EMS WebApp

RSC SCHEDULING OFFICE
RSCSCHEDULING@TAMUC.EDU
903-468-3043
Reservations

Reservation requests are submitted online through EMS WebApp - https://ems.tamuc.edu/EmsWebApp/

Who can make reservations?

◦ Each student organization is allowed two reservation delegates
◦ Reservation delegates must have a EMS WebApp Account
◦ University departments can determine their number of delegates
Requesting a WebApp Account

- **Login**
  - **Student:**
    - User Id: `student\CWID`
    - You must type “student\” before your CWID
  - **Password:** Same as myleo
- **Faculty/Staff**
  - **Username:** lastnamefirstname
  - **Password:** Same as your tamuc.edu e-mail
Requesting a WebApp Account

Go to: https://ems.tamuc.edu/EmsWebApp/
- Once you log in you will be prompted to fill out a form.
  - Please provide full organization/department name, no acronyms
- Submit
We will process your EMS WebApp account within 48 hours
Reservation Request Facilities

• **Student Center and Ferguson Auditorium**: Use this to request rooms in the Rayburn Student Center and Ferguson Auditorium.

• **RSC Club**: Booking of this space can only be done through the RSC Reservations desk (x3043).

• **Alumni Center**: Use this request to book the large and small classroom in the Alumni Center.

• **Classrooms (Card swipe)**: Use this to request academic classrooms that have electronic card swipe locks.

• **Lawns and Outdoor Spaces**: Use this to request various outdoor spaces including the amphitheater and the Great Lawn.

• **Other**: Some users will have access to specialized request options. If you need access to request special rooms please contact our office.
Making a Reservation

- Once you have logged in you will arrive at the home page
- Choose the desired facility and click “book now”
Making a Reservation cont.

- Choose your desired date and time
  - If this is a reoccurring meeting select recurrence
- Choose your room or select by set up type
- Choose your setup type
  - Click Add/Remove to choose from the various setups that are available
- Put the expected number of people who will be present at your event
- Click “search”
Room Setups

Audience (30)

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Classroom (18)

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U – Shape Outside / Inside

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• Locations available will be listed in the **List** pane
• To add the location you want, click the blue plus button.
• Once you select your location, a pop up will ask you to confirm your “No. of Attendees” and “Setup Type”
• You will need to choose any audio/visual equipment that you need for your event (projector/screen, mac adapter, HDMI cable, etc.)
• You can also select tables, chairs, or staging that you might need.
• If you have specific needs for an item selected from the menu please include those in the **Special Instructions** under that item.
• In the **Setup Notes** please provide any relevant information for how you want your room setup (such as a table by the door for handouts).
Reservation Details

- Fill in all required fields with as much detail as possible and answer all questions
- If you have a diagram for your event you can attach the file
- Sodexo is the exclusive caterer for the Rayburn Student Center. If you are having an event in the RSC that has food you will have to go through Sodexo. If you would like to obtain a food waiver request you can contact our office.

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<th>Event Details</th>
<th>Group Details</th>
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<td>Group</td>
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<td>Event Type</td>
<td>Primary Contact</td>
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**Attachments**

- Select your files
- Drag and drop your files here

**Additional Information**

- If your event includes at least ONE of the list items below, then you will be required to fill out a Risk Assessment Form:
- Please provide a detailed description of your event:

Sodexo is the exclusive food service provider for the Sam Rayburn Student Center. No outside food or drink is permitted without approval. Contact the SRSC Scheduling Office to obtain a waiver and submit at least 7 business days prior to event.
Time Lines for Requests

- **48 hours:** Rooms can only be requested through the EMS WebApp at least 48 hours in advance.

- **1 Year:** Student organizations can reserve space in the Student Center up to one year out; 6 months out for Ferguson Auditorium.

- **6 months:** Departments can reserve space up to 6 months out
  - If you need to request space further than 6 months out you can submit an exemption request at:
    [http://www.tamuc.edu/campuslife/studentCenter/schedulingOffice/forms/onlineExemptionRequest.aspx](http://www.tamuc.edu/campuslife/studentCenter/schedulingOffice/forms/onlineExemptionRequest.aspx)
Successful Request

• Once you hit submit you will be taken to your “My Request” page and a pop up window will say that your request has been submitted.
• You will receive an e-mail with a summary of your request
  • Note: the request summary is not a confirmation. You will receive a confirmation after your event has been approved.

• We strive to approve or deny requests within 24 hours.
• We may need to contact you if we need more details regarding your request.
• If you do not receive an e-mail within the 24 period, please contact our office (x3043).
Reviewing Requests

- To review your requests go to “My Events” tab and then View your pending requests.
- You can cancel your reservation from this page. **We require 48 hours notice of a reservation cancelation. Failure to cancel or a no-show may be assessed a $25 fee.**
- You can also make changes to your reservation. You can change the time, date, event needs and add setup notes. All changes will then be submitted for additional approval.
Additional Forms

- If your request requires a Risk Assessment form, Food, Waiver, etc. please see the Links provided on the Home page.
- Please note: Risk Assessments must be approved before reservation can receive final approval.
- Forms can be attached during the booking process, or emailed afterwards to RSCScheduling@tamuc.edu. If emailing afterwards, please provide Reservation # in subject of email.
Contact Us

If you have any questions or need assistance in using EMS WebApp feel free to contact us:

Scheduling Office
Rayburn Student Center #250
903.468.3043
rscscheduling@tamuc.edu