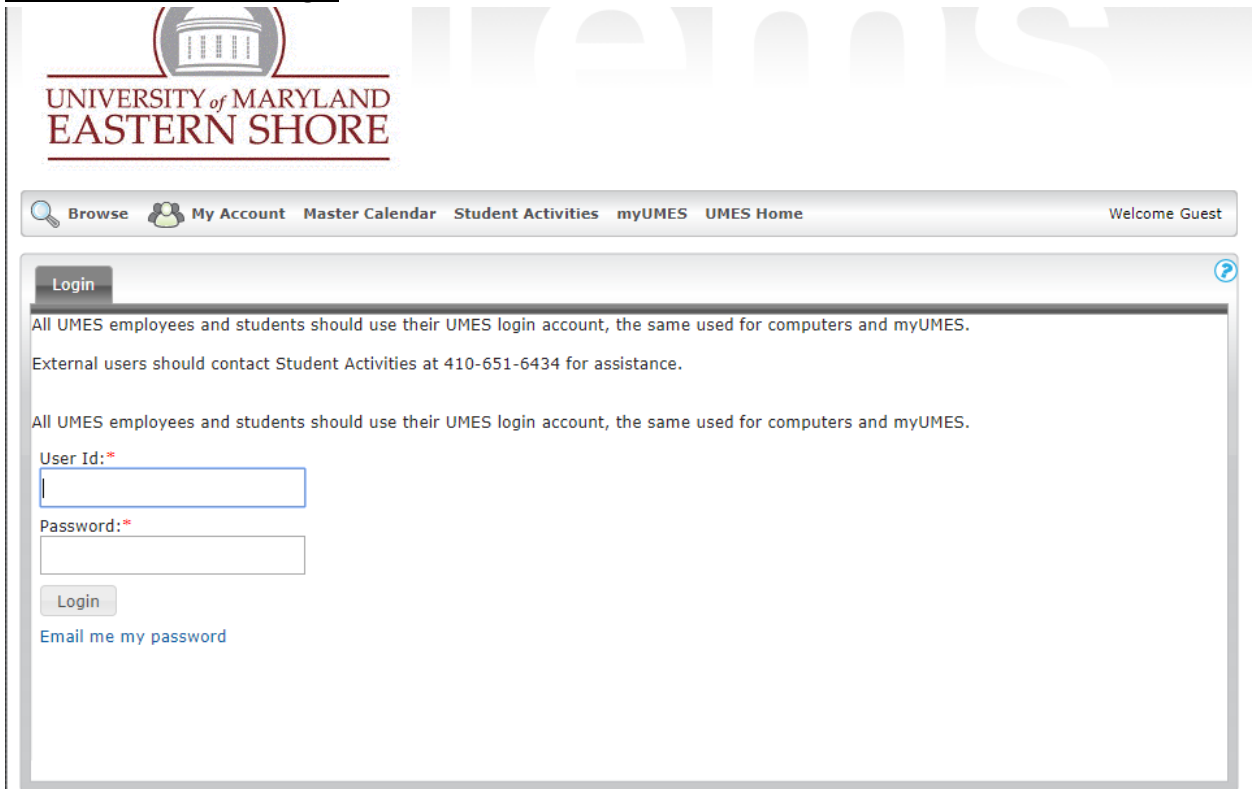## EMS Training

If you do not have an EMS account as a student organization please feel free to apply for one. To apply for an EMS account, please sign into your EMS account and Click on the blue EMS icon located on the right. Then click login and from there you can create a new account if needed or login to your already created account.

1. **Create New Account/ Login**

2. **Browse space**

- Once the dropdown appear select Browse for space.

3. **Master Calendar**
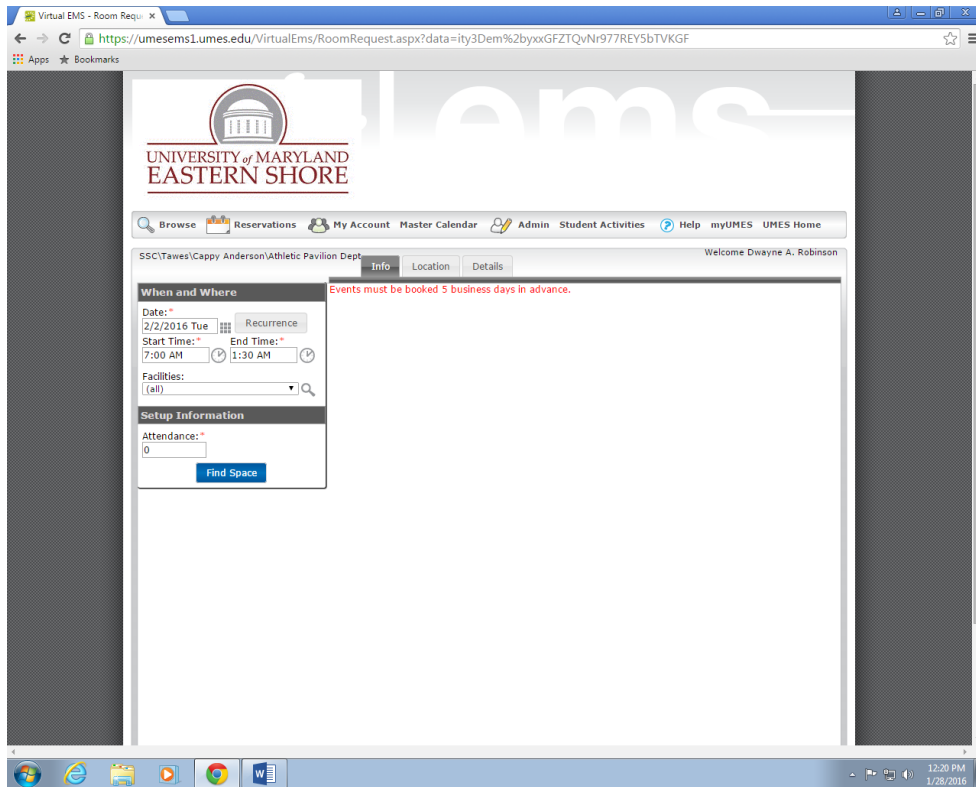

- The master calendar is another way of browsing for space, but using it to browse for space in any building is not recommend.

4. **Reservation**

- Once the dropdown appear select the building

- On the page above please change the date and time to your event date and time
- Do not change the facility from all and in the attendance only put 1
  (We recommend using 1 and not the count for your event, because some of the rooms may not show up)
- Once all the fields are filled click find space.

- A list of rooms will appear on the right

- Once you have selected the room it will move to the top then click the continue button
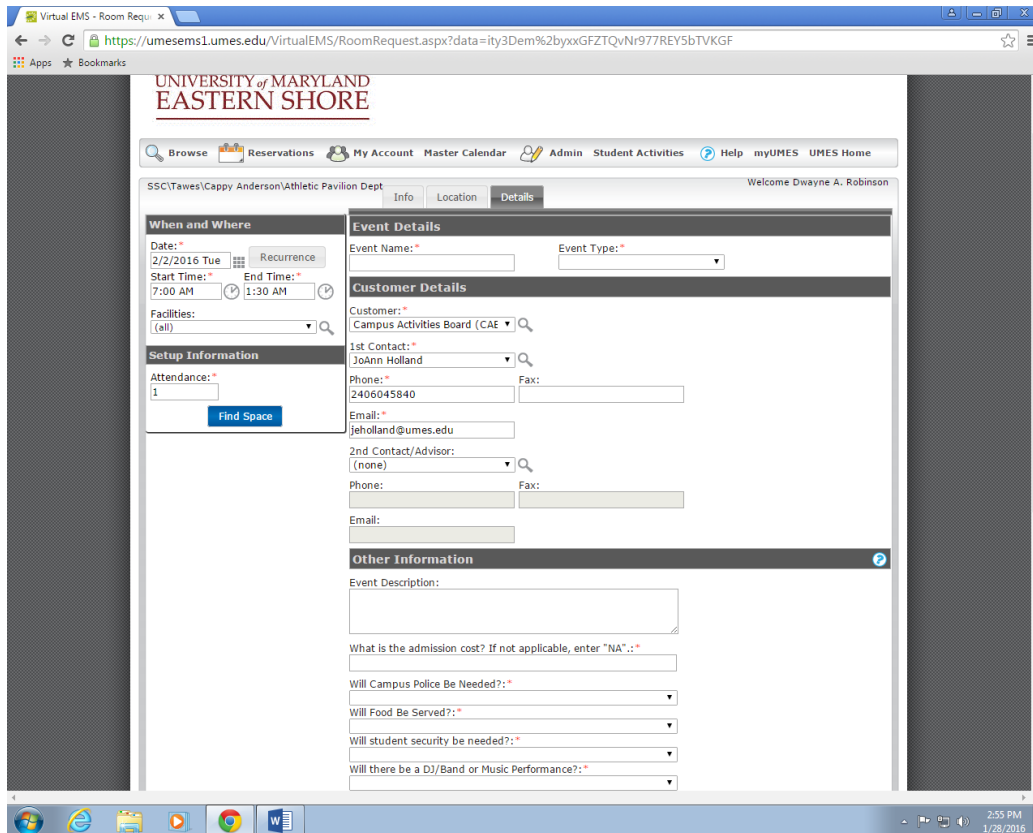
- Then fill out the detail page and click submit at the bottom of the page

5. **Editing**

- Under the Reservation tab select "View My Requests"

- Then from that list select the event you would like to edit
  (You can only edit a request in web request status. Once the status of the event changes, you will no longer be able to make changes and you will have to contact Miss Potter at ext. 6436)

- Under the Action tab you can edit or cancel your reservation

- Under the Service tab you can add services to the request if you were unable to do so or found out after that you need it.