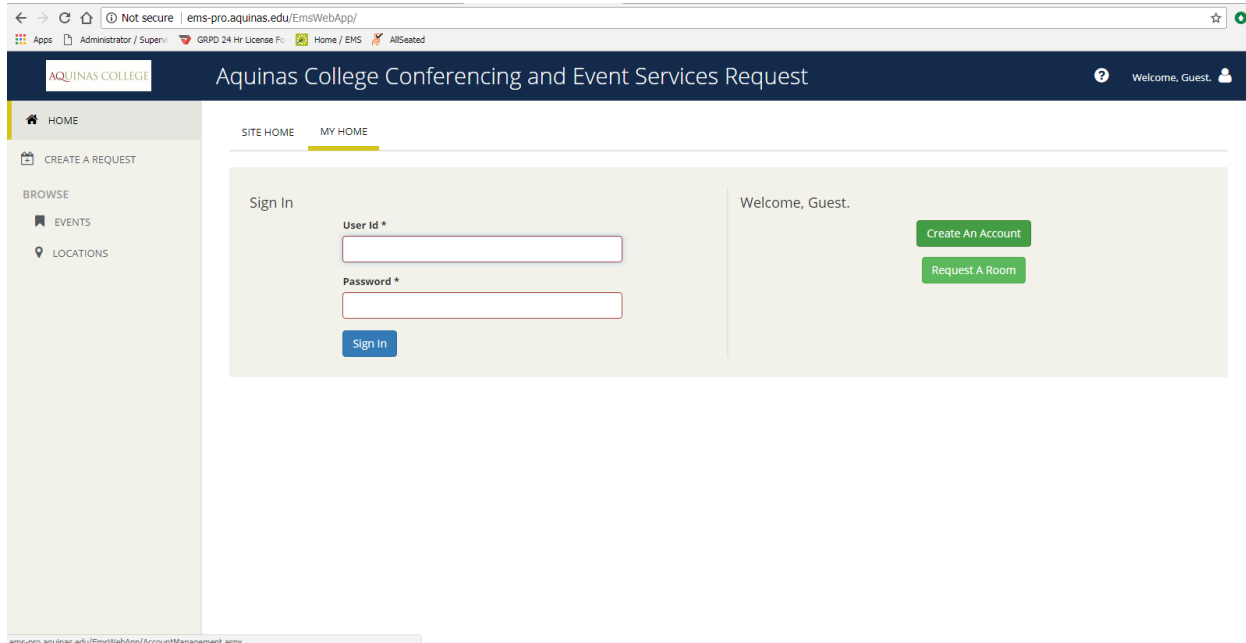


Conferencing and Event Services Space Request Form How-To Guide

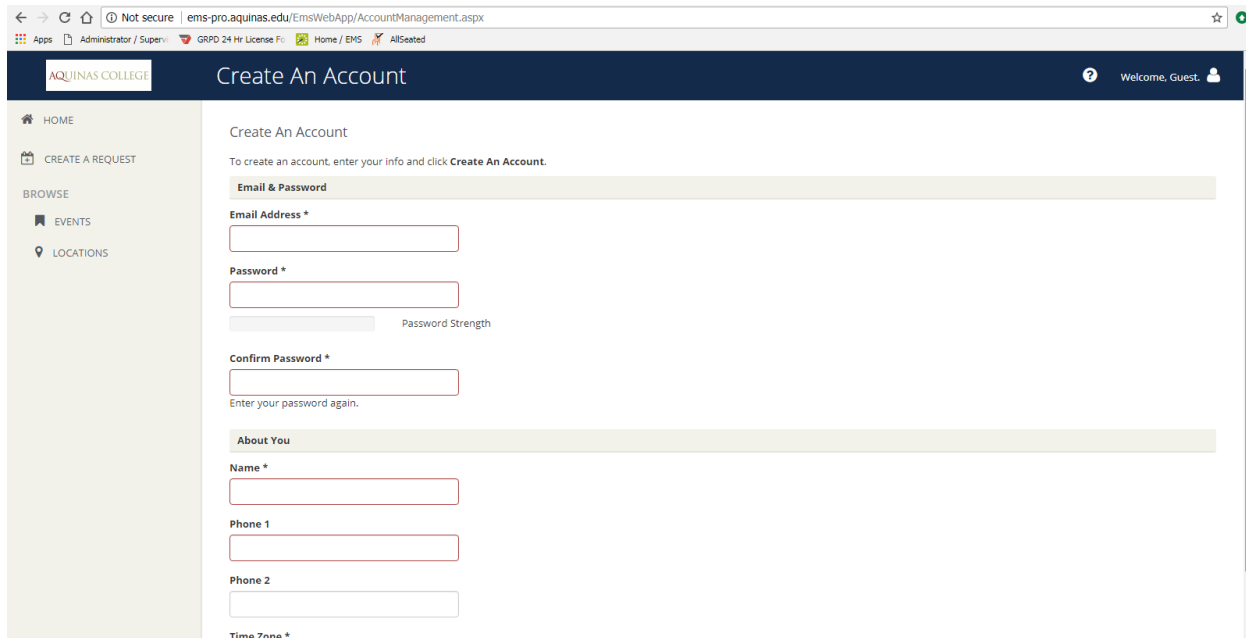
Creating an Account

1. Open Internet Browser
2. Navigate to link: <http://ems-pro.aquinas.edu/EmsWebApp/>
3. Returning Users: enter User ID and Password to log-in to existing account
4. First time Users: Select “Create an Account”
 - a. DO NOT select “Request a Room” – this is for external use only (non-AQ requests)
5. Create an Account



The screenshot shows the website's main interface. The header includes the Aquinas College logo and the title "Aquinas College Conferencing and Event Services Request". A navigation menu on the left lists "HOME", "CREATE A REQUEST", "BROWSE", "EVENTS", and "LOCATIONS". The main content area is titled "Sign In" and contains two input fields for "User id *" and "Password *", a "Sign In" button, and two green buttons: "Create An Account" and "Request A Room". A "Welcome, Guest." message is displayed on the right.

- a. Use your AQ email (not a personal email)
- b. Create a password (does not have to be the same as AQ password)
- c. Enter your First & Last Name
- d. Select Time Zone (Eastern)

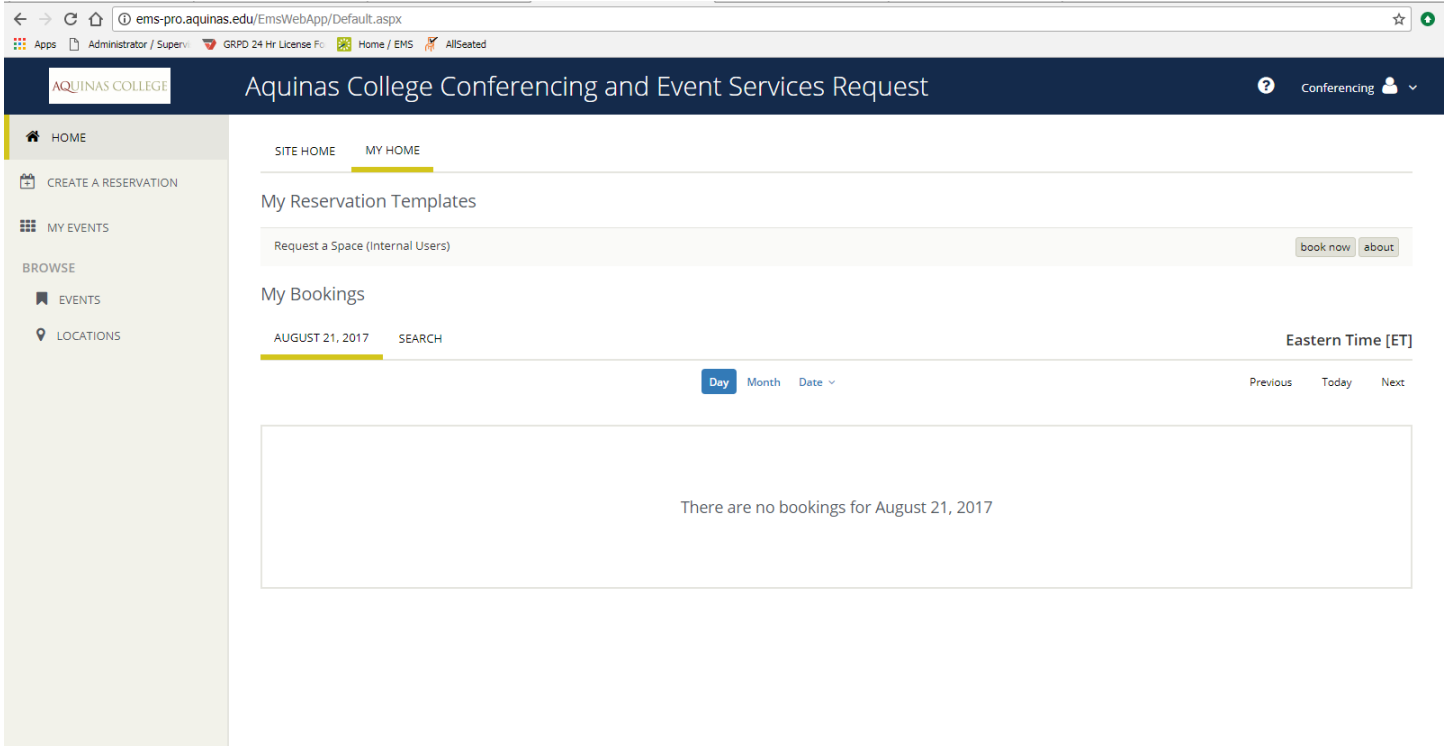


The screenshot shows the "Create An Account" page. The header and navigation menu are consistent with the previous screenshot. The main content area is titled "Create An Account" and includes the instruction: "To create an account, enter your info and click Create An Account." The form is divided into two sections: "Email & Password" and "About You". The "Email & Password" section contains fields for "Email Address *", "Password *", and "Confirm Password *", along with a "Password Strength" indicator. The "About You" section contains fields for "Name *", "Phone 1", "Phone 2", and "Time Zone *".

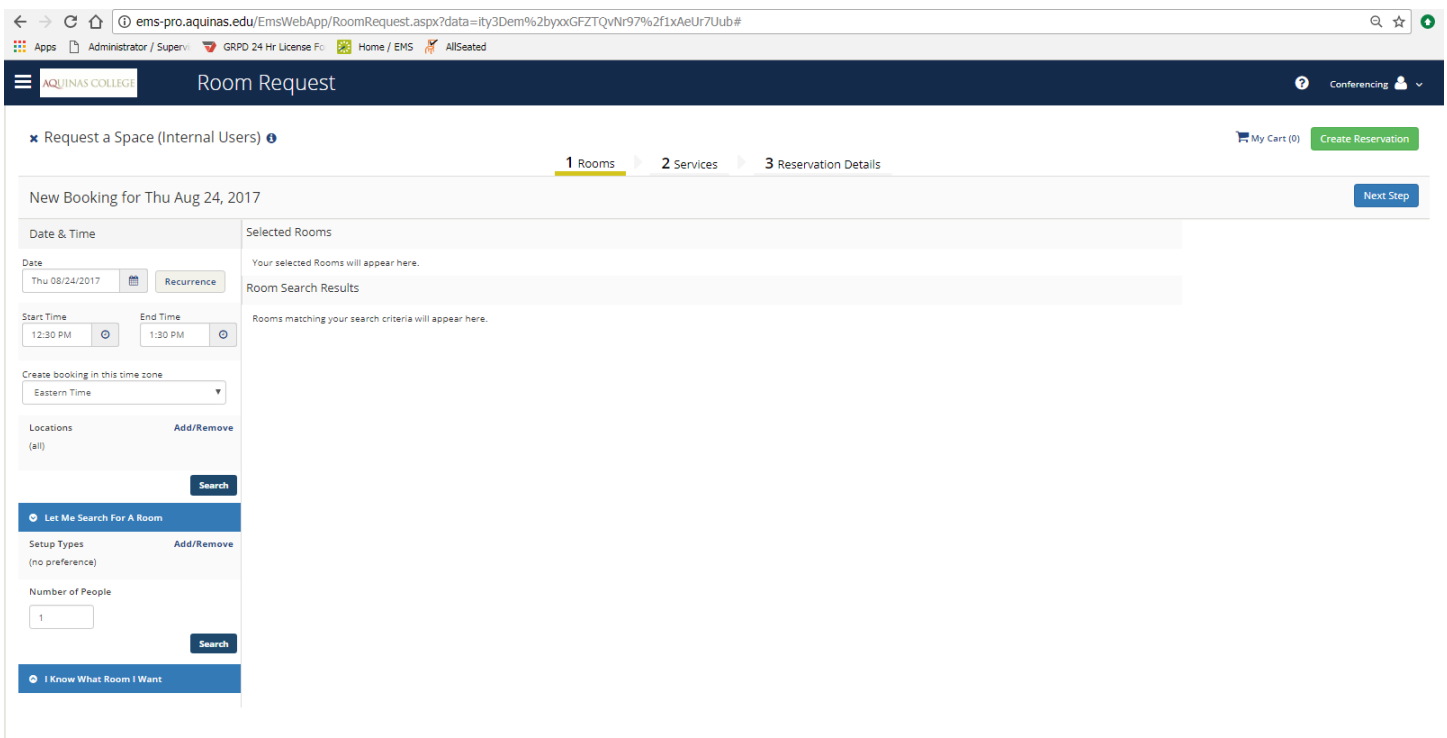
6. Once your account has been validated (may take 24 hours), you will be able to log-in. Please contact Conferencing and Event Services directly if you have difficulty with creating an account.

Finding a Room/Location

1. Select "Book Now" from the right-hand menu.



2. Select Criteria for Room Selection on the left-hand menu
 - a. NOTE: requests are not allowed within 3 days of present day. If you have an emergency request, please call the CES office as soon as possible.
3. TIP: Select "Recurrence" if this is an event that happens multiple times on a consistent basis. This may affect your ability to select a space based on availability.



4. Enter the number of people attending the meeting/event. This will narrow what is available for selection

The screenshot shows the 'Room Request' interface for a new booking on Thursday, August 24, 2017. The search criteria include a date of 08/24/2017, a start time of 12:30 PM, and an end time of 1:30 PM. The 'Number of People' field is set to 20. The search results are displayed in a grid format with columns for time slots (7 AM to 11 AM) and rows for rooms. The rooms listed are all in the Academic Building (ET) and are labeled as 'AQ Orientation Classrooms'. The room numbers and capacities are as follows:

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
AB 101	26																	
AB 102	32																	
AB 103	38																	
AB 104	38																	
AB 105	24																	
AB 112	28																	
AB 114	32																	
AB 117	38																	
AB 119	26																	
AB 151	38																	

5. Add or Remove “Locations” or “Set-Up” preferences. This will narrow what is available for selection.

The screenshot shows the 'Room Request' interface with the 'Setup Types' dialog box open. The dialog box has a search field and a list of setup types with checkboxes. The selected setup types are listed in a separate field at the bottom of the dialog.

Find setup types

- Select All setup types
- Classroom
- Conference Table
- Custom
- Rounds
- Square
- Theatre
- U-Shape

Selected Setup Types

Update Setup Types Close

The screenshot shows the 'Room Request' interface with the 'Locations' dialog box open. The dialog box has a search field and a list of buildings with checkboxes. The selected locations are listed in a separate field at the bottom of the dialog.

Find locations

- Select All Buildings
- Academic Building
- Alberus Magnus Hall
- Art & Music Center
- Browne Center
- Bukowski Chapel
- Cook-Carriage House
- Dominican Hall

Selected Locations

Update Locations Close

Selecting Services (Catering and Equipment)

1. Select and define any services you'd like to request. Please note that some may have fees and others may require further coordination outside of Conferencing and Event Services.

Room Request

Request a Space (Internal Users)

1 Rooms 2 Services 3 Reservation Details

My Cart (2) Create Reservation

Next Step

Services For Your Reservation

Catering Requested

Catering Requested	
Beverage Service	Linen
Breakfast	Lunch
Dinner	Appetizers
Desserts	

Equipment

AV Equipment	
Microphone	Sound System
TAP Cart	Wireless Powerpoint Remote
Misc	
A-Frame Whiteboard/Flip Chart	Easel(s)
Podium	Sign Holder - 11 x 17" (Grey)
Stage Section	
Tables	
Presenter/Materials Table - 6 Foot	Presenter/Materials Table - 8 Foot

Services Summary

2. If the equipment you need is not listed as an option, select "Other" and describe the item you need.

Room Request

Other

Please Describe

1 (available inventory: 20)

Special Instructions

Piano

OK Cancel

3. A summary of the selected services will be shown on the right-hand menu window. Continue to the next step once you have selected the required services for your meeting/event.

Room Request

Request a Space (Internal Users)

1 Rooms 2 Services 3 Reservation Details

My Cart (2) Create Reservation

Next Step

Services For Your Reservation

Catering Requested

Catering Requested	
Beverage Service	Linen
Breakfast	Lunch
Dinner	Appetizers
Desserts	

Equipment

AV Equipment	
Microphone	Sound System
TAP Cart	Wireless Powerpoint Remote
Misc	
A-Frame Whiteboard/Flip Chart	Easel(s)
Podium	Sign Holder - 11 x 17" (Grey)
Stage Section	
Tables	
Presenter/Materials Table - 6 Foot	Presenter/Materials Table - 8 Foot

Services Summary

- 20 Beverage Service
- 1 Podium
- 1 Presenter/Materials Table - 8 Foot
- 1 Other
Piano

Event Details

1. Enter the details for the event

The screenshot shows a web browser window with the URL ems-pro.aquinas.edu/EmsWebApp/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97%2f1xAeUr7Uub#. The page title is 'Room Request' and it is part of the 'AQUINAS COLLEGE' website. The navigation bar includes 'Request a Space (Internal Users)', 'My Cart (2)', and 'Create Reservation'. The form is titled 'Reservation Details' and is divided into three sections: 'Event Details', 'Customer Details', and 'Additional Information'. The 'Event Details' section includes fields for 'Event Name *' and 'Event Type *'. The 'Customer Details' section includes fields for 'Customer *' and '1st Contact'. The 'Additional Information' section includes fields for 'Give a Brief Description of the Event *', 'Is this an RSO event? *', 'How long before the event start time will you need access to the space? *', 'How long after the event end time will you need the space available? *', and 'Are you planning to serve alcohol at the event? *'. A 'Create Reservation' button is visible in the top right corner.

- a. Meeting Only (No Services): Using space as-is with no custom set-up or services needed (services include catering, equipment, or any needs other than what is
 - b. Meeting w/ Services: Any meeting or event that requires services (equipment or catering) and/or set-up needs.
 - c. Reception/Banquet: Requires custom set-up, food service, and equipment at a high level.
 - d. Information/Display Table: Display table, banner, poster, easel, etc. (no actual meeting space needed)
2. Red Outlined boxes are required to be filled/answered.
 3. Once you click "Create Reservation", you have submitted a request for space. Please allow 2-3 business days for processing.
 4. **Your space is NOT reserved until you have received a confirmation email directly from Conferencing and Event Services.**
 5. All food service orders must be placed directly with Aquinas Dining Services, and a separate confirmation and invoice will be created for food service needs. Any food service details listed on a confirmation from Conferencing and Event Services are for informational purposes only, and do not outline actual order or service agreements.