

# Event and Building Services

## Booking Rooms Online

### Setting up an account (1<sup>st</sup> time users)

- At the umflint.edu website select **Campus Calendar** on the left.
- On the blue ribbon near the top click on **Submit Room Request**.
- On the blue ribbon near the top click on **My Account – Create an Account**.
- Fill in all fields.
- Click **Save**.
- Email will come to the Reservationist in EBS to approve the request.

### Requesting a Room

**\*\*\*Classrooms cannot be booked online.**

**\*\*\*When entering an event name be sure to use descriptive words, as this is how it will appear on the Campus Calendar.**

**\*\*\* When entering event time be sure to enter the actual event start and end time, as this is how it will appear on the Campus Calendar. If you require additional time for set up and/or break down enter the information under Comments.**

- At the umflint.edu website, select **Campus Calendar** on the left.
- On the blue ribbon near the top click on **Submit Room Request**.
- On the blue ribbon near the top click on **My Account – Log In**.
- Enter **User ID** and **Virtual EMS Password**, and click **Login**.
- Click on **Reservations – Room Request**.
- Select a **Date, Start Time and End Time**, the building where you would like the event to take place from the **Facilities** drop down menu, the **Attendance** number, and the **Setup Type**. Click **Find Space**.

Note: If the reservation is a recurring event, select the **Recurrence** button next to the **Date** display and fill in information.

- After clicking on **Find Space**, a list of available rooms will be displayed under the **Location** tab. Choose a room by clicking the green + sign next to the desired room.
- Click on the **Details** tab and fill in all fields marked with a red asterisk. Complete additional fields as necessary for your event. When finished, click **Submit Reservation**.
- The **Reservation Summary** will display, showing the details of your reservation.

### Cancelling a Booking

- Click the red X in the **Actions** column and a popup message prompts you.

### Editing a Booking

- Click the clock icon in the **Actions** column.
- Make the necessary changes in the window that displays.
- Click **Update Booking**.

### Adding a Booking

- From the Reservation Summary, click **Add Booking**.
- Then follow the same steps in **Requesting a Room**.

## Adding/Editing Services to a Current Booking

### Adding a Service

- On the **Reservation Summary** window, click the green + sign in the **Services** column next to the event to which you want to add a service or services. The **Booking Details** tab will display.
- Select **Available Services** under the **Booking Details** tab.
- Enter the **Start** and **End Time** and choose the **Service Type** (if applicable).
- Click the + sign to see a list of individual items, click the checkbox next to an item to select that item, and enter the desired quantity.
- Enter any other information necessary to your event (i.e. Special Instructions) Make sure to fill in all fields marked with an asterisk.
- Click **Save**.

Note: You may also input **Setup Notes** under **Available Services** by choosing the **Setup Notes** link, entering your notes in the text entry field, and clicking **Save**.

### Editing a Service

- On the **Booking Details** window, click the pencil icon next to the service you want to edit.
- Make your edits in the new screen that displays and click **Save**.

### Adding an Item to an Existing Service

- Click the + sign next to the desired booking in the **Existing Services** section.
- Select the new item you want to add, enter the desired quantities, and click **Save**.
- Click **OK** to return to the **Booking Details** window, which displays the new items just added.

### Cancelling a Service

- Click the red X next to the service you want to cancel.
- Click **OK** on the displayed prompt.
- The **Existing Services** section reflects the service cancellation.

#### Editing a Reservation

- Click **Edit Reservation** from the reservation summary.
- Make the necessary changes in the window that displays, and click **Save**.
- Click **OK** to return to the reservation summary.

#### To Schedule a Service Only Request

- Click **Reservations – Service Only Request**
- In the *when* section, specify the **Date, Start/End Time, and Setup Information**, if required.
- Click **Get Services**.
- Enter your **Event Name** and **Event Type**.
- Click **Submit Reservation**.

Note: When you select **Reservations – Request Form**, a simple one-page Reservation Request Form Displays. All requests must be processed and approved by an EMS Administrator.

### My Account

#### Edit My Account

- Go to **My Account – Edit My Account**.

#### User Options

- Note: This is to personalize your **Room Request** options and preferences.
- Click **Admin – User Options** to open the select process to personalize window.
- Select a template to set the defaults for the room request process.
- Enter the **Start/End Time**, select the **Time Zone, Facilities, Setup Type, Room Type, Floor**, and **Event type** from the corresponding dropdown list, and enter the **Event Name**.
- Click **Save Preferences**.

#### To Add Delegates to Your Account

- From **My Account – Edit My Account**, click the **Delegates** tab.
- Enter the delegate's name or email address (or a portion of either) in the search field and click **Search**.
- Move the appropriate name(s) into the **Delegates** column by highlighting the desired names and clicking the right arrow button.
- Click **Save**.

## Administration

### Create an Account

- Before you login, go to **My Account – Create An Account**.
- From the **User Info** tab, enter your **Email, Name Phone, Fax, Time Zone, Password, Confirm Password, and Notes**.
- Complete additional fields, as needed.
- Click **Save**.