

USING THE CAMPUS CALENDAR WEB PAGES

Requesting Space on Campus

NOTE: NO RESERVATIONS ARE FINAL UNTIL YOU RECEIVE A CONFIRMATION FROM THE DIRECTOR OF EVENT SCHEDULING.

Use the Reservations dropdown menu to make a reservation and view your room requests with real-time room and service availability information.

1. Open your web browser, and go to <http://mdu.millsaps.edu>.
2. Click on **Reservations – Room Request**. The *Room Request* window displays.

The screenshot shows the 'Virtual EMS' web interface. At the top left is the 'ems' logo with the tagline 'Event Management Systems Schedule Clarity'. The page title is 'Virtual EMS'. Below the logo is a navigation bar with 'Browse', 'Reservations', and 'My Account'. The main content area is divided into two columns. The left column contains the 'When and Where' section with fields for 'Date:' (10/15/2008 Wed), 'Recurrence', 'Start Time:', 'End Time:', and 'Room:'. Below this is the 'Setup Information' section with 'Attendance:' (0) and 'Setup Type:'. A 'Check Availability' button is at the bottom of this column. The right column contains the 'Event Details' section with 'Event Name:' and 'Event Type:' fields. Below is the 'Group Details' section with 'Group:', 'Contact:', 'Phone:', 'Fax:', and 'Email:' fields. At the bottom of the right column is the 'Setup Notes' section with a text area and a 'Submit Reservation' button. At the very bottom of the page is the text 'Powered by ems'.

3. In the *When and Where* section, enter or click on the calendar icon to select a **Date** or range of dates for your event. (If your event occurs more than one time in the future click the **Recurrence** to display the *Appointment Recurrence* dialog box.)

- In the *Time* section, manually enter the **Start Time** and **End Time** in the blank fields or select the dates using the clock icons to the right of the fields.

The next section is *Recurrence Pattern*.

- Select **Daily**, **Weekly**, **Monthly**, or **Random** recurrence patterns.

The dialog box changes depending on which recurrence you select.

- In the *Range of Recurrence* section, enter or use the calendar icon to select a **Start Date**.

- Specify the end date by clicking one of two radio buttons:

- Choose to end the event after a specified occurrence or number of recurrences

OR

- Enter the recurrence **End by** date or select it by clicking the calendar icon.

- Click **Apply Recurrence** to add the information to your event and return to the *Room Request* window

OR

Click **Remove Recurrence** to cancel the recurrence information and return to the *Room Request* window.

Back to the main page...

- At the *Room Request's Set-Up Information* section, enter your events anticipated attendance number.
- Click **Check Availability** to display the search results.

11. After looking through the options of available spaces, select your choice in the **Room** dropdown menu to the left of the screen (in the *When and Where* section).
NOTE: ACADEMIC CLASSES ARE NOT KEPT IN THIS CALENDAR. THEREFORE YOU MAY BE ASKED TO SELECT A DIFFERENT SPACE AFTER THE DIRECTOR OF EVENT SCHEDULING HAS REVIEWED YOUR REQUEST.
12. Click the **Details** tab above the available rooms list.
13. In the **Event Name** field, give your event a descriptive name, such as Staff Meeting, Private Lunch with Faculty, etc.
14. Select an **Event Type** from the dropdown list. (The Director of Conferences and Event Scheduling configures the event type choices.)
15. Enter the name of the **Group** that is requesting the space (e.g., SBA, Psychology Department, etc.)
16. Enter the names of the **Individuals** who holds the reservation and the **Contact** person.
17. Enter the **Phone** number, **Fax** number (if applicable), and **Email** address in order to complete the reservation.
18. Enter any **Setup Notes**, e.g., how many 8-foot tables, how many chairs, A/V technician request, podium and microphone, etc.
19. Click **Submit Reservation**.