

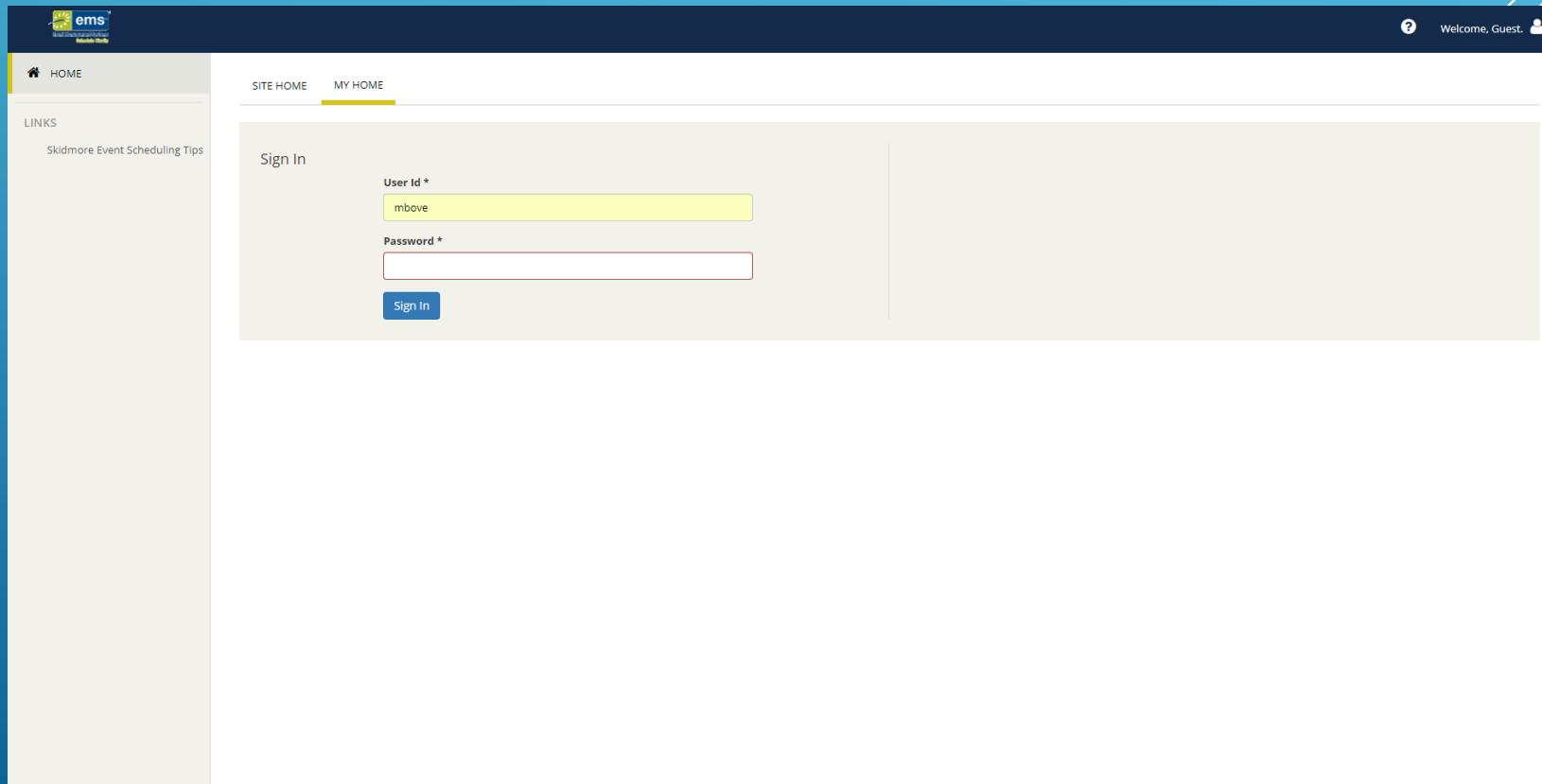
HOW TO REQUEST SPACE IN THE SURREY WILLIAMSON INN USING EMS

Skidmore's online event system

<https://calendar.skidmore.edu//EMSWebApp/>

Logging into EMS

Log into EMS using your Skidmore user name and password



The screenshot shows the EMS (Event Management System) login interface. At the top, there is a dark blue header with the EMS logo on the left and a user greeting "Welcome, Guest." on the right. Below the header, a navigation bar contains "SITE HOME" and "MY HOME" tabs. The left sidebar features a "HOME" link with a house icon and a "LINKS" section with a link to "Skidmore Event Scheduling Tips". The main content area is titled "Sign In" and contains two input fields: "User Id *" with the text "mbove" and "Password *". A "Sign In" button is positioned below the password field.

ems

HOME

SITE HOME MY HOME

LINKS

Skidmore Event Scheduling Tips

Sign In

User Id *

mbove

Password *

Sign In

Create A Reservation

Click on "Create a Reservation"

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

Event Scheduling Tips


How to Request Catering


Event Setup Form

Event Calendar

SITE HOME MY HOME

To BROWSE for scheduled events, click EVENTS or LOCATIONS in the left navigation


To request space, click  CREATE A RESERVATION in the left navigation. Select the appropriate Reservation Template and click BOOK NOW. For information on each template click ABOUT

To review the status of your request, make changes to a request, or add catering or other services, click on  MY EVENTS in the left navigation

Space requests will be reviewed Monday through Friday. Space managers will try to respond to requests within 48 hours

Space requests are currently being accepted through May 19, 2018. Dates after May 19, 2018 will be grayed out.

Spaces must be requested 24 hours in advance (not including weekend hours). For last minute space requests please contact the Scheduling Office.

Click on  for more information or help on that page or section.

Questions?


Contact: schedule@skidmore.edu

Tel: 518-580-5599

Select space request reservation template and click “book now”

The screenshot displays the 'Room Request' web application interface. The top navigation bar includes the 'ems' logo, the title 'Room Request', and a user profile for 'Megan Bove'. A left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, LOCATIONS, and LINKS. The main content area, titled 'My Reservation Templates', lists seven reservation options. The 'Space Request' template is highlighted with a blue circle, and a blue arrow points to its 'book now' button.


Reservation Template	book now	about
Catering Only	book now	about
Space Request	book now	about
College Owned Vehicle Request Form	book now	about
Dining Hall	book now	about
Dining Hall Meal Tickets & Table Linen Only	book now	about
Tang	book now	about
Tables & Poster Spaces	book now	about
Library Group Study Room	book now	about



 Room Request

Space Request 1 Rooms

New Booking for Thu Mar 1, 2018

Date & Time

Date: Thu 03/01/2018  **Recurrence**

Start Time: 10:00 AM  End Time: 11:00 AM 


Create booking in this time zone: Eastern Time

Locations: (all) **Add/Remove**

Search

Let Me Search For A Room

I Know What Room I Want

Room Name: Surr 

✓ Surrey Williamson Inn All
(Request) - Surrey Williamson Inn - ET

Selected Rooms

Your selected Rooms will appear here.


Room Search Results

Rooms matching your search criteria will appear here.

1. Fill out the date and time of your event request. (Do not include set up and break down times. This will be added later under reservation details.)


2. You may select "I Know What Room I Want" and start typing "Surrey" and the Surrey Williamson Inn All will appear. Now select your room

3. Enter the # of attendance then

Attendance & Setup Type 

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

No. of Attendees

20 

Add Room **Cancel**

Your selected room will now appear at top of the page. Click "Next Step"

The screenshot shows a web interface for making a space request. At the top, there's a header with 'Space Request' and a progress bar with three steps: '1 Rooms' (highlighted), '2 Services', and '3 Reservation Details'. On the right, there's a 'My Cart (1)' icon and a green 'Create Reservation' button. Below the header, a grey bar indicates 'New Booking for Thu Mar 1, 2018'. The main content area is divided into two sections. The left section, titled 'Date & Time', contains fields for 'Date' (Thu 03/01/2018), 'Start Time' (10:00 AM), 'End Time' (11:00 AM), and a 'Create booking in this time zone' dropdown set to 'Eastern Time'. It also has a 'Locations' section with '(all)' and an 'Add/Remove' link, a 'Search' button, and two blue buttons: 'Let Me Search For A Room' and 'I Know What Room I Want'. Below these is a 'Room Name' search bar. The right section, titled 'Selected Rooms' and 'Attendance & Setup Type', shows a search result for 'Surrey Williamson Inn All'. A blue circle highlights this result, with a blue arrow pointing to it from the left. Another blue circle highlights a 'Next Step' button in the top right corner, with a blue arrow pointing to it from the left. The text 'Rooms matching your search criteria will appear here.' is visible below the search results.

Space Request

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

New Booking for Thu Mar 1, 2018

Date & Time

Date: Thu 03/01/2018

Start Time: 10:00 AM

End Time: 11:00 AM

Create booking in this time zone: Eastern Time

Locations: (all) Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

Selected Rooms Attendance & Setup Type

Surrey Williamson Inn All

Room Search Results

Rooms matching your search criteria will appear here.

Next Step

✕ Space Request ⓘ

1 Rooms 2 Services

Services For Your Reservation

Dining Services

Start Time [ET]	End Time [ET]	Service Type	Estimated Count
10:00 AM	11:00 AM	Catering Dropoff (at Event)	20

Will alcohol (beer/wine) be served? *If alcohol is requested outside of the banquet rooms, we require a PROPOSED MENU 30 day prior to acquire an alcohol permit

No

Are you planning on having a program associated with your event?

No

Do any guests have dietary restrictions that require special preparation? *

No

Additional Information for Dining Services

☒ I have read and agree to the terms and conditions

Menu To Follow

Continental Breakfast

Hot Breakfast

1. Fill out the time catering should be **served**(this may be different than the event time.)

2. Fill out service type, estimated count and all the appropriate questions asked.

3. Be sure to check the "Terms and Conditions" box

4. Scroll down and select the menu items for your event.

Dining Services ^

Event Set Up

Setup Type v

As Is/Default Setup

Board Room

Reception - Partial Seating

Reception - Standing Room Only

Chairs v

Banquet Chair

Folding Chair

Tables v

Banquet Table - 8 ft

Banquet Table - 6 ft

Card Table

Round Table - 60"

Round Table - 48"

Misc Equipment v

Display Wall

Easel

Garbage Bins

Podium

Recycling Bins

Event Set Up v

Setup Notes

Billing Information


SCIP Account Number

766

Q

Scroll past the menu options and you will see different Event Set Up choices.

Banquet Table - 8 ft x



-

1

+

Special Instructions

OK

Cancel

Click on the equipment you need for your event and you will be prompted to select the quantity of each item. If you have any special instructions for any items you can enter them here.

Misc Equipment	
Display Wall	Easel
Garbage Bins	Podium
Recycling Bins	
Event Set Up	
Setup Notes	

Enter your SCIP Account number under “Billing Information” at bottom of page.

You can type in the number directly or if you do not know your account number, start typing in your department name and it will appear.

Billing Information

SCIP Account Number

766

Q

SCIP Account Number	Description	Notes
766	Special Programs	

Your selected items will now appear on the right side of the services tab for your review.
When finished adding services click "Next Step"

✕ Space Request ⓘ

My Cart (1)

Create Reservation

1 Rooms

2 Services

3 Reservation Details

Services For Your Reservation

Dining Services

Start Time [ET]

End Time [ET]

Service Type

Estimated Count

10:00 AM

11:00 AM

Catering Dropoff (at Event)

20

Will alcohol (beer/wine) be served? *If alcohol is requested outside of the banquet rooms, we require a PROPOSED MENU 30 day prior to acquire an alcohol permit

No

Are you planning on having a program associated with your event?

No

Do any guests have dietary restrictions that require special preparation? *

No

Additional Information for Dining Services

☒ I have read and agree to the terms and conditions

Menu To Follow

Continental Breakfast

Hot Breakfast

Services Summary

Dining Services, 10:00 AM - 11:00 AM, Catering Dropoff (at Event), Estimated Count: 20

2

Fresh Brewed Regular Coffee - Small

\$7.00

5

Water (Pitchers)

\$0.00

2

Donuts (by the dozen)

\$8.95

Event Set Up

1

Board Room

20

Banquet Chair

1

Card Table

1

Garbage Bins

small

1

Easel

white board easle

Next Step

Enter your Event and Group Details.

Space Request ⓘ

My Cart (1) **Create Reservation**

1 Rooms ▶ 2 Services ▶ **3 Reservation Details**

Reservation Details

Event Details ⓘ

Event Name *
Special Programs Board Meeting Test

Event Type *
Meeting ▼

Group Details ⓘ

Group *
Special Programs ▼ 🔍

1st Contact
Wendy LeBlanc ▼

1st Contact Phone *
518-580-5594

1st Contact Fax
518-580-5548

1st Contact Email Address *
wleblanc@skidmore.edu

Additional Information ⓘ

Set-up time (in minutes)
30

Tear Down Time (in minutes)
30

Is this a student club event? All student club events must be submitted to Skid Sync and approved by Leadership Activities *

Scroll down and fill out all of the Additional Information pertaining to your event.

When finished click "Create Reservation"

Your event has now been successfully submitted. Click "OK"

The screenshot displays the 'Room Request' interface. On the left is a sidebar with navigation options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (with sub-items EVENTS and LOCATIONS), and LINKS (with sub-items Skidmore Event Scheduling Tips, Submitting a Catering Service R..., Service Only Request, and Link to Facilities (Event Setup R...)). The main content area shows a 'Reservation Created' message with the heading 'Reservation Created' and the subtext 'What would you like to do now?'. Below this are two links: 'Add to my calendar.' and 'Edit this reservation.'. A 'Help' dialog box is overlaid on the right side of the main content area. The dialog box contains the text: 'You have successfully submitted your request. Please allow 24 hours to receive further communication from the space manager.' and a blue 'OK' button, which is circled in blue. The top right of the interface shows a user profile for 'Megan Bove'.

ems

Room Request

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

Skidmore Event Scheduling Tips

Submitting a Catering Service R...

Service Only Request

Link to Facilities (Event Setup R...

Reservation Created

What would you like to do now?

> Add to my calendar.

> Edit this reservation.

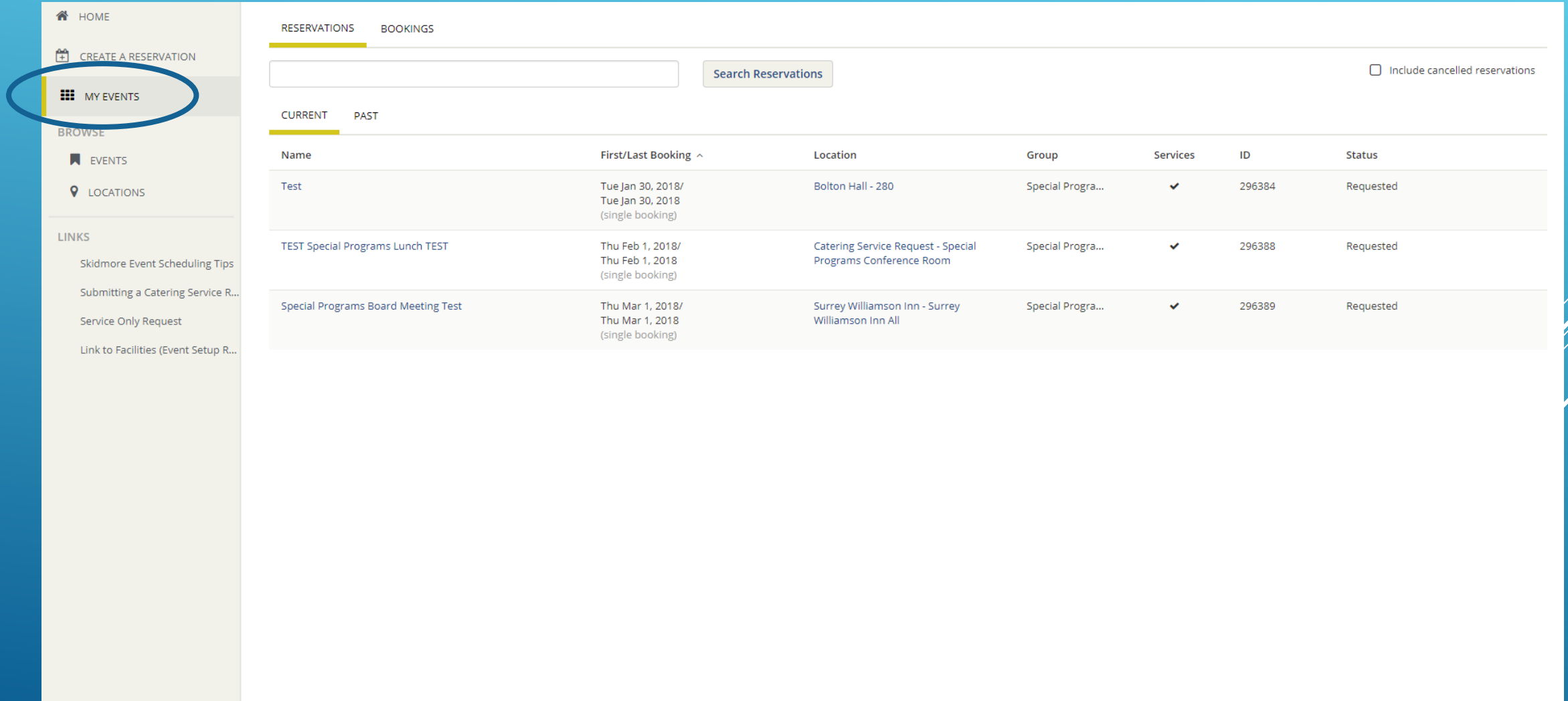
Help

You have successfully submitted your request. Please allow 24 hours to receive further communication from the space manager.

OK

Megan Bove

You can edit, change, cancel or request different services for your event under your “My Event” tab.



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains the following navigation items:

- HOME
- CREATE A RESERVATION
- MY EVENTS** (highlighted with a blue circle)
- BROWSE
 - EVENTS
 - LOCATIONS
- LINKS
 - Skidmore Event Scheduling Tips
 - Submitting a Catering Service R...
 - Service Only Request
 - Link to Facilities (Event Setup R...

The main content area displays the 'RESERVATIONS' tab, which is active. Below the tab, there is a search bar and a 'Search Reservations' button. A checkbox labeled 'Include cancelled reservations' is also present. The table below shows the current reservations:

NAME	FIRST/LAST BOOKING ^	LOCATION	GROUP	SERVICES	ID	STATUS
Test	Tue Jan 30, 2018/ Tue Jan 30, 2018 (single booking)	Bolton Hall - 280	Special Progra...	✓	296384	Requested
TEST Special Programs Lunch TEST	Thu Feb 1, 2018/ Thu Feb 1, 2018 (single booking)	Catering Service Request - Special Programs Conference Room	Special Progra...	✓	296388	Requested
Special Programs Board Meeting Test	Thu Mar 1, 2018/ Thu Mar 1, 2018 (single booking)	Surrey Williamson Inn - Surrey Williamson Inn All	Special Progra...	✓	296389	Requested



QUESTIONS?



Please Contact
SCHEDULE@SKIDMORE.EDU

