



California State University, San Bernardino



WebApp Users Guide

as of 8/2/2017

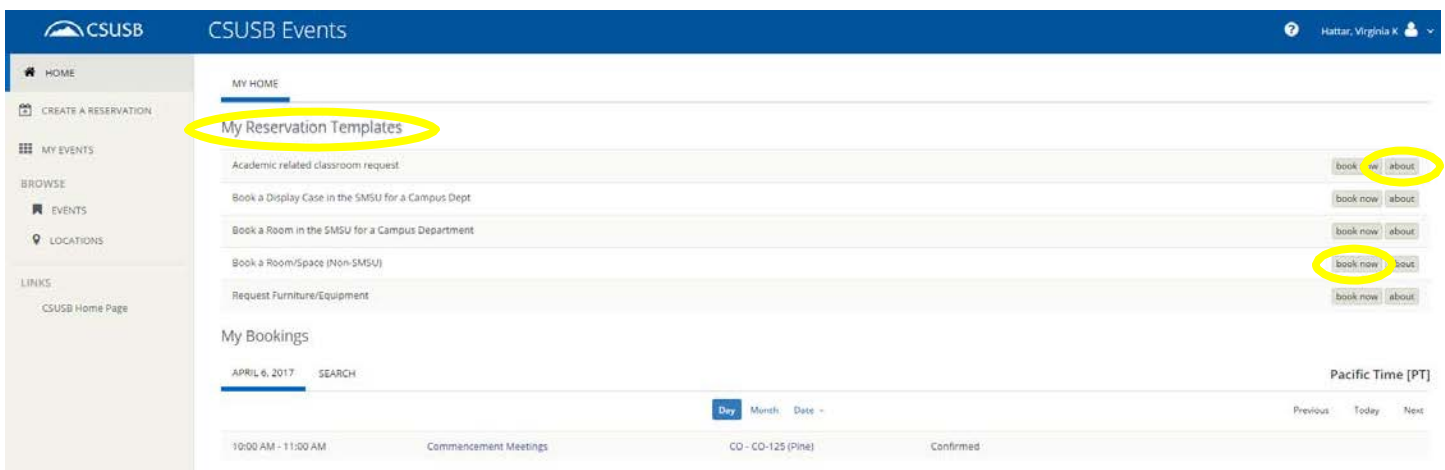
Requesting Event Space using EMS

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 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.



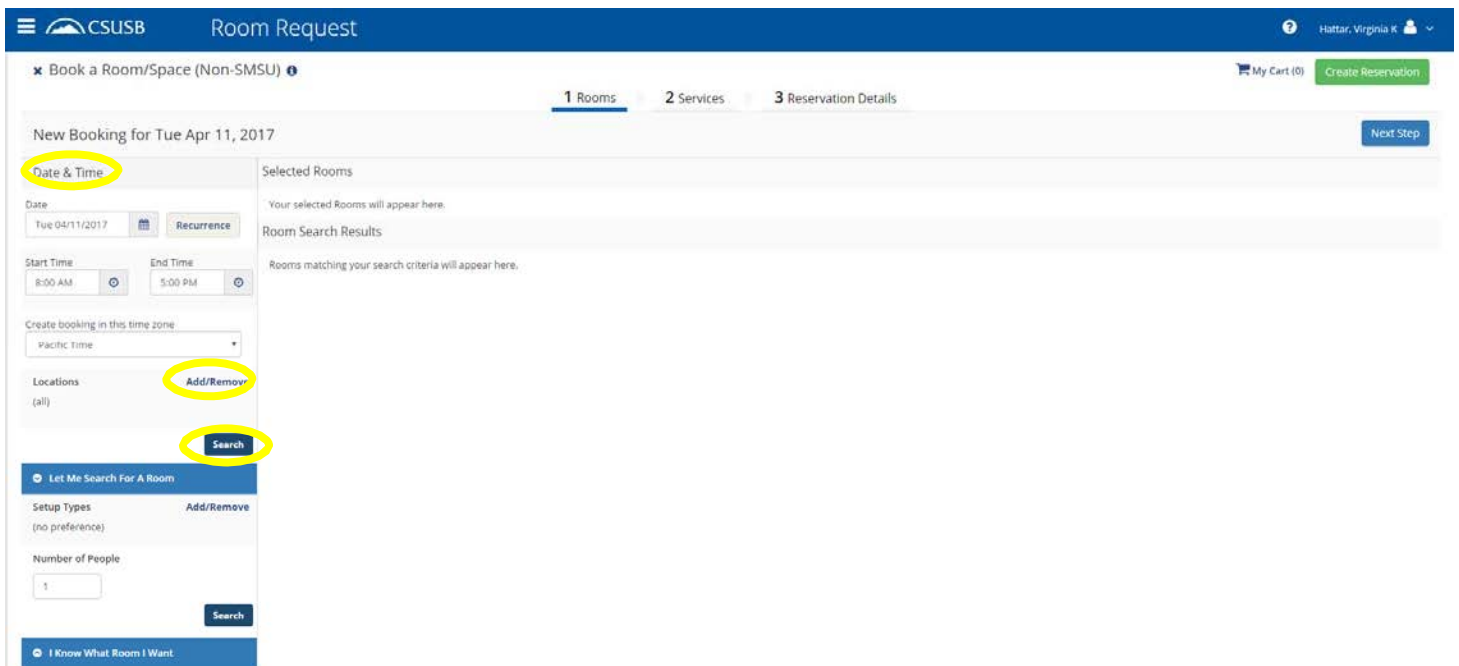
If you do not see a room/space in EMS that you would like to request please contact Special Events at (909) 537-5236.

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 a user profile for "Hattar, Virginia K". Below the navigation bar, there are three tabs: "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 filter sections: "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 "LIST" and "SCHEDULE" view. The "SCHEDULE" view displays a calendar grid with columns for days of the week and hours from 7 AM to 11 PM. A table below the calendar lists "Rooms You Can Request" with columns for room name, capacity (Cap), and availability. The rooms listed are: CO-103 (Eucalyptus...), CO-104 (Panorama...), CO-105 (Oak Room), and CO-125 (Pine Room). The CO-105 (Oak Room) is highlighted with a yellow circle, and its "+" icon is also circled in yellow. The "Availability Legend" is located at the bottom right of the calendar grid.

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

This screenshot shows the same CSUSB Room Request interface as the previous one, but with an "Attendance & Setup Type" dialog box open. The dialog box prompts the user to "To continue, please enter the number of attendees and desired setup type for this Room." It includes a "No. of Attendees*" input field with the value "1" and a "Setup Type*" dropdown menu. The "Add Rooms" button is highlighted with a yellow circle. In the background, the "Selected Rooms" section is now populated with the room "CO-105 (Oak Room)", and its name is also highlighted with a yellow circle. The "Next Step" button remains 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).

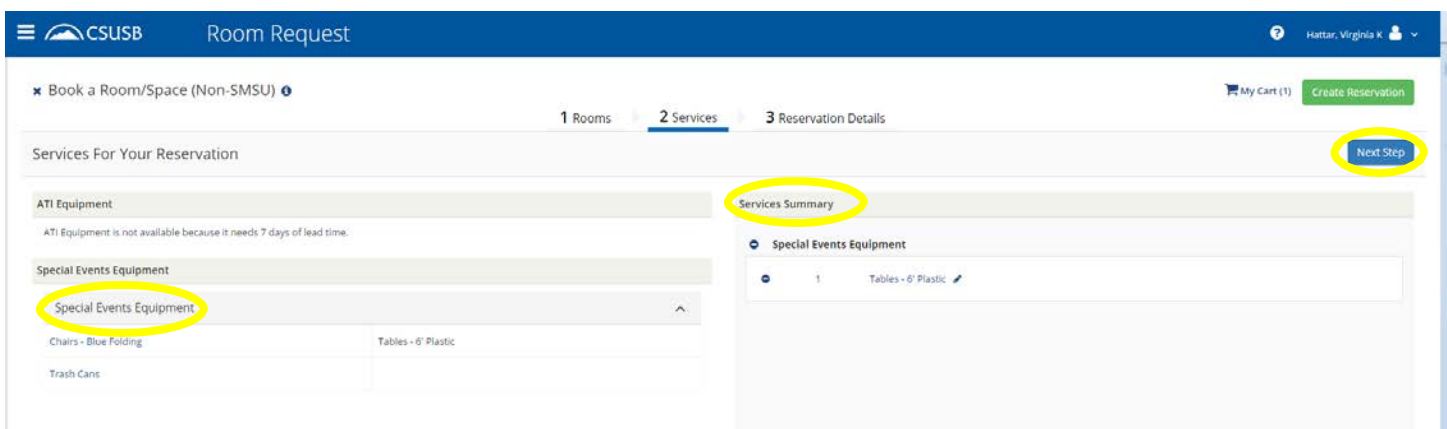
To skip this step just click on the blue “Next Step” button in the top right corner.

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
- 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 fields for '1st Contact' (Pobinik, Diana L.), '1st Contact Phone *' (905-527-4833), '1st Contact Email Address *' (dpobinik@csusb.edu), '2nd Contact' (Bryant Farley), '2nd Contact Phone' (905-527-7327), and '2nd Contact Email Address' (bryantfarley@csusb.edu).
- Attachments:** A section for uploading files, with a 'Select your files' button and a 'Drag and drop your files here' area.
- Additional Information:** Includes a 'Publish to Calendar *' dropdown (Yes) and a 'Will food be served at this event?' dropdown (No).
- Billing Information:** Includes an 'Account Number' field.

At the bottom of the form, there is a checkbox for 'I have read and agree to the terms and conditions' and a green 'Create Reservation' button circled in yellow.

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



What's Next?

Faculty and Staff

A confirmation email will be received after your event has been approved. 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 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.

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. On the left, there are search filters: "Date & Time" (set to Fri Aug 4, 2017), "Recurrence" (circled in yellow), "Locations" (set to Commons), "Setup Types" (no preference), and "Number of People" (set to 1). A "Search" button is circled in yellow. The main area displays "Room Search Results" with a table titled "Rooms You Can Request". The table has columns for Room, Available, Location, Floor, TZ, Cap, Price, and Match. The "Available" column for the first row is circled in yellow.

Room	Available	Location	Floor	TZ	Cap	Price	Match
CO-Lower Commons Patio	8/6	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)	3/6	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 in yellow. The main content area is titled 'MY HOME' and includes sections for 'My Reservation Templates' and 'My Bookings'. The 'My Bookings' section shows a booking for 'Commencement Meetings' on 'APRIL 6, 2017' with a status of 'Confirmed'.

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

The screenshot shows the CSUSB Events website's 'My Events' page. The left sidebar has 'MY EVENTS' highlighted in yellow. The main content area has a 'RESERVATIONS' tab selected. A search bar is present with the text 'Search Reservations'. Below the search bar, there are tabs for 'CURRENT' and 'PAST'. A table of reservations is displayed with columns: Name, First/Last Booking, Location, Client, Services, ID, and Status. The 'Status' column for the first row is highlighted in yellow and contains the text 'Web Confirmed'.

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...	▼	56205	Web Confirmed

Adding Services/Equipment to a 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
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Click on the event name

CSUSB My Events | Hattar, Virginia K

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.

The screenshot shows the 'Select Services' page for a 'Test Meeting (56128)'. The page is divided into several sections: 'ATI Equipment', 'ATI Personnel', 'ATI Setup Notes', and 'Setup Notes'. Each section has a 'Start Time' and 'End Time' dropdown menu and a 'Service Type' dropdown menu. The 'Next Step' button is circled in yellow in the top right corner. The 'Special Events Equipment' section is also circled in yellow.

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 displays a table with the following columns: Date, Booking Time, Time Zone, Location, Event Name, Event Type, and Result. The 'Add Services' button is circled in yellow 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 menu includes 'HOME', 'CREATE A RESERVATION', 'MY EVENTS' (highlighted with a yellow circle), 'BROWSE', 'EVENTS', 'LOCATIONS', and 'LINKS'. The main content area is titled 'MY HOME' and contains two sections: 'My Reservation Templates' and 'My Bookings'. The 'My Reservation Templates' section lists five request types, each with 'book now' and 'about' buttons. The 'My Bookings' section shows a calendar view for April 6, 2017, with a table of bookings. The first booking is for 'Commencement Meetings' at 'CO - CO-125 (Pine)' from 10:00 AM to 11:00 AM, with a status of 'Confirmed'.

Click on the event name

The screenshot shows the 'My Events' page of the CSUSB Events system. The left sidebar menu includes 'HOME', 'CREATE A RESERVATION', 'MY EVENTS' (highlighted with a yellow circle), 'BROWSE', 'EVENTS', 'LOCATIONS', and 'LINKS'. The main content area is titled 'My Events' and contains a search bar, a 'Search Reservations' button, and a table of reservations. The table has columns for Name, First/Last Booking, Location, Client, Services, ID, and Status. The first row is highlighted with a yellow circle and contains the text 'TEST TEST TEST'.

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.

My Events / New and Newly Promoted/Tenured Faculty Dinner beginning Oct 23, 2017 (56295)

RESERVATION DETAILS ADDITIONAL INFORMATION ATTACHMENTS

[Edit Reservation Details](#)

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

Bookings

CURRENT PAST Include cancelled bookings

Cancel Bookings Booking Tools [New Booking](#)

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Mon Oct 23, 2017	5:30 PM	8:00 PM	PT	SMSU - SMSU 106AB - Events Center AB	85	Banquet	Web Confirmed

[View Services](#) | [Manage Services](#)

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.

My Events / New and Newly Promoted/Tenured Faculty Dinner beginning Oct 23, 2017 (56295)

RESERVATION DETAILS ADDITIONAL INFORMATION ATTACHMENTS

[Edit Reservation Details](#)

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

Bookings

CURRENT PAST Include cancelled bookings

Cancel Bookings Booking Tools [New Booking](#)

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Mon Oct 23, 2017	5:30 PM	8:00 PM	PT	SMSU - SMSU 106AB - Events Center AB	85	Banquet	Web Confirmed

[View Services](#) | [Manage Services](#)

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

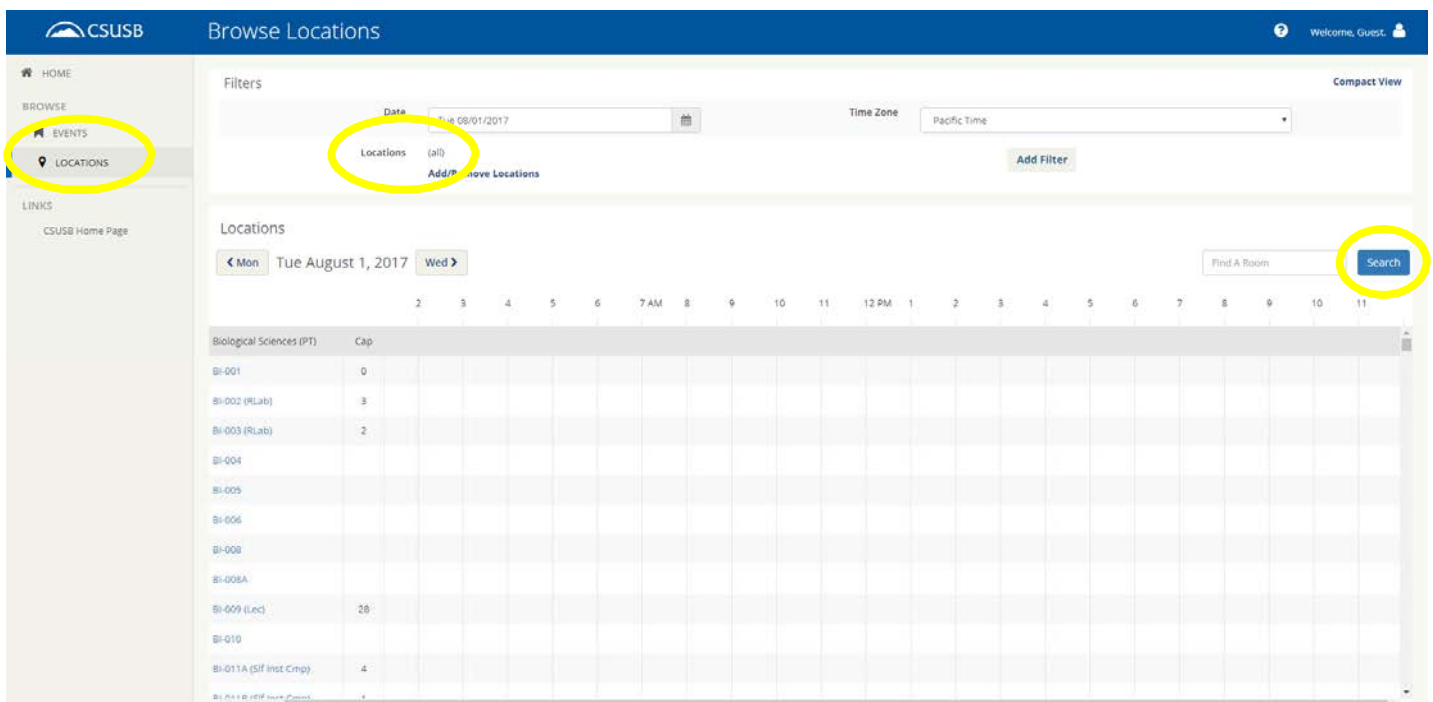
The screenshot shows the CSUSB Room Request interface. The top navigation bar includes the CSUSB logo and the text "Room Request". On the right side of the header, there is a user profile icon for "Hattar, Virginia K". Below the header, the page title is "New and Newly Promoted/Tenured Faculty Dinner (524912)". A secondary header indicates "Edit Booking Mon Oct 23, 2017" with a yellow circle highlighting the "Update Booking" button in the top right corner. The main content area is divided into two 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 I), "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 date Oct 23, 2017, with a table of available rooms. The table has columns for time slots (5, 6, 7 AM, 8, 9, 10, 11, 12 PM, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11) and rows for room types. The "SMSU 106AB - Events..." row shows a capacity of 740 and is marked as "Private" for the 12 PM to 1 PM slot and the 6 PM to 7 PM slot. A green bar indicates availability for the 7 PM to 8 PM slot. Below the calendar, there are "Update Booking" and "Cancel" buttons. An "Availability Legend" is located at the bottom right of the calendar area.

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