

To reserve a room on an OTC campus, please use the EMS website application system. Here is the link to the system: <https://ems.otc.edu/EmsWebApp/> . You will be required to create a login.

## **Making Reservations in the EMS System:**

### **Under My Reservation Templates:**

Choose which campus you want to book a room at and click the “book now” button

### **Rooms Screen:**

Choose the date and time. You can also choose several dates by clicking the “Recurrence” button and entering your date pattern details (weekly, monthly, random, etc...). Choose the location by clicking on Add/Remove next to the Location heading on the left side of your screen. Choose the building that you want and then click the “update locations” button. You can then click on the addition sign next to the room/rooms you are wanting to reserve. This will prompt a box to appear to enter in the number of attendees and the setup type. Once, you see your room or rooms under the Selected Rooms title section of your screen click on the “Next Step” button.

\*\*If you know the room that you are wanting, instead of picking your building location, scroll down and click on the *I Know What Room I Want* title. Enter the room name as following for Lincoln 211 enter LCN\*211 for ICW 108\*BC or ICW 108\*B or ICW 108\*C there must be an asterisk between the building name and number to find that room. For the Jared Family Atrium just type Jared Family Atrium no asterisks.

### **Services Screen:**

Click on all the services you will need for the event. Also, scroll down to the bottom of the screen to type in additional room setup instructions. Once you are finished entering in all the services needed click on the “Next Step” button.

### **Reservation Details Screen:**

Enter the event name and the event type. Click on the magnifying glass next to the event department box. The event departments to choose from are: Faculty or Staff, Allied Health, Academic Affairs, Community Enrichment/Workforce Dev and Outside Organizations. Once you have chosen your event department, please select either temporary contact or your name (if it shows up)

\*\*\*If you do not see your name under the department then always choose temporary contact and proceed to the next box. Click in the 1<sup>st</sup> Contact Name box and type in your contact name. Continue typing in your contact information in the following boxes. There is a space to add attachments. Attachments are used for diagrams that you want to add for Maintenance setup. Click on the “Create Reservation” button to finalize the reservation.

### **How will I know my reservation is confirmed?**

You should receive a pending email after completing the reservation request on the EMS webapp. Once the reservation has been confirmed, you will receive a confirmation email from [scheduling@otc.edu](mailto:scheduling@otc.edu)

## **Helpful Tips:**

### ***I reserved a date but need to reserve more dates under the same event title:***

Go to your EMS account through the webapp. Click on My Events in the left hand corner of your screen. Click on the event listing name. Then, click on the “New Booking” button and add the date.

***I need to cancel my reservation:***

Go to your EMS account through the webapp. Click on My Events in the left hand corner of your screen. Find the booking date that you wish to cancel and click on the minus button next to the event date to cancel.

***I need to add setup details to my event:***

Go to your EMS account through the webapp. Click on My Events in the left hand corner of your screen. Click on Add Services located in the upper right hand corner of your screen under the title, *Reservation Tasks*. Choose the details you would like to add then click the "Next Step" button. Check the box or boxes next to the dates that you are wanting to add the services to. Then, click the "Add Services" button. The services will be added to your reservation.

***I want to add this reservation to my Outlook calendar:***

Go to your EMS account through the webapp. Click on My Events in the left hand corner of your screen. Click on Add to My Calendar located in the right hand corner of your screen under the *Reservation Tasks* title. Click on the open button that pops up and it will open the event in Outlook. Choose to save and close. You can also send Outlook calendar invitations for your event by clicking on the Send Invitation link located above the Add to My Calendar link.