How to use EMS Web App

- Visit the **Room Reservation Form** page
- Sign in using your network credentials

- Select **CREATE A RESERVATION**
- Select Book Now for Space Request or Book Now for Ceremony Room.
Fill in the sections with the information for your event:

1. **ROOMS:**
   - **Date:** Fill in your desired date(s). Online requests must be made 5 days prior to the event date.
   - **Time:** Fill in the time of your event. DO NOT include setup/teardown time.
• **Locations:** Please select the building that you would like your event to be held in. This field defaults to all buildings.

• **Setup Types:** Allows you to filter what type of setup you are looking for in a space. This field defaults to conference setup.

• **Number of People:** Indicate how many people will be in attendance for your event. This allows the Web App to filter rooms based on your needs.

• **I Know What Room I Want:** Allows you to search for a specific room. Ex..."337" will find all rooms in buildings with the number 337.

• Once you have filled in the appropriate fields click “Search.” A list of available rooms will appear on the right side of the screen.

• There are two types of spaces:
  *Rooms You Can Reserve - Will automatically be CONFIRMED for you
  *Rooms You Can Request - Will enter a REQUESTED status and will require approval from CONFIRMATION.

• To see Room Details, Features, and Images of the room, click on the room number.

• To select a room, click on the plus sign next to each room. You must enter the number of attendees and a setup type. Click Add Room to apply. Once the room is selected, click Next Step.
2. SERVICES:

- Here you can request any of the listed Audio-Visual, Facilities, UPD, or Safety, Risk & Emergency Management services. If you require additional services, email spacerequest@tamusa.edu. Select Next Step.

3. RESERVATION DETAILS:

The following fields are required:
- Event Name
- Event Type
- Group - Contact Information
- Event Description
- Calendar
  *If you do not want your event to be added to the Master Calendar, select None.
- Once all fields are filled in click "Create Reservation"

Submission of the request does not guarantee a confirmation of a Requested Space.

Confirmation of your request is based on availability at the time of processing in EMS. Your request is not confirmed until you receive a confirmation from the Space Manager.

If you do not receive a confirmation within 48 business hours please check to be sure that your submission was not declined due to lack of availability.
Calendar View