USING THE EMS SYSTEM TO RESERVE A ROOM

- Go to http://www.d.umn.edu/kirby.
- Click “RESERVE SPACE”, located in the top center of the screen.
- Click “SUBMIT A RESERVATION REQUEST” in the center of the screen.
  - You are now on the EMS homepage. From here, you can view events scheduled in Kirby (browse by EVENT), as well as what rooms are being used (browse by SPACE).
- To reserve a room, log in by clicking “MY ACCOUNT”. Your username and password are the same as your University x.500 login information.
- Once you have logged in, click on “RESERVATIONS”, next to “Browse”.
- Under the “Reservations” button, click the “REQUEST A ROOM” option.
- Fill out the information on the left side of the screen under the “WHEN AND WHERE” heading.
  - Date
  - Recurrence: Is this an event with multiple dates, like a meeting every Wednesday?
  - Start/End: The default duration of a meeting is one hour, but this can be changed.
  - Facilities: KSC is currently the only building on campus using EMS.
  - Attendance
  - Setup Type: As is/Default is usually the best choice for a basic meeting.
- A list of available rooms that meet your criteria will appear on the right side of the screen. Click the rooms to see a description and view photos of the room.
- To reserve the room click the “+” to the left of the room’s name.
- Click “I AGREE” to the terms and conditions, then click “SUBMIT REQUEST”.
- Hang on, you’re not done yet!
- Fill out the “DETAILS” section in the center of the page.
  - Event Name
  - Event Type
  - Group
    - Click on the magnifying glass
    - Enter the first letter of the group. Kirby would be “K”, for example.
    - Click the magnifying glass again to execute the search
    - Select the group that best fits the reservation. Click the “+”.
    - If your name appears in the contact information, welcome back! If not, enter your contact information as a “temporary contact”.
  - Will there be food at the event?
  - Will admission be charged?
  - What sorts of tech needs?
  - Any additional information, like setup notes?
  - Does this reservation require an EFS?
- Click “SUBMIT REQUEST” to complete your request. You will receive TWO emails regarding this reservation. The first email will summarize your submission. The second email is your confirmation. Remember, your request is not confirmed until you have received official notice from Lisa Hansen.