



Scheduling with EMS

RSC SCHEDULING OFFICE

RSCSCHEDULING@TAMUC.EDU

903-468-3043

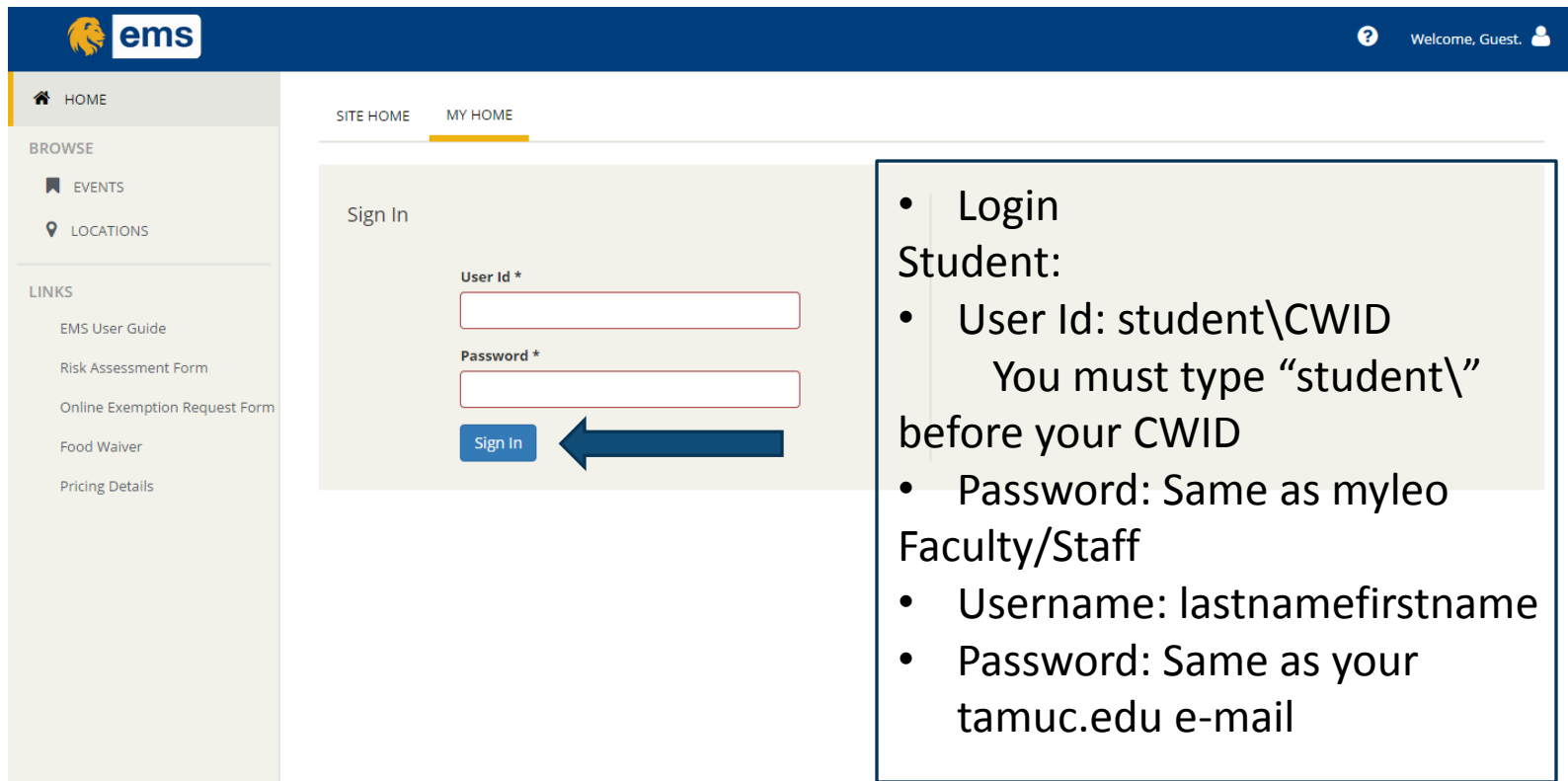
Reservations

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



The screenshot shows the EMS web application interface. The top navigation bar is dark blue with the EMS logo on the left and a user profile icon on the right labeled "Welcome, Guest.". Below the navigation bar, there are two tabs: "SITE HOME" and "MY HOME", with "MY HOME" being the active tab. On the left side, there is a sidebar menu with sections: "HOME", "BROWSE" (containing "EVENTS" and "LOCATIONS"), and "LINKS" (containing "EMS User Guide", "Risk Assessment Form", "Online Exemption Request Form", "Food Waiver", and "Pricing Details"). The main content area displays a "Sign In" form with two input fields: "User Id *" and "Password *". Below the "Password *" field is a blue "Sign In" button. A large blue arrow points to the "Sign In" button. To the right of the sign-in form, a callout box with a blue border contains the following instructions:

- 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

Request An Account

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

Email & Password

Email Address *

About You

Name *

Phone 1

Phone 2

Time Zone *

Central Time

Additional Information

Which departments or organizations will you be booking for? *

Request An 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 (x5116).
- **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

MY HOME ?

My Reservation Templates

BIN Conf 137B	book now	about
Book A&M-Commerce at Rockwall (Faculty/Staff)	book now	about
Book Classroom (Card Swipe)	book now	about
Book Club	book now	about
Book Lawns & Outdoor Spaces	book now	about
Book Student Center & Ferguson Auditorium	book now	about
Request Alumni Center	book now	about


My Bookings

APRIL 3, 2017 [SEARCH](#)

Day Month Date ▾

Central Time [CT]
Previous Today Next

- Once you have logged in you will arrive at the home page
- Choose the desired facility and click “**book now**”



Making a Reservation cont.

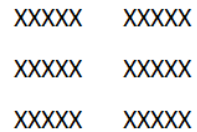
✕ Book Student Center & Ferguson Auditorium ⓘ

The screenshot shows a booking interface for 'New Booking for Thu Apr 6, 2017'. It includes sections for 'Date & Time' (Date: Thu 04/06/2017, Start Time: 9:00 PM, End Time: 10:00 PM, Recurrence button), 'Locations' (Add/Remove), 'Floors' (Add/Remove), 'Setup Types' (Add/Remove), and 'Number of People' (input field with '1'). A 'Search' button is at the bottom. Blue arrows point from the 'Date & Time' section to the 'Selected Rooms' area, from the 'Locations' section to the 'Room Search Results' area, from the 'Floors' section to the 'Room Search Results' area, and from the 'Number of People' input field to the 'Room Search Results' area.

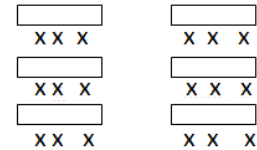
- Choose your desired date and time:
 - If this is a reoccurring meeting select recurrence
- Choose your room or select by set up type
- Choose your setup type
 - Click Add/Remove to choose from the various setups that are available
- Put the expected number of people who will be present at your event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

Room Setups

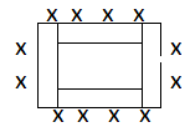
Audience (30)



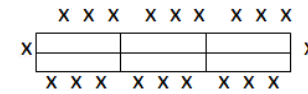
Classroom (18)



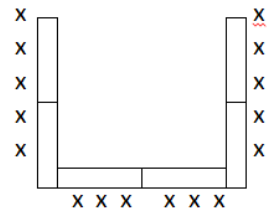
Open Square (12)



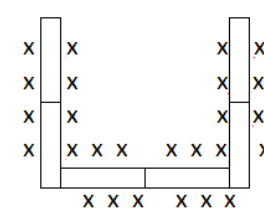
Closed Square (20)



U – Shape Outside only



U – Shape Outside / Inside



Room Search Results

LIST SCHEDULE FLOOR MAP

Favorite Rooms only.

Find A Room

Search

Room	Location	Floor	TZ	Cap	Price	Match
Rooms You Can Request						
	Ambition A Room	Rayburn Student Center - 708	2nd Floor	CT	55	
	Ambition B Room	Rayburn Student Center - 708	(none)	CT	55	
	Dedication	Rayburn Student Center - 708	(none)	CT	40	
	Determination	Rayburn Student Center - 708	(none)	CT	40	
	Innovation Room A	Rayburn Student Center - 708	2nd Floor	CT	75	
	Innovation Room B	Rayburn Student Center - 708	2nd Floor	CT	75	
	Traditions Room	Rayburn Student Center - 708	2nd Floor	CT	132	
	Ambition A&B Rooms	Rayburn Student Center - 708	(none)	CT	110	
	Conference Rm C	Rayburn Student Center - 708	2nd Floor	CT	450	

- 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”

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

Setup Type *

RSC-A/V Equipment

- A/V ^
- Accessories ^
- Computer Accessories ^
- Information Stands ^
- Lighting ^
- Microphones ^
- Networking ^
- Projectors ^

RSC-Facilities

- Accessories ^
- Dance Floor ^
- Pipe & Drape ^
- Podium v
- Podium
- Tables ^

Setup Notes

Services Summary

RSC-A/V Equipment

- 1 VGA Cable
Package includes the following items:
 - 1 - Audio Cable for Computer/tablet/phone audio jack
- 1 Microphone-Cordless
- 1 Projector & Screen

RSC-Facilities

- 1 Podium
To the right side of the screen.
- 1 Registration Table in Corridor
Package includes the following items:
 - 3 - Chair(s)

- 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

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

Primary Contact

Attachments

Select your files Drag and drop your files here

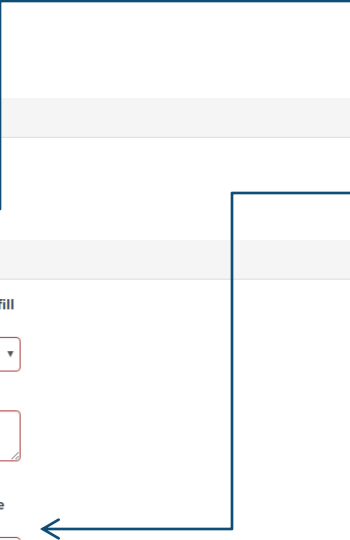
Additional Information

If your event includes at least ONE of the list items below, then you will be required to fill out a Risk Assessment Form *

Choose one

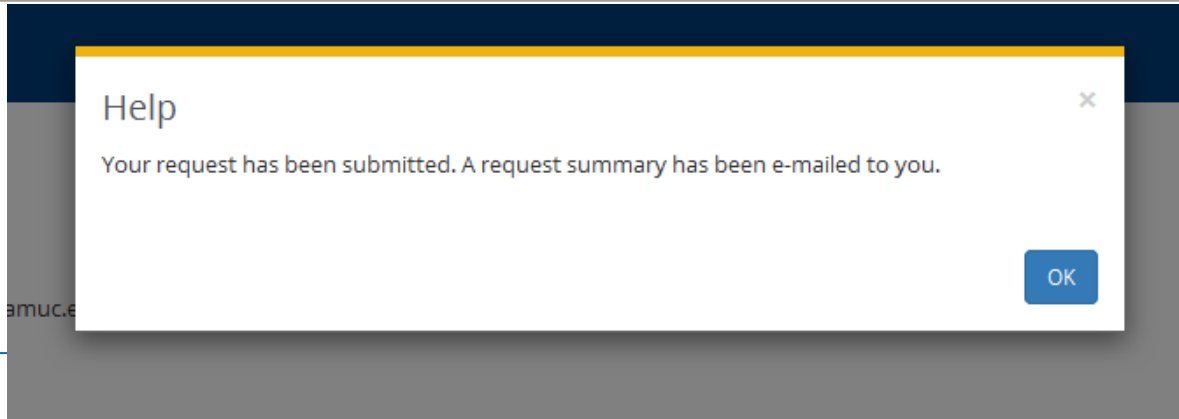
Please provide a detailed description of your event: *

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. *



- 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.

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 hour period, please contact our office (x3043).

Reviewing Requests

The screenshot shows a web application interface for managing reservations. On the left is a navigation menu with the following items: HOME, CREATE A RESERVATION, MY EVENTS (highlighted), BROWSE, EVENTS, LOCATIONS, and LINKS (with sub-items: Social Tables, EMS User Guide, Risk Assessment Form, Online Exemption Request Form, Food Walver, Pricing Details). The main content area has tabs for RESERVATIONS (active) and BOOKINGS. Below the tabs is a search bar with a 'Search Reservations' button and a checkbox for 'Include cancelled reservations'. Underneath are tabs for CURRENT (active) and PAST. A table displays reservation details:

Name	First/Last Booking ^	Location	Group	Services	ID	Status
Campus Activity Board	Wed May 10, 2017/ Wed May 10, 2017 (single booking)	Rayburn Student Center - 708 - Innovation	Campus Activiti...	✓	104836	Pending RSC Approval

- To review your requests go to “My Events” tab and then View your pending requests.
- You can cancel you reservation from this page. **We require two business day notice of a reservation cancellation. Failure to cancel or a no-show will 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 resubmitted for additional approval.

Additional Forms

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

- Social Tables
- EMS User Guide
- Risk Assessment Form
- Online Exemption Request Form
- Food Waiver
- Pricing Details

MY HOME

My Reservation Templates

- BIN Conf 137B
- Book A&M-Commerce at Rockwall (Faculty/Staff)
- Book Classroom (Card Swipe)
- Book Club
- Book Lawns & Outdoor Spaces
- Book Student Center & Ferguson Auditorium
- Request Alumni Center

My Bookings

APRIL 4, 2017 SEARCH

- 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.

The Club

- No organization or department can reserve the Club if they do not sign and turn in a policy agreement for the Club.
- Contact Alissa.Silva@tamuc.edu, or call office phone 903-886-5116, or come by office during office hours 10am-2pm.

Time Lines for Requests

- Two business days: Rooms can only be requested at least two business days 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:
<https://orgsync.com/79473/forms/264461/submission>

Quick Policies

- Two business days room request
- NO OUTSIDE FOOD AND DRINKS!!
- Risk assessment submission to RSCScheduling@tamuc.edu two weeks before event.
- Facilities request form (Outdoor events) turned into Mark.Glover@sscscserv.com

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

Matt Bentley | Event Services and Operations Office 240

Matthew.Bentley@tamuc.edu

Questions?
