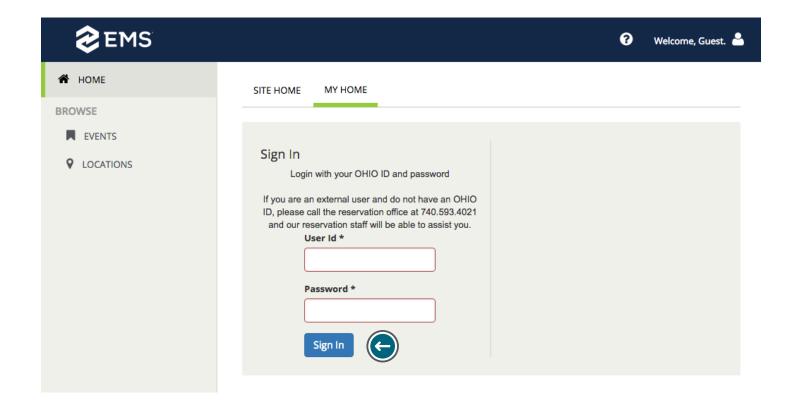
training manual



REQUEST ACCOUNT ACCESS

STEP 1

Navigate to the URL: eventmgt.ohio.edu select 'My Home', and enter your OHIO ID and password.

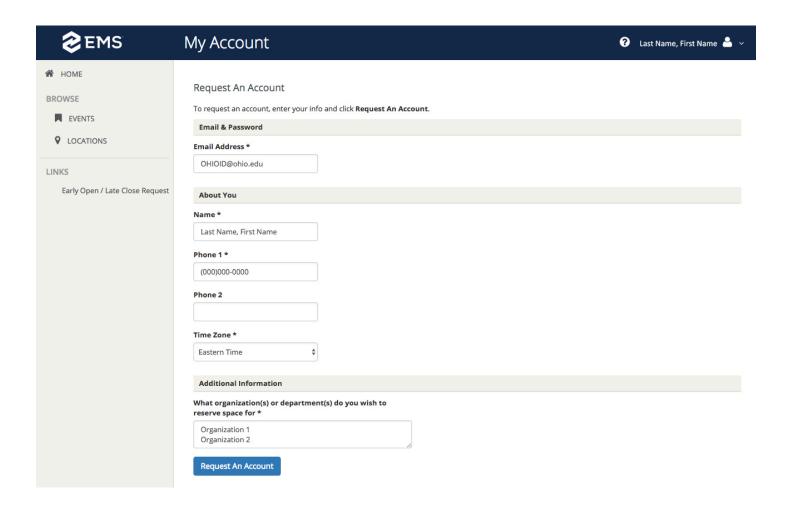


NOTES

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.



NOTES

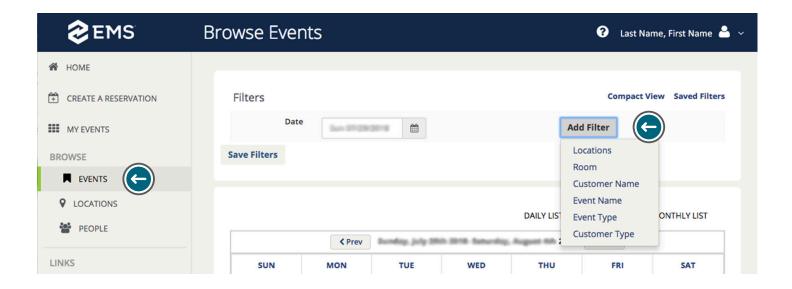
Please be certain to use complete names and acronyms for departments and organizations to ensure our staff is able to locate the group within the database.



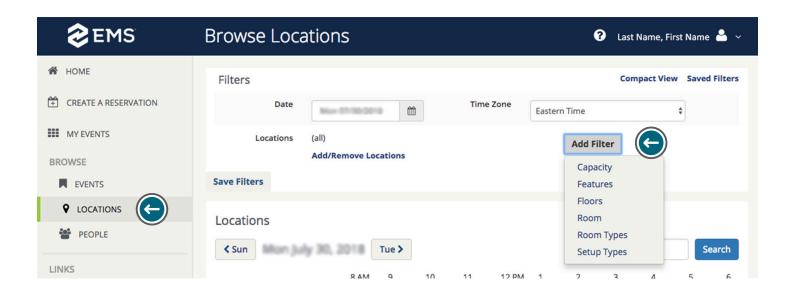
BROWSE AND FILTER

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.

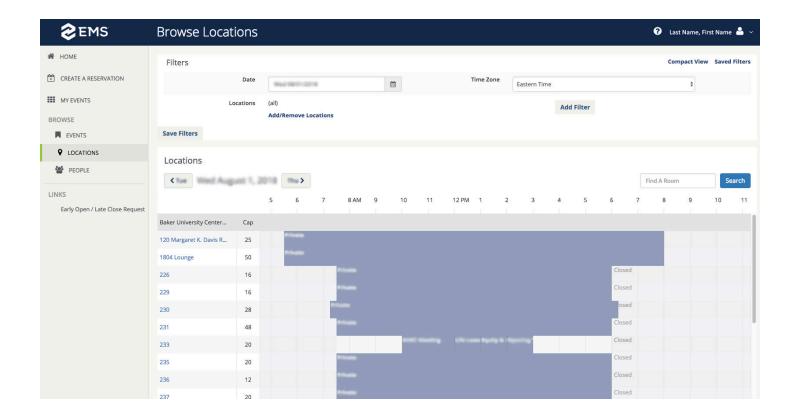


'Locations' - Use this option to view each Venue, Space within the Venue, Capacity and Hours of Operation. 'Add Filter' - Use this function to filter 'Events' and 'Locations' down further to find the exact specifications that your event requires. 'Locations' can be filtered by: Capacity, Features, Floors,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



ROOM AVAILABILITY

When 'Locations' is selected, you can view each space and it's availability in an easy to read graph. To further narrow your search, use the 'Add Filter' option as listed in the previous step.





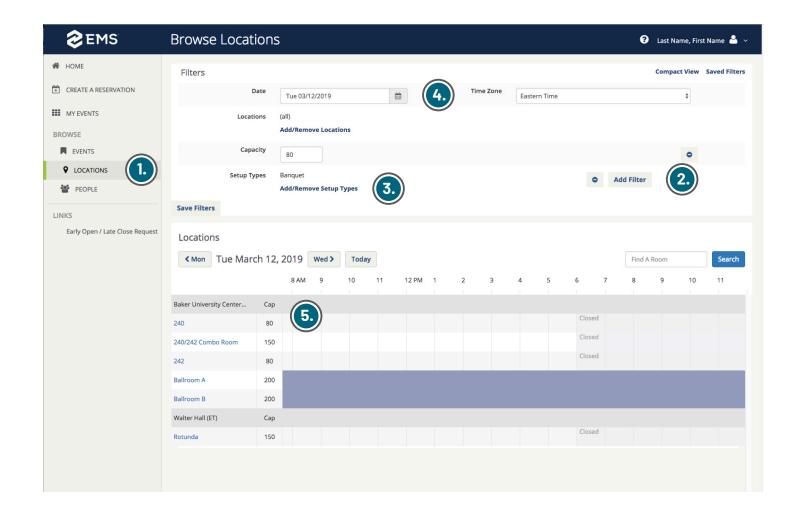
MAKE A RESERVATION REQUEST

STEP 1

Navigate to the URL: 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.



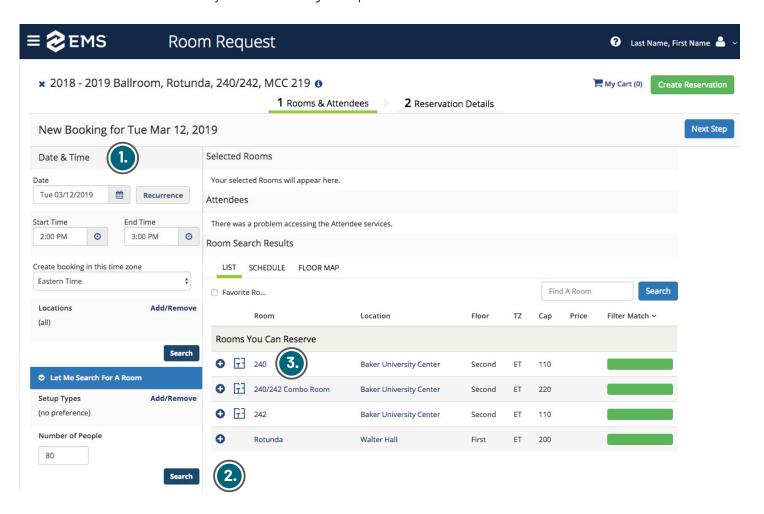
STEP 3

- 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.)



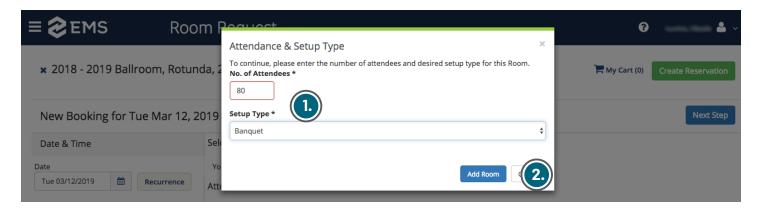
STEP 4

- 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.



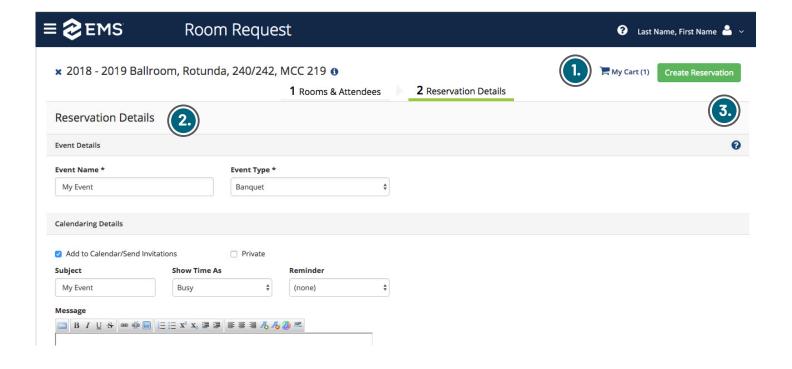
STEP 5

- 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'.



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'



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