

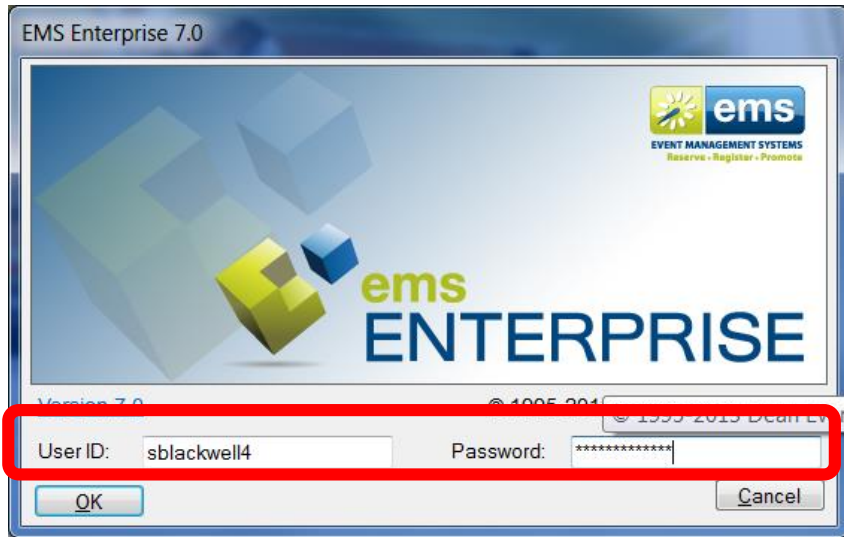
Student Recreation Center Event Management:

A How-to Guide

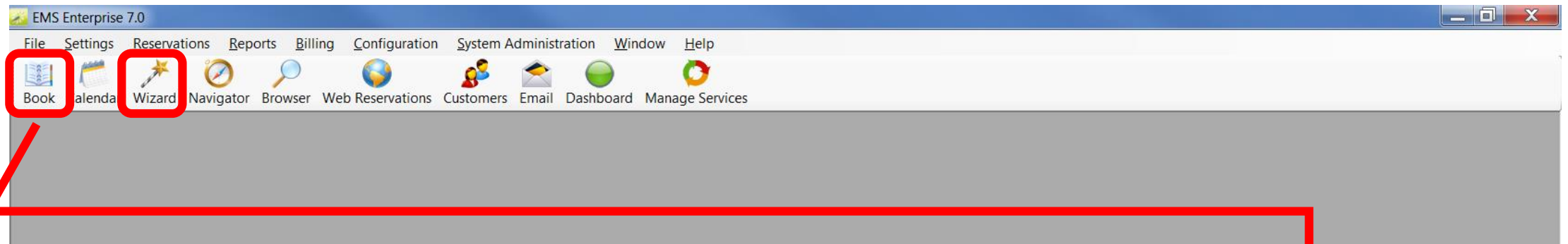


ems

ENTERPRISE



Sign into EMS using
Campus ID and
Password (you created)



Click Book or Wizard. If you selected Book, proceed
to the next step; otherwise proceed to page 6.

Make sure the desired building and date are selected.

The screenshot shows the EMS Enterprise 7.0 interface for a reservation book. The title bar indicates the current view is for 'Building: Student Recreation Center' on '5/13/2016 Fri (1 Booking)'. The menu bar includes File, Settings, Reservations, Reports, Billing, Configuration, System Administration, Window, and Help. Below the menu is a toolbar with icons for Book, Calendar, Wizard, Navigator, Browser, Web Reservations, Customers, Email, Dashboard, and Manage Services. A control bar shows 'Building: Student Recreation Center', 'View: Daily', and 'Print'. The date is set to '5/13/2016 Fri', with navigation buttons for Today, Day, Week, Month, and Year. The time zone is 'Eastern Time'. On the left, a list of 37 rooms is shown with their capacities. The main area is a grid representing the reservation schedule for Friday, May 13, 2016, and Saturday, May 14, 2016. A blue bar is visible in the grid, and a red double-headed arrow points to it. A red box highlights a specific time slot in the grid.

Rooms (37)	Capacity
Racquetball Court 1	4
Racquetball Court 2	4
Racquetball Court 3	4
Racquetball Court 4	4
Squash Court	4
Entire Lobby	150
Lobby North	150
Lobby Southeast	150
Lobby Southwest	150
Game Room	100
Exercise Room	160
Conference Room	
Meeting Room	
Aerobic Dance Studio	50
Martial Arts Studio	50
Studio B	50
Main Gym	1500
Main Gym Court 1	375
Main Gym Court 2	375
Main Gym Court 3	375
Main Gym Court 4	375
Omni Gymnasium	800
Track	200

Check the list of rooms to see if it is available.

Click and hold the beginning time of your event. While holding, drag right until you reached the end time of your event.

Reservation Wizard

Options

Calendar Selected Dates (1)

<< < May 2016 > >>

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Date Pattern Clear Month Clear All

Location Features

Search

Method: ☐ Standard ☐ Best Fit ☒ Specific Room

Area:

Room: Aerobic Dance Studio

Location:

Room Specifications:

Type: (all)

Floor: (all)

Setup Type: (all)

Setup Count: 0

Time

Start: 5:00 PM End: 7:00 PM

Time Zone: Eastern Time

Setup/Teardown

Use Default: ☐ Minutes Setup: 30 Teardown: 30

Cancel Reset Customer Info

Status: med - TESTING/TRAINING

- AIU Bump
- AIU Confirmed
- AIU Conflict
- AIU Share
- Canceled
- Canceled w/ Charge
- Confirmed
- Confirmed - TESTING/TRAINING
- Confirmed Private

Next >

Make sure
all of the
information
is correct.
Modify it as
needed.

Status should be set
to Confirmed then
click Next. Please
note: if you are
testing, please use
Confirmed –
TESTING/TRAINING.

Reservation Wizard

Options

Event

Event Name: Test 1234

Event Type: Training

VIP Event: ☐

Source: (not specified)

Customer/Contacts

Customer: Department of Recreational Services

1st Contact: Sabra Blackwell

Phone: x1757

Fax: x1768

Temp Contact:

Email Address: sblackwell4@gsu.edu

2nd Contact: (none)

Temp Contact:

Phone:

Fax:

Email Address:

Room Setup Billing Other Virtual User Defined Fields

Pricing Plan: No Charge

Billing Reference: SAROF

Sales Category: (none)

Payment Type: Fee Waived

PO Number:

Reservation Staff: Sabra Blackwell

Cancel Customer Info < Previous Finish

In the customer field,
type: Department of
Recreational Services.
Press Tab.
Under 1st Contact:
Select your name.

Under the room setup
tab, enter your setup
type and anticipated
attendance.
Under the Billing Tab,
select No Charge
under the pricing plan
and Fee Waived for
Payment Type.

Proceed to page 9

Reservation Wizard

Calendar Selected Dates (0)

<< < **May** **2016** > >>

	S	M	T	W	T	F	S
	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4

Date Pattern Clear Month Clear All

Time

Start: [] End: []

Time Zone: Eastern Time

Setup/Teardown

Use Default: ☒ Minutes Setup: 0 Teardown: 0

Cancel Reset Customer Info

Options

Location Features

Search

Method: ☐ Standard ☒ Best Fit ☐ Specific Room

Area: Recreational Services

Room: []

Location: []

Room Specifications:

Type: (all)

Floor: (all)

Setup Type: (all)

Setup Count: 0

Status

Status: [] Reconfirm: []

Room Selector

Building: Student Recreation Center

Room Code (37)	Room Name	Building
LPL5	Lap Pool Lane 5	SRC
LPL6	Lap Pool Lane 6	SRC
MAS	Martial Arts Studio	SRC
MG	Main Gym	SRC
MG1	Main Gym Court 1	SRC
MG2	Main Gym Court 2	SRC
MG3	Main Gym Court 3	SRC
MG4	Main Gym Court 4	SRC
MTG	Meeting Room	SRC
OMNI	Omni Gymnasium	SRC
PP	Pool Patio	SRC
RB	Racquetball Courts	SRC
RB1	Racquetball Court 1	SRC
RB2	Racquetball Court 2	SRC

OK Cancel

Date Pattern

Start Date: [] End Date: []

☐ Daily

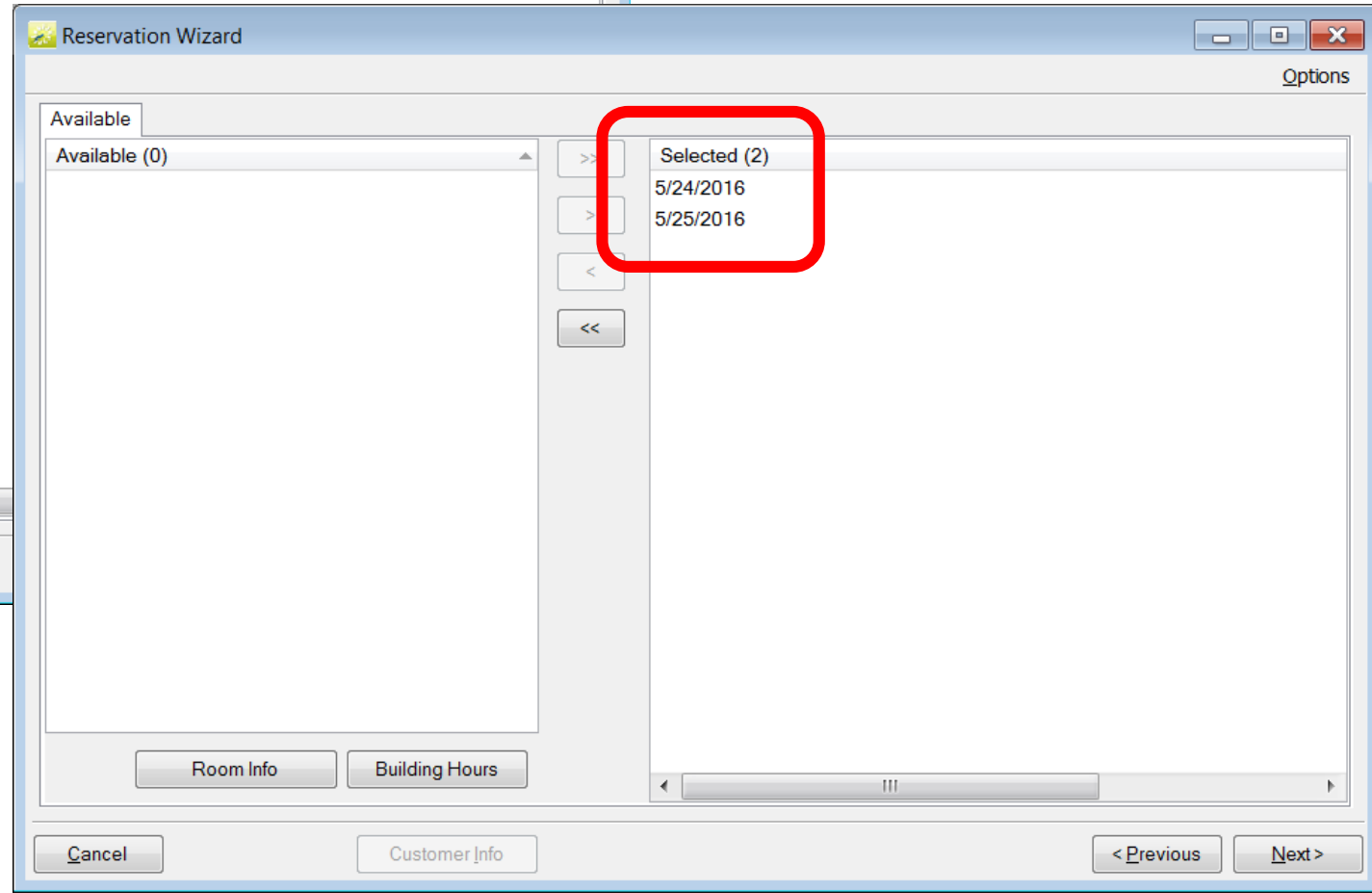
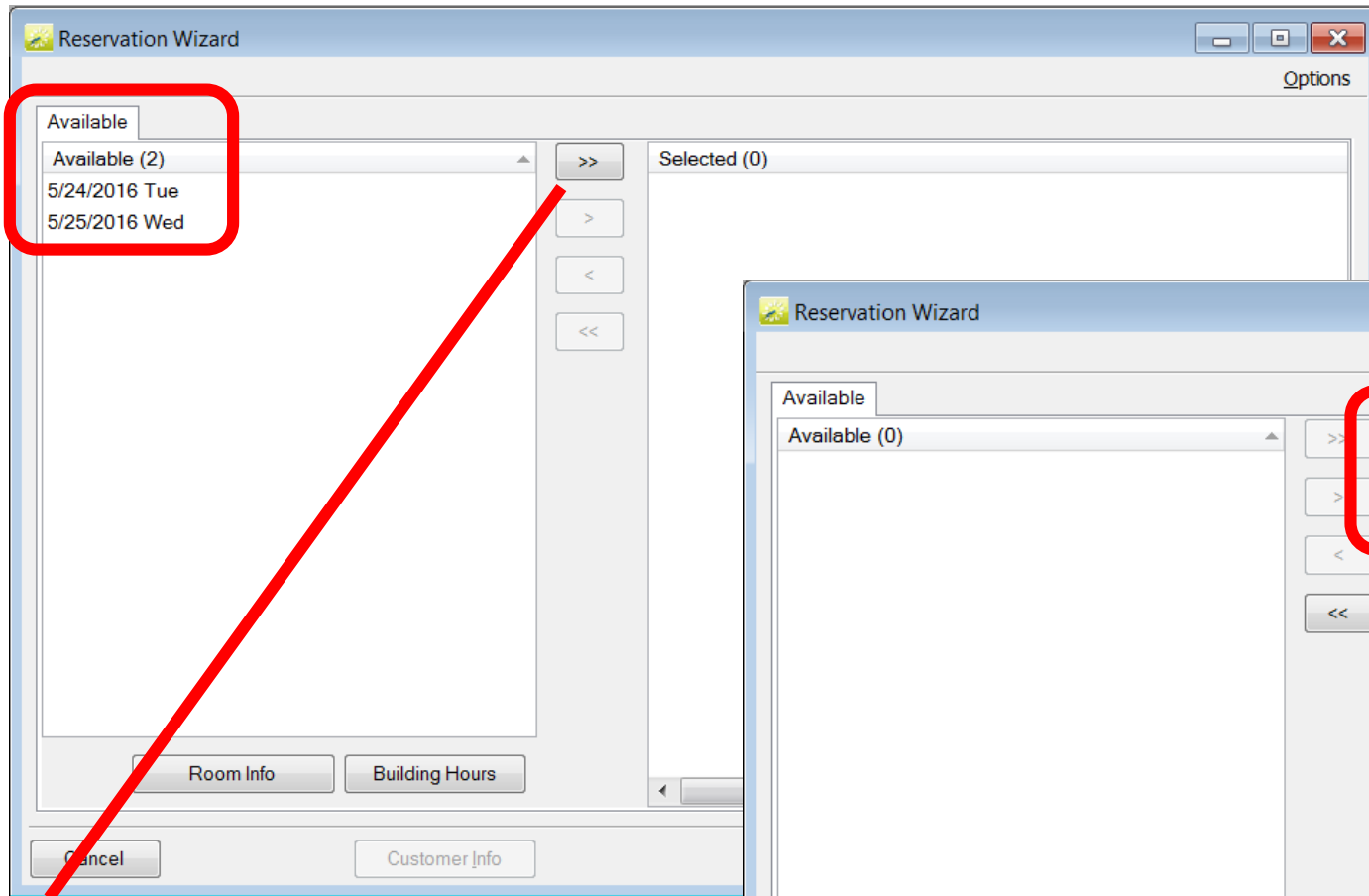
☒ Weekly

Every 1 week(s) on:

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☐ Friday ☐ Saturday

OK Cancel



If all of your dates, show available, click the top double arrow to move them all over. The system will inform you of unavailability.

Reservation Wizard

Options

Event

Event Name: VIP Event: ☐

Event Type: (none) Source: (not specified)

Customer/Contacts

Customer:

1st Contact: (none) Phone:

Temp Contact: Email:

2nd Contact: (none) Phone:

Temp Contact: Email:

Room Setup Billing Other Virtual User Defined Fields

Setup Type: (none)

Setup Count: 0

Cancel Customer Info

Reservation Wizard

Options

Event

Event Name: VIP Event: ☐

Event Type: (none) Source: (not specified)

Customer/Contacts

Customer:

1st Contact: (none) Phone: Fax:

Temp Contact: Email Address:

2nd Contact: (none) Phone: Fax:

Temp Contact: Email Address:

Room Setup Billing Other Virtual User Defined Fields

Pricing Plan: No Charge Payment Type: Fee Waived

Billing Reference: PO Number:

Sales Category: (none) Reservation Staff: (none)

Cancel Customer Info < Previous Finish

Complete all
required fields.
Click Finish.

EMS Enterprise 7.0 - [Navigator - Test 1234 (Reservation No. 65627)]

File Settings Reservations Reports Billing Configuration System Administration Window Help

Book Calendar Wizard Navigator Browser Web Reservations Customers Email Dashboard Manage Services

Open Reservation View Alerts Print Refresh Settings

Test 1234 (Reservation No. 65627)
5/13/2016 Fri 4:30 PM - ADS

Reservation Summary Properties Reminders (0) Comments (0) Attachments (0) User Defined Fields (4) Transactions (0) History Emails (0)

Event Name: **Test 1234**
Customer: **Department of Recreation...** Status: **Confirmed - TESTING/TRAINING**
1st Contact: **Sabra Blackwell** Event Coordin...: **Sabra Blackwell**
Phone: **x1757** Reservation St...: **Sabra Blackwell**
Reservation No.: **65627**

Edit
Confirmation
Chan...
Upda...

Drag a column header here to group by that column

	Date	Start	End	Building	Room	Event	Event Type	Status
	5/13/2016 Fri	4:30 PM	7:30 PM	SRC	ADS	Test 1234	Training	Confirmed - TESTING/TRAINING

1 Records

New
Edit
Delete
Tools
Details
Confirmation
Close

If you do not need any resources for your event, click Close

EMS Enterprise 7.0 - [Navigator - Test 1234 (Reservation No. 65627) (Booking No. 308788)]

File Settings Reservations Reports Billing Configuration System Administration Window Help

Book Calendar Wizard Navigator Browser Web Reservations Customers Email Dashboard Manage Services

Open Reservation View Alerts

Test 1234 (Reservation No. 65627)
5/13/2016 Fri 4:30 PM - ADS

Booking Summary Properties Reminders (0) Comments (0) Attachments (0) Drawings (0) User Defined Fields (0) History

Date: 5/13/2016 Fri Event Name: Test 1234
Reserved: 4:30 PM - 7:30 PM Location: SRC - ADS
Event: 5:00 PM - 7:00 PM Event Type: Training
Setup Type: As Is Status: Confirmed - TESTING/TRAINING
Booking No.: 308788 Setup Count: 20

Edit
Confirmation
Outlook

Drag a column header here to group by that column

Category	Service	Start	End	Reviewed	State
----------	---------	-------	-----	----------	-------

0 Records

New

- Room Charge
- SRC Audio/Visual
- SRC Equipment
- SRC Food/Beverage
- SRC Furniture
- SRC Misc Fees
- SRC Personnel
- SRC Setup Notes

Close

To add resources, click on the date of the booking

Click New. Select your resource classification

SRC Audio/Visual

Resource Audit

Resource:

Description:

Quantity:

Sequence:

Time In Use:

Notes:

Special Instructions:

Internal: ☐

Pricing

Pricing Method: Unit Price:

Discount Percent:

Reservation Discount:

Click the
down arrow
to select
resource.

Enter the quantity and
special information
(if applicable)

SRC Audio/Visual

Resource Audit

Resource:

Description:

Quantity:

Sequence:

Time In Use:

Notes:

Special Instructions:

Internal: ☒

Pricing

Pricing Method: Unit Price:

Discount Percent:

Reservation Discount:

ASC Spelling

EMS Enterprise 7.0 - [Navigator - Test 1234 (Reservation No. 65627) (Booking No. 308788)]

File Settings Reservations Reports Billing Configuration System Administration Window Help

Book Calendar Wizard Navigator Browser Web Reservations Customers Email Dashboard Manage Services

Print Refresh Settings

Test 1234 (Reservation No. 65627)

- 5/13/2016 Fri 4:30 PM - ADS
 - SRC Audio/Visual
 - Laptop (1)
 - SRC Furniture
 - 8ft Table (2)
 - Chairs (4)

Booking Summary Properties Reminders (0) Comments (0) Attachments (0) Drawings (0) User Defined Fields (0) History

Date: 5/13/2016 Fri Event Name: Test 1234
Reserved: 4:30 PM - 7:30 PM Location: SRC - ADS
Event: 5:00 PM - 7:00 PM Event Type: Training
Setup Type: As Is Status: Confirmed - TESTING/TRAINING
Booking No.: 308788 Setup Count: 20

Edit
Confirmation
Outlook

Drag a column header here to group by that column

Category	Service	Start	End	Reviewed	State
SRC Audio/Visual	(none)				
SRC Furniture	(none)				

2 Records

New
Edit
Delete
Tools
Items
Print
Close

Continue adding resources until complete. They will be listed beneath the booking.

When you complete everything, click Close.