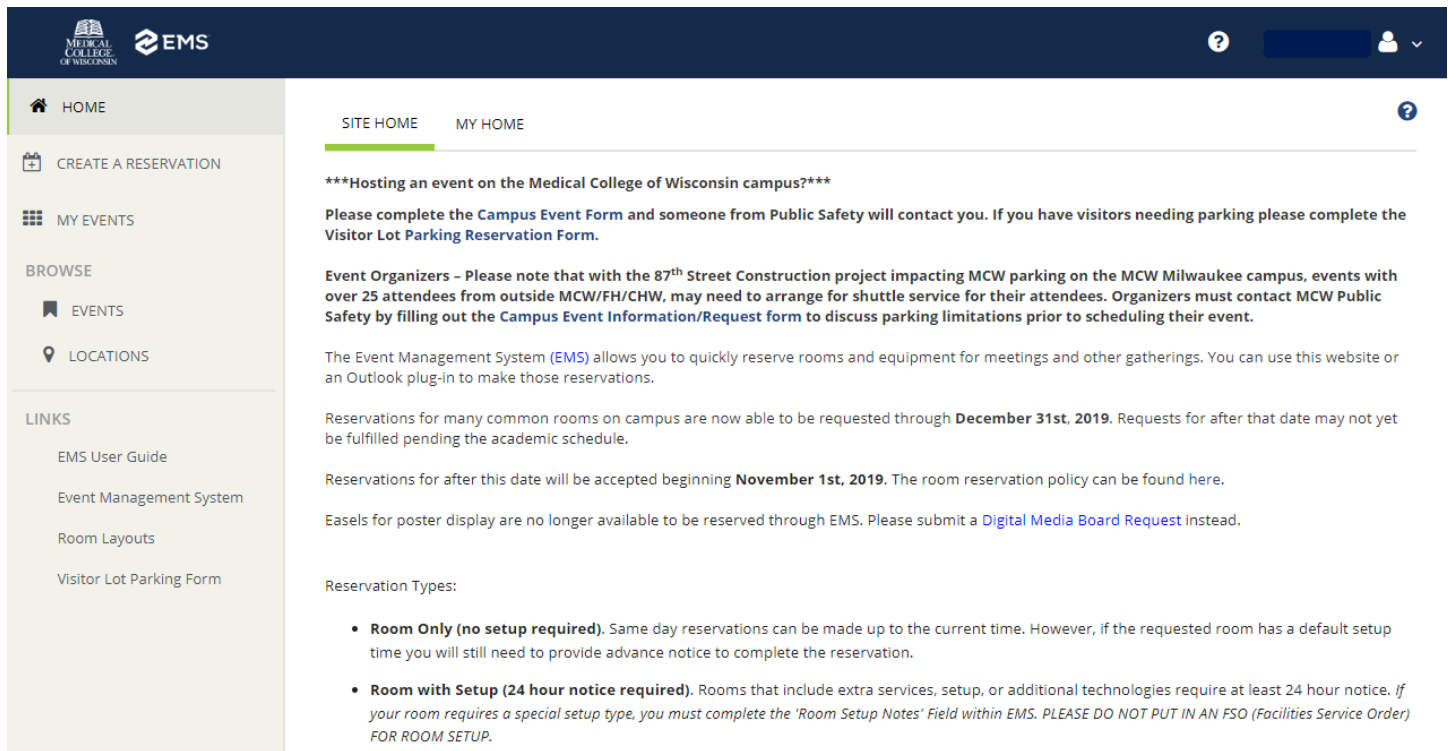# Event Management System (EMS) User Guide

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:
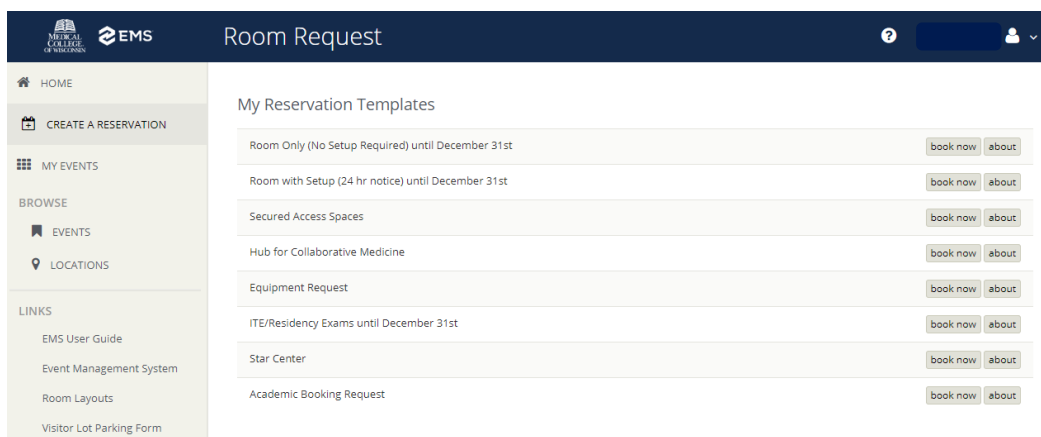
schedule.mcw.edu

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.

Create a Reservation

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

2. Select your **Date, Start Time,** and **End Time (c**lick **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.

3. 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.

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.**

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

7. 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.
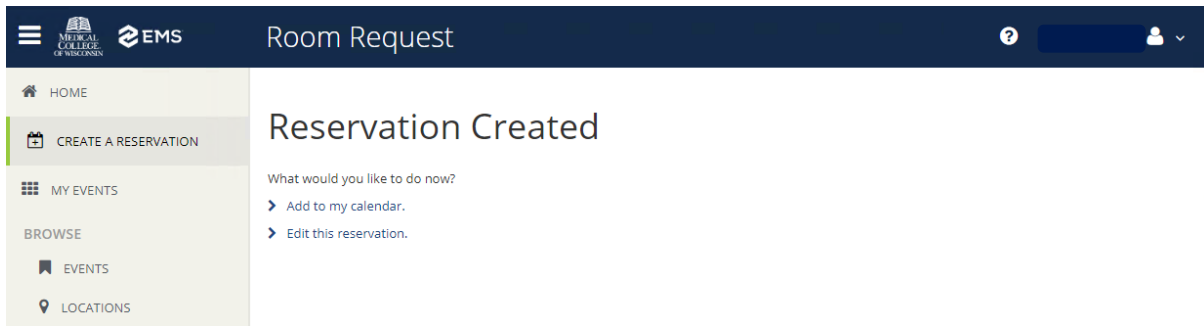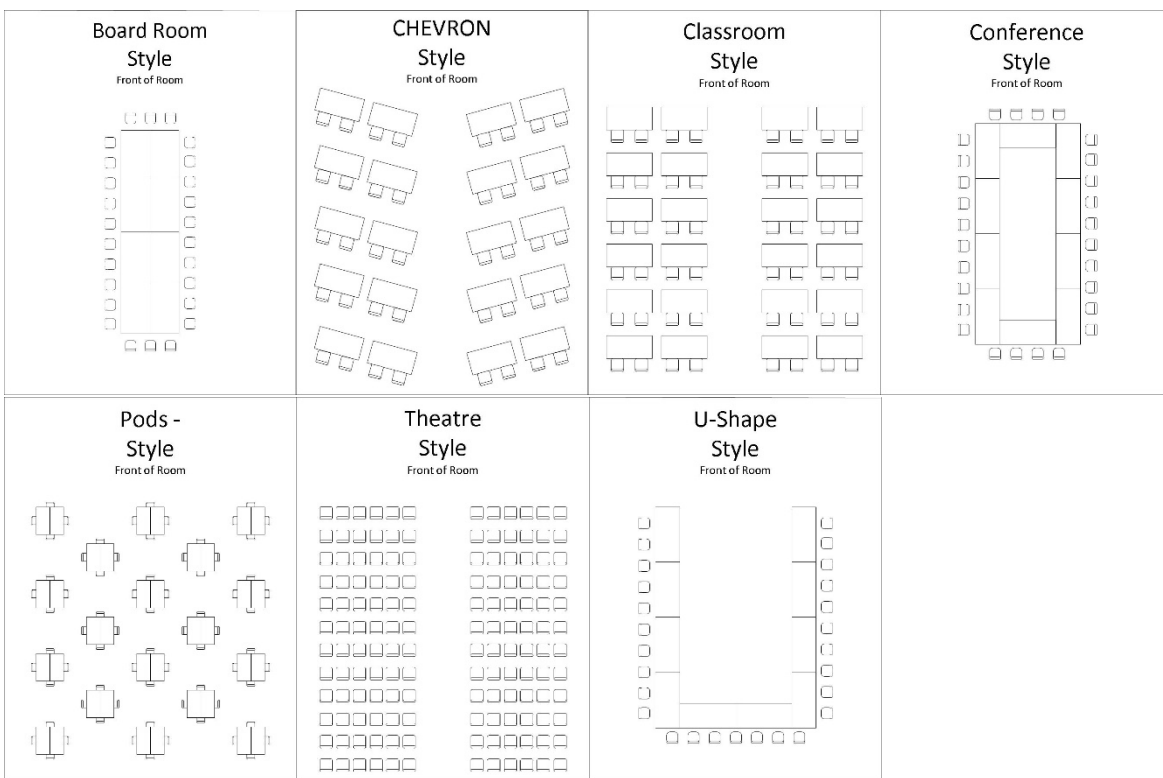

Common Setup Types

How to Get Support

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