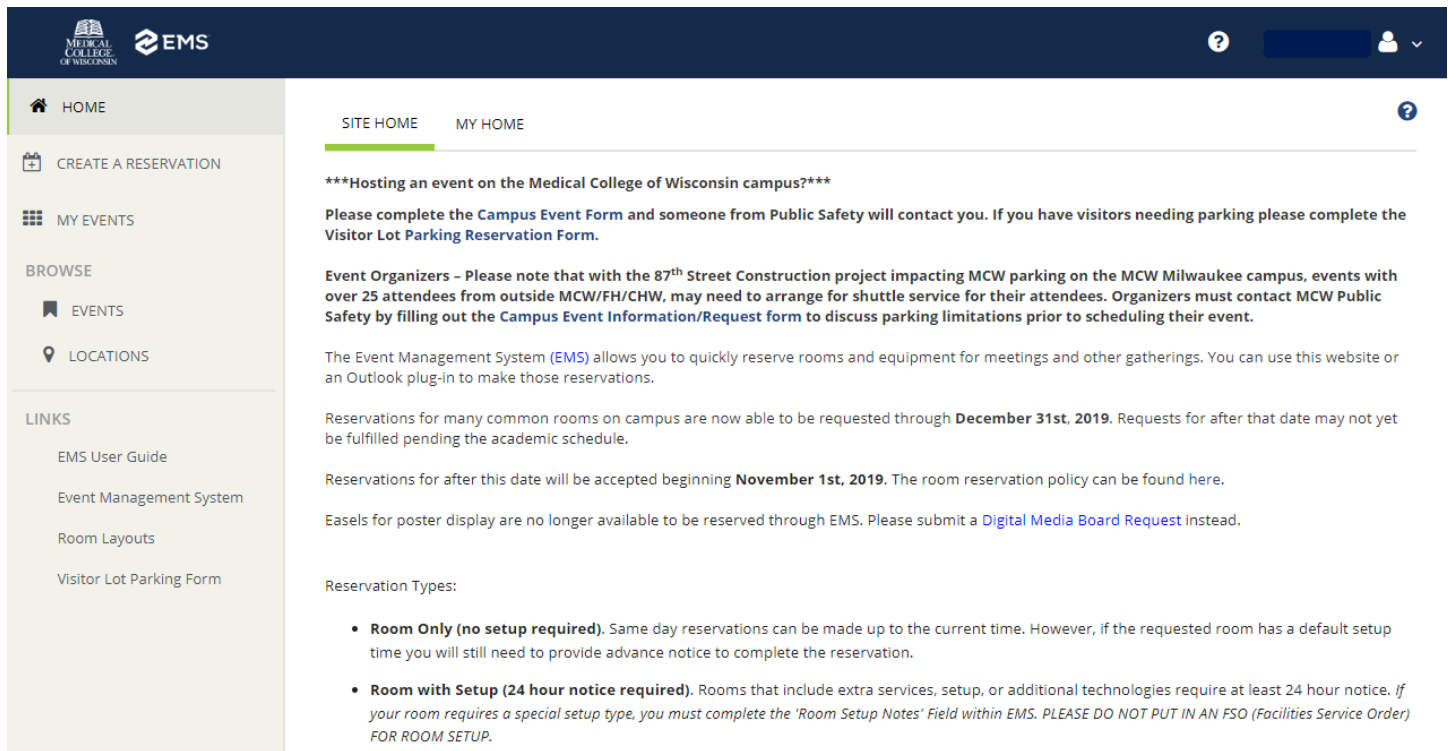


# Event Management System (EMS) User Guide

EMS allows you to view and book rooms, search by room features, book equipment attached to or separate from your room reservation, and view your past requests and cancellations. Get started at:

[schedule.mcw.edu](https://schedule.mcw.edu)

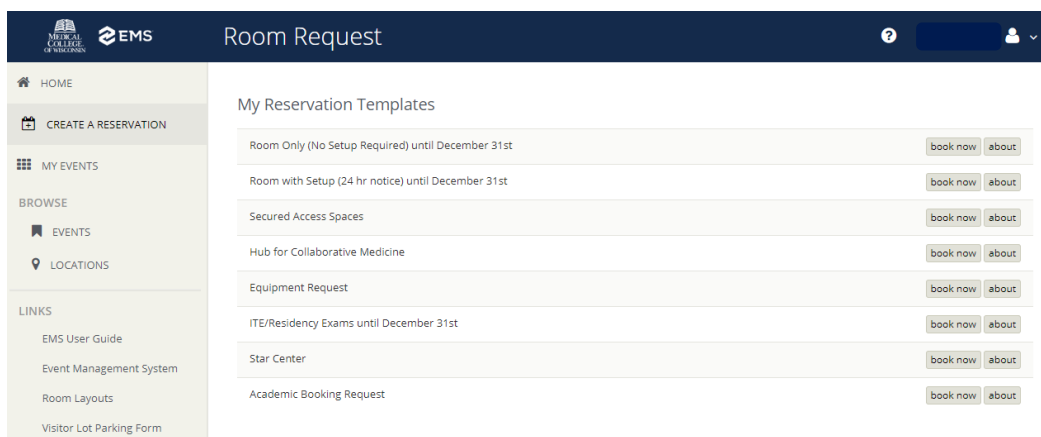
From the home page, you can **Create a Reservation**, view your reservations at **My Events**, browse **Events**, or browse **Locations**. Important information regarding EMS and training material is also accessible.



The screenshot shows the EMS Home Page. The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS), and LINKS (EMS User Guide, Event Management System, Room Layouts, Visitor Lot Parking Form). The main content area has tabs for SITE HOME and MY HOME. The main text includes a notice about hosting events on campus, instructions for event organizers regarding parking and shuttle service, and information about room reservations and easels. It also lists reservation types: Room Only (no setup required) and Room with Setup (24 hour notice required).

## Create a Reservation

1. Click **Create a Reservation** from the left menu then **book now** for the reservation template you wish to use.



The screenshot shows the EMS Room Request page. The left sidebar is the same as the home page. The main content area is titled "Room Request" and "My Reservation Templates". It lists several reservation templates with "book now" and "about" buttons:

- Room Only (No Setup Required) until December 31st
- Room with Setup (24 hr notice) until December 31st
- Secured Access Spaces
- Hub for Collaborative Medicine
- Equipment Request
- ITE/Residency Exams until December 31st
- Star Center
- Academic Booking Request

- Select your **Date**, **Start Time**, and **End Time** (click **Recurrence** if multiple dates are required). Enter **Setup Types**, **Features**, and **Number of People** and click **Search**.

You can also add meeting attendees directly by entering their name in the **Find Attendee** field. EMS works with MCW's email and calendaring system and individuals you add in this way will receive an email invitation to the meeting. You can also view their free/busy times.

The screenshot shows the 'Room Request' application interface. At the top, there is a navigation bar with the Medical College of Wisconsin logo, 'EMS', and 'Room Request'. Below this, there are three main steps: '1 Rooms & Attendees', '2 Services', and '3 Reservation Details'. The current step is '1 Rooms & Attendees'. The interface is divided into several sections:

- Date & Time:** Includes fields for Date (Wed 07/17/2019), Start Time (7:00 AM), and End Time (8:00 AM). There is a 'Recurrence' button and a dropdown for 'Create booking in this time zone' (set to Central Time).
- Locations:** Shows 'Hub For Collaborative Medicine' with an 'Add/Remove' button.
- Search:** A 'Search' button is located below the location section.
- Let Me Search For A Room:** A section with a blue header containing:
  - Setup Types:** Standard/As Is (Add/Remove)
  - Features:** (none) (Add/Remove)
  - Number of People:** 0
- Selected Rooms:** A section with the text 'Your selected Rooms will appear here.'
- Attendees:** A section with a calendar view showing availability for days 1 through 6. A 'Find Attendee' search box is present.
- Room Search Results:** A section with the text 'Rooms matching your search criteria will appear here.'

- Rooms are divided into two types: (1) **Rooms You Can Reserve**, which are automatically confirmed when you submit the request and (2) **Rooms You Can Request**, which require approval before being confirmed. The responsible department for a room's approval differs depending on which room is being requested.

Click a room's name to see details about the room or click the green plus icon to select it.

The screenshot shows the 'Room Request' application interface in the 'SCHEDULE' view. The left sidebar is the same as in the previous screenshot, but with the 'Number of People' field set to 8. The main area displays a calendar grid for the week of July 17, 2019. The grid shows availability for various rooms, with blue blocks indicating reserved times and red vertical lines indicating requested times. The rooms listed are:

Room Name	Capacity	Availability (7 AM - 4 PM)
A1080 - Innovatio...	30	Available from 7 AM to 12 PM, reserved from 12 PM to 2 PM, available from 2 PM to 4 PM.
A1510	8	Available from 7 AM to 12 PM, reserved from 12 PM to 2 PM, available from 2 PM to 4 PM.
A1520	24	Reserved from 7 AM to 12 PM, available from 12 PM to 2 PM, reserved from 2 PM to 4 PM.
A2001	16	Reserved from 7 AM to 12 PM, available from 12 PM to 2 PM, reserved from 2 PM to 4 PM.
A2075	9	Available from 7 AM to 12 PM, reserved from 12 PM to 2 PM, available from 2 PM to 4 PM.
A2115	20	Reserved from 7 AM to 12 PM, available from 12 PM to 2 PM, reserved from 2 PM to 4 PM.
A2338	14	Available from 7 AM to 12 PM, reserved from 12 PM to 2 PM, available from 2 PM to 4 PM.
A2545	25	Reserved from 7 AM to 12 PM, available from 12 PM to 2 PM, reserved from 2 PM to 4 PM.
A3001	16	Available from 7 AM to 12 PM, reserved from 12 PM to 2 PM, available from 2 PM to 4 PM.
A3070 - Hub Third ...	8	Available from 7 AM to 12 PM, reserved from 12 PM to 2 PM, available from 2 PM to 4 PM.
A3115	20	Available from 7 AM to 12 PM, reserved from 12 PM to 2 PM, available from 2 PM to 4 PM.

4. To add a room to your reservation, you will be prompted to enter the **No. of Attendees** and the **Setup Type**. After you do this, click **Add Room** and then **Next Step**.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

**No. of Attendees \***

0

**Setup Type \***

Conference

Add Room Cancel

5. Add instructions for Information Services, Facilities, or Media Services. Once you've added what you need, click **Next Step**.

Room Request

Hub for Collaborative Medicine

1 Rooms & Attendees 2 Services 3 Reservation Details

Services For Your Reservation

Room Setup Notes - Facilities

Technical Service/Assistance

Start Time [CT] End Time [CT] Service Type

Save Changes Cancel

Next Step

6. Add details for your reservation including the event's **name** and **type**. If you added attendees earlier, you can create an email invitation for them here. Scroll down to enter any additional contact information. Click **Create Reservation** when you're done.

Room Request

Hub for Collaborative Medicine

1 Rooms & Attendees 2 Services 3 Reservation Details

Reservation Details

Event Details

Event Name \* Event Type \*

Calendar Details

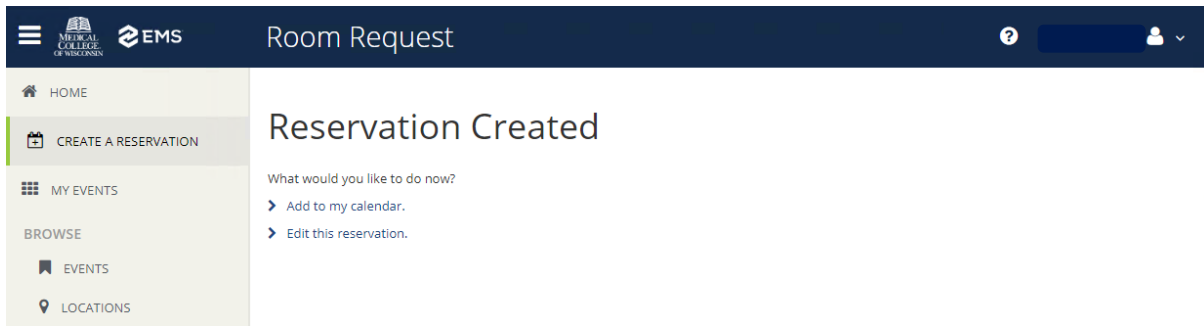
Add to Calendar/Send Invitations Private

Subject Show Time As Reminder

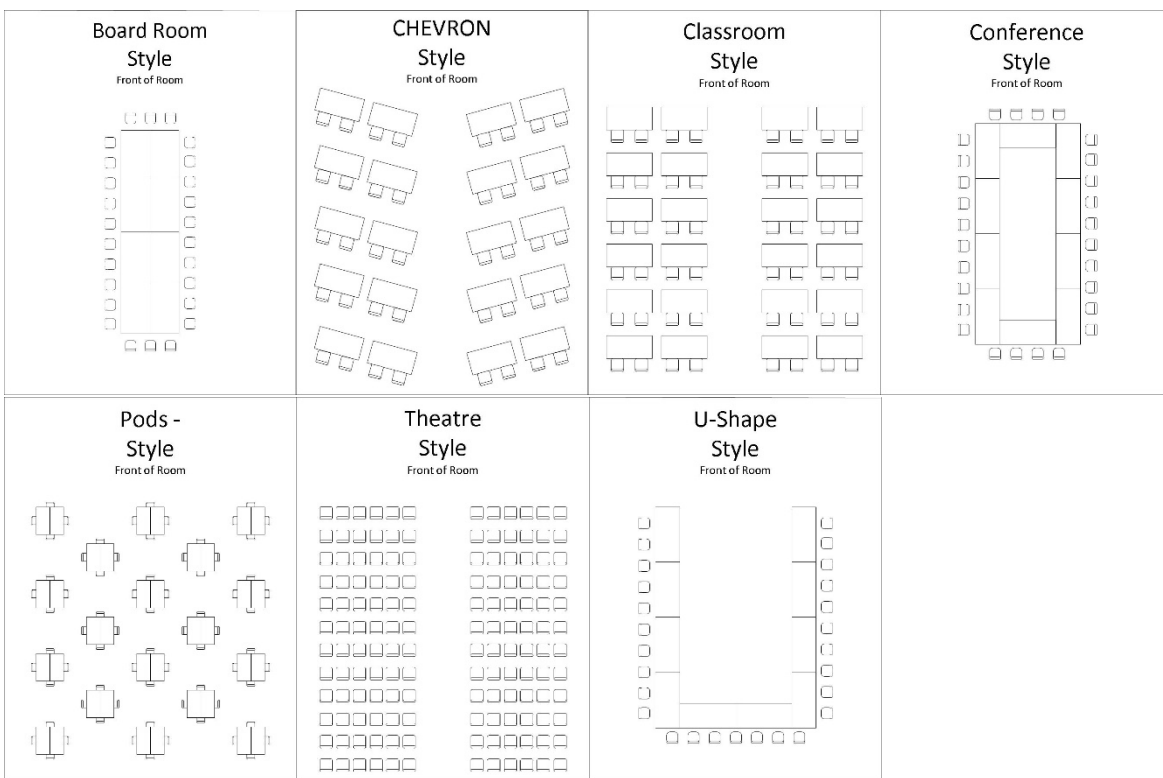
Message

Create Reservation

- You will receive confirmation the reservation has been created and can choose to add it to your calendar or edit the reservation. You can also review your reservations by clicking **My Events** on the left menu.



## Common Setup Types



## How to Get Support

If you have any questions regarding EMS, please contact Media Services at [mediaservices@mcw.edu](mailto:mediaservices@mcw.edu) or (414) 955-4357, option 2.