

# training manual



## REQUEST ACCOUNT ACCESS

### STEP 1

Navigate to the URL: [eventmgt.ohio.edu](http://eventmgt.ohio.edu) select 'My Home', and enter your OHIO ID and password.


The screenshot shows the EMS Web App interface. At the top is a dark blue header with the EMS logo on the left and a user greeting 'Welcome, Guest.' with a profile icon on the right. Below the header is a navigation bar with 'HOME' (selected) and 'MY HOME'. The main content area is titled 'Sign In' and includes instructions to login with an OHIO ID and password. It also provides contact information for external users. The form contains two input fields: 'User Id \*' and 'Password \*'. Below the fields are a 'Sign In' button and a circular arrow icon. A left sidebar contains 'BROWSE' options: 'EVENTS' and 'LOCATIONS'.

### NOTES

You can utilize the following Browse options without logging in:  
'Events' and 'Locations' - filter by various categories based on your reservation needs.

## STEP 2

Enter your contact information and the organization(s) and/or department(s) you represent and click 'Save'. Your account will be pending approval by Event Services staff and will be activated within 5 business days.



My Account

?

Last Name, First Name

HOME

BROWSE

EVENTS

LOCATIONS

LINKS

Early Open / Late Close Request

Request An Account

To request an account, enter your info and click **Request An Account**.

Email & Password

Email Address \*

OHIOID@ohio.edu

About You

Name \*

Last Name, First Name

Phone 1 \*

(000)000-0000

Phone 2

Time Zone \*

Eastern Time

Additional Information

What organization(s) or department(s) do you wish to reserve space for \*

Organization 1

Organization 2

Request An Account

## NOTES

Please be certain to use complete names and acronyms for departments and organizations to ensure our staff is able to locate the group within the database.



## BROWSE AND FILTER

### BROWSE

'Events' - view Event Title, Time and Location of Events in our spaces. View results by daily, weekly or monthly lists.  
'Add Filter' - Use this function to filter 'Events' and 'Locations' down further to find the exact specifications that your event requires. 'Events' can be filtered by: Locations, Room, Customer Name, Event Type, and Customer Type. Select 'Save Filter' to save frequently used specifications to your account for future use.

'Locations' - Use this option to view each Venue, Space within the Venue, Capacity and Hours of Operation.  
'Add Filter' - Use this function to filter 'Events' and 'Locations' down further to find the exact specifications that your event requires. 'Locations' can be filtered by: Capacity, Features, Floors, Room, Room Types, and Setup Types. Select 'Save Filter' to save frequently used specifications to your account for future use.

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## MAKE A RESERVATION REQUEST

### STEP 1

Navigate to the URL: [eventmgt.ohio.edu](http://eventmgt.ohio.edu) select 'My Home', and enter your OHIO ID and password. If this is your first time using the system, please refer to the 'Request Account Access' portion of the document.

### STEP 2

1. Navigate to the 'Browse' section on the left side of the window and select the 'Locations' tab.
2. Utilize the 'Add Filter' interface to first filter by the 'Capacity' or number of individuals you are reserving for. (Ex: 80 individuals are attending.)
3. Add another 'Filter' based on 'Setup Type' or the way you would like the room to be organized. (Ex: we would like the setup to be 'Banquet' style.)
4. Use the calendar at the top or scroll to the date you would like to reserve to see if that space is available that date.
5. Take note of the Maximum Capacities for each space and choose one that best fits your needs.

The screenshot displays the EMS 'Browse Locations' interface. On the left sidebar, the 'LOCATIONS' tab is selected, marked with a circled '1.'. The main area features a 'Filters' section with the following settings: Date set to 'Tue 03/12/2019' (marked with a circled '4.'), Time Zone set to 'Eastern Time', Locations set to '(all)', Capacity set to '80', and Setup Types set to 'Banquet' (marked with a circled '3.'). An 'Add Filter' button is visible, marked with a circled '2.'. Below the filters is a 'Save Filters' button. The 'Locations' section shows a calendar for 'Tue March 12, 2019' and a table of available spaces. The table lists locations such as 'Baker University Center...', '240', '240/242 Combo Room', '242', 'Ballroom A', 'Ballroom B', 'Walter Hall (ET)', and 'Rotunda', along with their capacities and availability status for the selected date. The '240' location is highlighted with a circled '5.'.

Location	Capacity	Availability (Tue March 12, 2019)
Baker University Center...	Cap	
240	80	Closed
240/242 Combo Room	150	Closed
242	80	Closed
Ballroom A	200	
Ballroom B	200	
Walter Hall (ET)	Cap	
Rotunda	150	Closed

## STEP 3

1. Navigate to the left side of the window and select 'Create A Reservation'.
2. Select the room in which you would like to start the template process by clicking the 'Book Now' button associated with that specific room. (Ex: Since 240 was available from our options above, we will select Ballroom, Rotunda, 240/242, MCC 219.)

EMS Room Request

My Reservation Templates

- 201 - 201 1804 Lounge and Maggie Davis Room [book now] [about]
- 201 - 201 Atrium Space Request [book now] [about]
- 201 - 201 Ballroom, Rotunda, 240/242, MCC 219 [book now] [about]
- 201 - 201 Conference Room [book now] [about]
- 201 - 201 Front Room [book now] [about]

## STEP 4

1. Use the 'Calendar' on the left side of the window to select your reservation date and enter 'Start and End Time'.
2. Under 'Let me Search For A Room' Enter the number of attendees for your event and click 'Search' (Ex. we are entering in 80 and this will populate the available spaces in this area.)
3. Click the '+' next to the room you are choosing to request.

EMS Room Request

New Booking for Tue Mar 12, 2019 [Next Step]

1 Rooms & Attendees 2 Reservation Details

Date & Time

Date: Tue 03/12/2019 [Recurrence]

Start Time: 2:00 PM [Clock]

End Time: 3:00 PM [Clock]

Create booking in this time zone: Eastern Time

Locations: (all) [Add/Remove]

Let Me Search For A Room [Search]

Setup Types: (no preference) [Add/Remove]

Number of People: 80 [Search]

Selected Rooms

Your selected Rooms will appear here.

Attendees

There was a problem accessing the Attendee services.

Room Search Results

LIST SCHEDULE FLOOR MAP

Favorite Ro... [Find A Room] [Search]

Room	Location	Floor	TZ	Cap	Price	Filter Match
240	Baker University Center	Second	ET	110		[Green]
240/242 Combo Room	Baker University Center	Second	ET	220		[Green]
242	Baker University Center	Second	ET	110		[Green]
Rotunda	Walter Hall	First	ET	200		[Green]

## STEP 5

1. Once you have selected the '+' you will be prompted to enter the Number of Attendees and Setup Type.
2. Click 'Add Room' to add your reservation request to your 'Cart'.

The screenshot shows the EMS Room Request interface. A modal titled 'Attendance & Setup Type' is open, prompting the user to enter the number of attendees and desired setup type for a room. The modal contains a text input for 'No. of Attendees' with the value '80' and a dropdown menu for 'Setup Type' with 'Banquet' selected. A blue 'Add Room' button is at the bottom right of the modal. In the background, the main interface shows a room selection for '2018 - 2019 Ballroom, Rotunda, 240/242, MCC 219' and a 'My Cart (0)' button. A 'Next Step' button is also visible.

## STEP 6

1. Select 'My Cart' to begin the request template process.
2. Fill out the necessary information regarding your event in it's entirety.
3. Once all of the information is filled out to the best of your knowledge, click 'Create Reservation'

The screenshot shows the EMS Room Request interface with the 'Reservation Details' form. The form is divided into two tabs: '1 Rooms & Attendees' and '2 Reservation Details'. The '2 Reservation Details' tab is active. The form contains sections for 'Event Details' and 'Calendar Details'. In the 'Event Details' section, there are input fields for 'Event Name' (My Event) and 'Event Type' (Banquet). In the 'Calendar Details' section, there are checkboxes for 'Add to Calendar/Send Invitations' (checked) and 'Private' (unchecked). Below these are input fields for 'Subject' (My Event), 'Show Time As' (Busy), and 'Reminder' (none). At the bottom, there is a 'Message' field with a rich text editor toolbar. A 'My Cart (1)' button and a 'Create Reservation' button are visible in the top right corner. A 'Next Step' button is also visible in the bottom right corner.

## NOTES

Please note that Creating a Reservation only sends a Reservation Request that needs to be confirmed before your Reservation is in our books. You will receive a confirmation email once approved.  
If you have any additional questions, please contact the Reservations Office at 740.593.4021