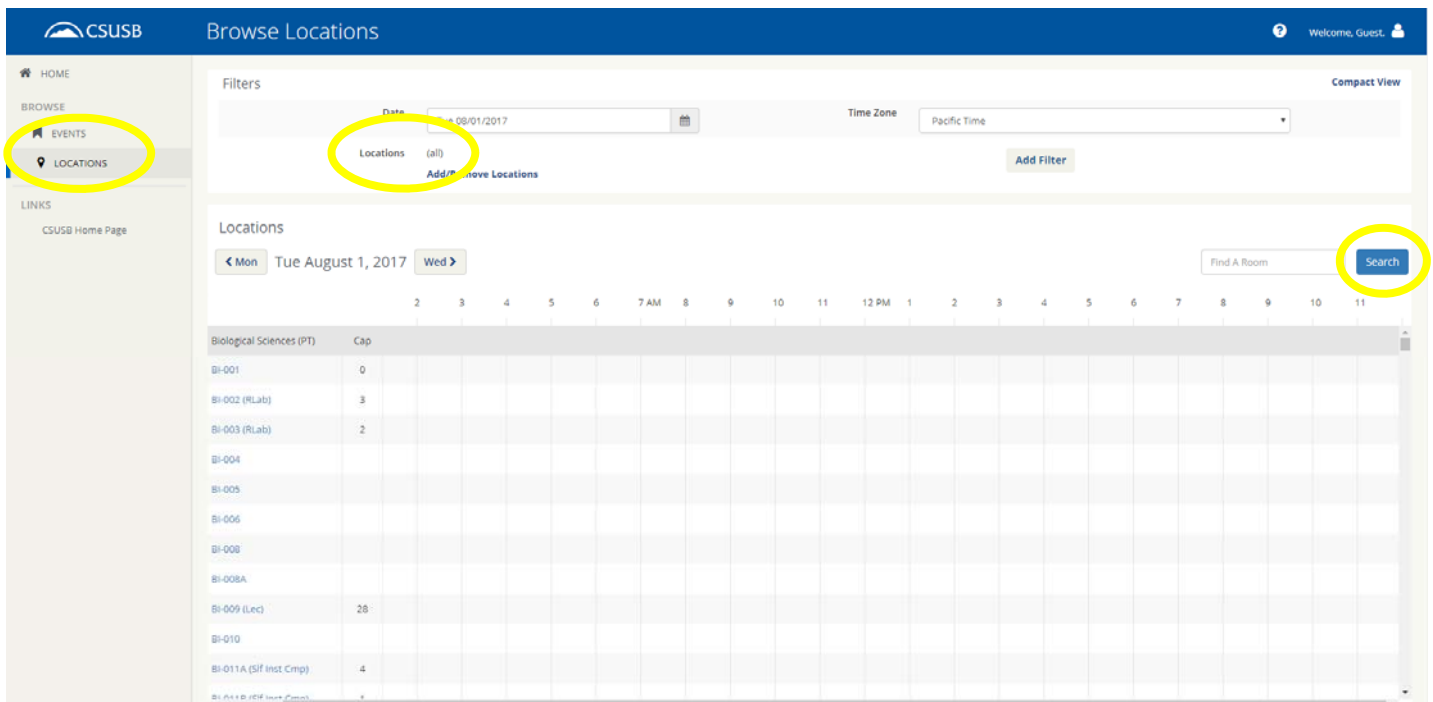
Let Me Search For A Room

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