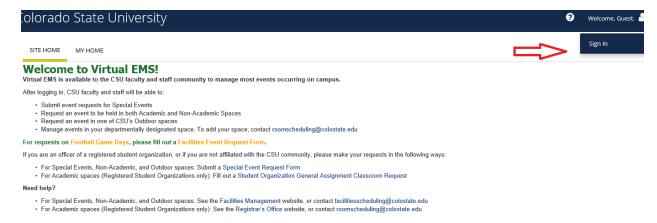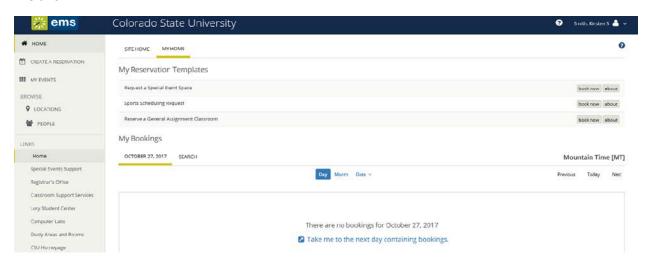**Event Request Basics**

Logging in:

Start with the following URL: https://schedule.colostate.edu/EMSWebApp/

Click "Welcome Guest" in the upper right hand corner and then click "Sign in"

You will then be asked for your eID user name and password. If successful you should see something like this:
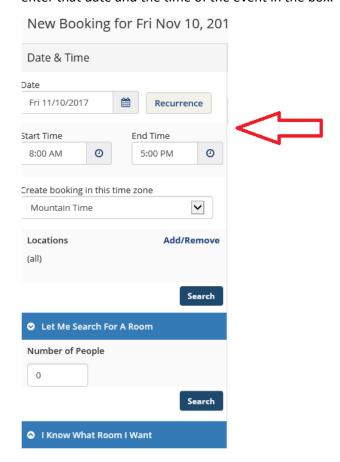

To begin your reservation, click the "book now" button next to "Request a Special Event Space"

Once you have done that you will come to the landing page for special event requests.
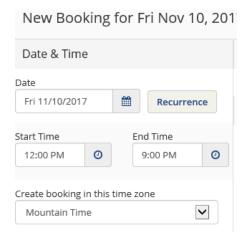
Date and Time: Simple requests

The next step is choosing when/where your event will take place. It is important to note that event requests can only be submitted for at least 10 days from today's date. If your event is for a single date, enter that date and the time of the event in the box.
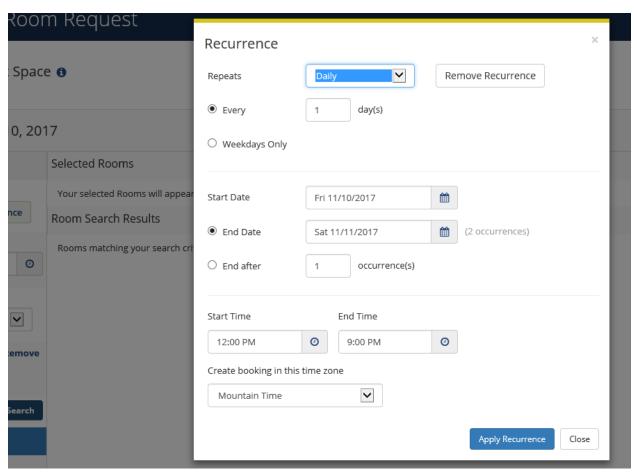
<u>Date and time: Recurrence</u>

 If you need a location for multiple dates, for the same time of day, you can use the recurrence option. Enter the time your events will occur and then click the "Recurrence" button to select your date pattern.

Then you will see this window that functions much the same way as an outlook calendar and allows you to select specific date patterns or click the tab "Random" if there is not a specific pattern. Once you have entered your date pattern, hit the button labeled "apply recurrence":
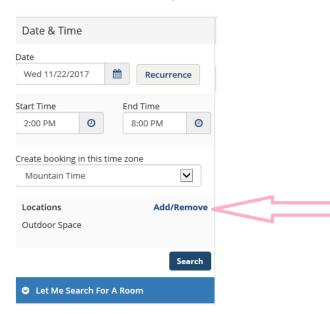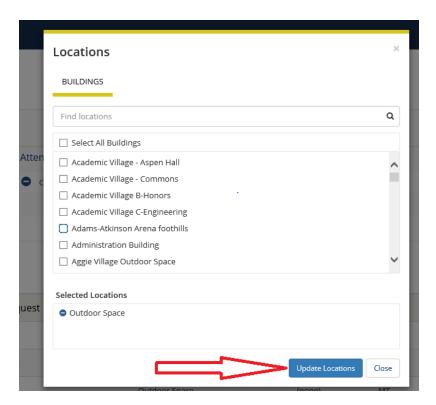
Date and time: Multiple dates, various times

If you need to request a series of events that will take place at different times, select the first date and time and then add the desired location (more on this to come). The added location will move to the top of the screen. Then change the date/time filter to the next in your event series and then add the desired location. Repeat this process until all of the date/time/locations that you need to request have been added.
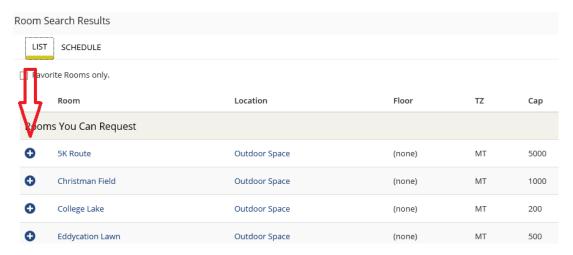
Location:

Next, you will want to choose the "where" portion of your event. The easiest way to select a location is to click the Add/Remove option above "Locations"
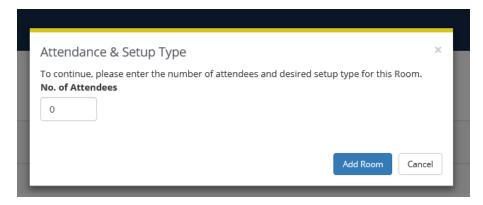

This will bring up a list of building options with check boxes next to them. If you need to add multiple spaces in different buildings to your event, you can select more than one building. Once you have selected all the desired spaces, click "Update locations"

This will populate a list of rooms available in the building(s) you selected. To select a location, click the plus mark next to the location.

Once you click to add a space, you will receive a pop-up window asking how many attendees will be at your event
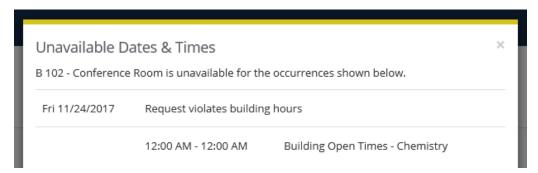
Enter the number of attendees and then click "Add Room"

If you have requested multiple dates with the Recurrence option, you will see a column next to the room that tells you how many of your requested dates are available in that room.

If your dates are not all available (the example below shows that only 14 of 15 dates are available), you can click on the number to find out which date(s) are not available.
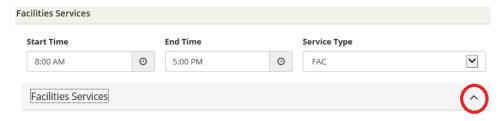

Services

You can advance to the next step by clicking the blue "Next Step" button or by highlighting the option for "Services" at the top middle of the screen
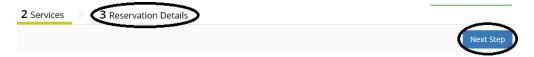
In order to see what services are available, click the drop-down arrow next to "Facilities services"

This will show you the available services which you can click on to add to your reservation. Please keep in mind not all services are available in all locations.

Once you have added any services you want to your event, you can proceed to the next step by clicking the blue "Next Step" button or by highlighting the option for "Reservation Details" at the top middle of the screen
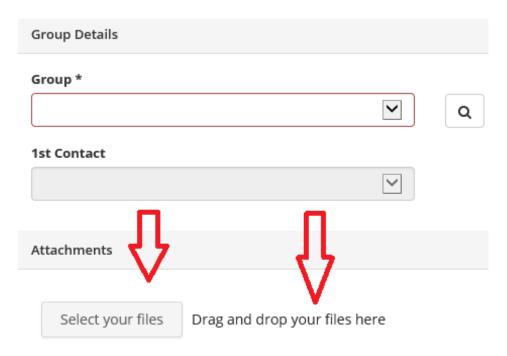

After clicking the continue button you will be taken to the event details section. This section collects information on your group, event specific details, food and beverage etc. There is also a free text option toward the bottom which allows you to give additional information as needed. The more information you provide and the more specific you can be on this event request, the more quickly and efficiently we can process it.

Attachments

If you plan to serve alcohol at your event, please download the alcohol application here: https://www.fm.colostate.edu/sites/default/files/alcohol_form.pdf , fill it out and attach it using the steps below. Other common document to attach include certificates of insurance, set-up maps, diagrams, lists of vendors, etc.

Under the "Group Details" Section is the "attachments" section. You can either click the button "select your files" or drag your files and drop them in the application.

Group Details

Group *

[   ] [v]   [🔍]

1st Contact

[   ] [v]

Attachments

[Select your files]   Drag and drop your files here

Once you have filled out the Reservation Details, you can click the green "Create Reservation" button found at both the top and bottom right portion of the form.

You will then see a page that says "Reservation Created and gives you the option to add the event to your (Outlook) calendar or to edit the reservation.

Reservation Created

What would you like to do now?

> Add to my calendar.

> Edit this reservation.

At this point, your event request has been submitted and the Facilities scheduling office will review your request. You will receive an email from the Scheduling Office with further instructions and or confirmation.