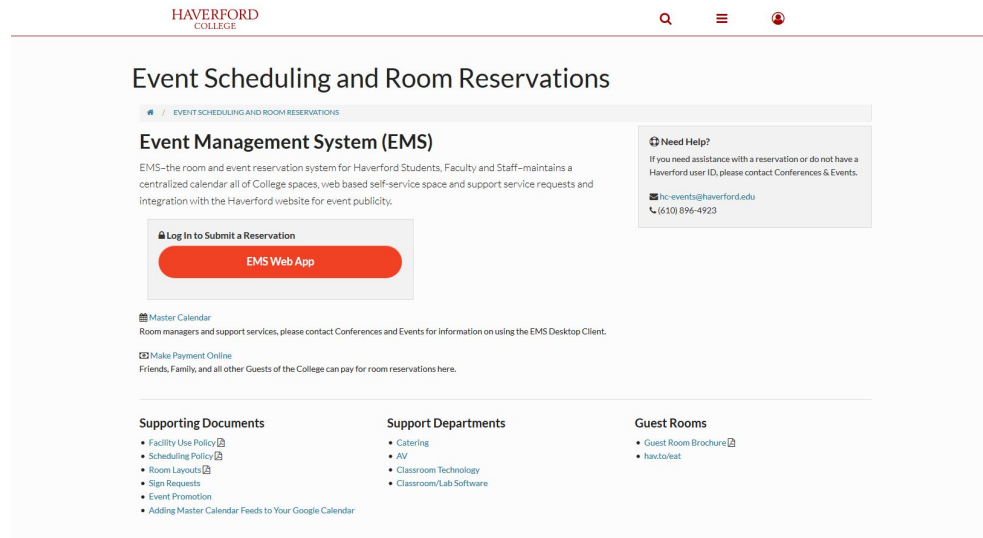# Event Management System (EMS)

EMS Web App

Event Management System (EMS)

- Maintain a centralized and transparent calendar for all campus spaces and users
- Web based, self service, space, and support service requests (EMS Web App)
- Integration with Master Calendar and Haverford website for event publicity
- Centralized and consistent communication

www.haverford.edu/reserve

- Website landing page for everything EMS related at Haverford

- Portal to EMS Web App (to make reservation) and support documentation

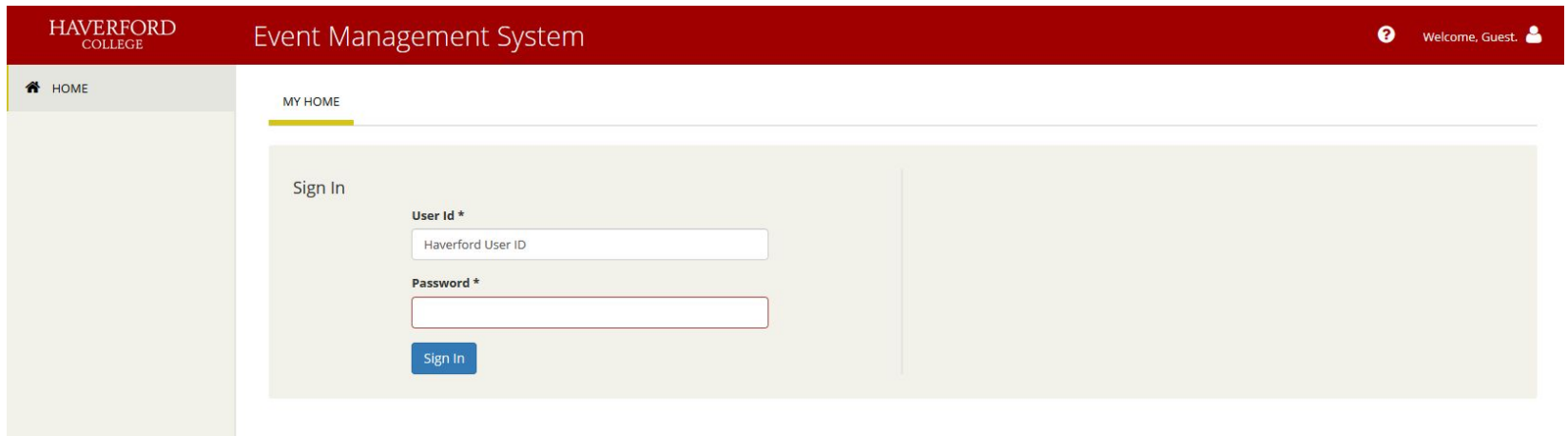- Click "EMS Web App" button on haverford.edu/reserve

Submitting a Reservation

- Login using Haverford user ID and password

Submitting a Reservation

- Menu Options:
  - ○ **Home** - View and manage upcoming bookings
  - ○ **Create a Reservation** - forms to submit bookings
  - ○ **My Events** - Past, present, and future reservations
  - ○ **Browse Locations** - Locations on campus, to see what is and isn't reserved

Submitting a Reservation

- Click "book now" next to appropriate form under "My Reservation Templates" menu

Submitting a Reservation

- Complete "Date & Time" details to search for available spaces:
  - **Date** - date of request
    - Reoccurrence - select this option for events with multiple dates
  - **Start / End Time** - time of the actual event
    - Additional setup and breakdown times will be added by Support Services
  - **Locations -** search for rooms in specific buildings/areas of campus
    - Click "search" below locations when you've selected your desired building

Submitting a Reservation

- Select "Find Space"

Submitting a Reservation

- Select blue "+" next to room(s) you would like to select
- Enter the number of Attendees
- Select the Setup Type
- Click the blue "Next Step" button at the top right hand corner

Submitting a Reservation

- Select the services required for your event
  - Housekeeping, AV, Catering, etc
- Click the blue "Next Step" button on the top right hand corner to proceed

Submitting a Request

- **Support Service Requests**
  - Available based on location of reservation
  - Only requestable 7 or more business days prior to event
    - Within 7 business days please contact Conferences & Events
  - **Support Services**
    - Housekeeping
    - AV
    - Conference Phone
    - Catering
    - Campus Safety

Submitting a Reservation

- Complete information about event
- Event Details:
  - **Event Name**
  - **Event Type**: type of event for reporting purposes
- Group Details
  - **Group**: Department supporting event
    - Students should select name or club
  - **Phone/Alt. Phone**: contact number during event
  - **Email**: contact email for event and confirmation
- Additional Information
  - **Publicity Setting:** Whether the event appears on Master Calendar
  - **Department Account:** Select the department you are reserving the room for
- Attachments: diagrams, additional event information
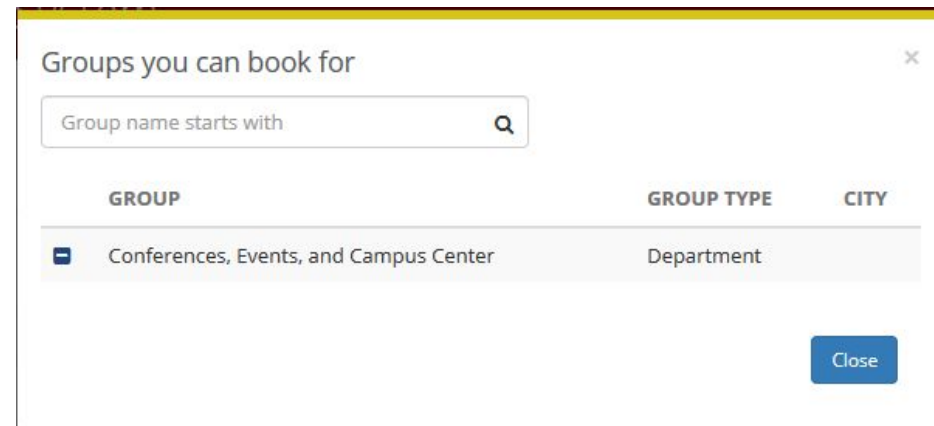
Submitting a Reservation

- **Calendar Visibility (Other Information)**
  - o Linked with Haverford site calendar for publicity
  - o Visibility Options:
    - General Public: visible to anyone visiting website
    - No one: not shown on calendar
    - Loop Mobile App: Student mobile app for event publicity

Submitting a Reservation
(on behalf of another department)

- Select the magnify glass next to the "Groups" field
- Search for the department you would like to add
- Select name
- New department now appears in your group drop down menu.
- Contacts for that department will display under first contact.

Groups you can book for ✕

Group name starts with 🔍

GROUP	GROUP TYPE	CITY
▬ Conferences, Events, and Campus Center	Department	

Close

Request Submitted

- Review summary page
    - Log back in 7 or more business days prior to event to make changes
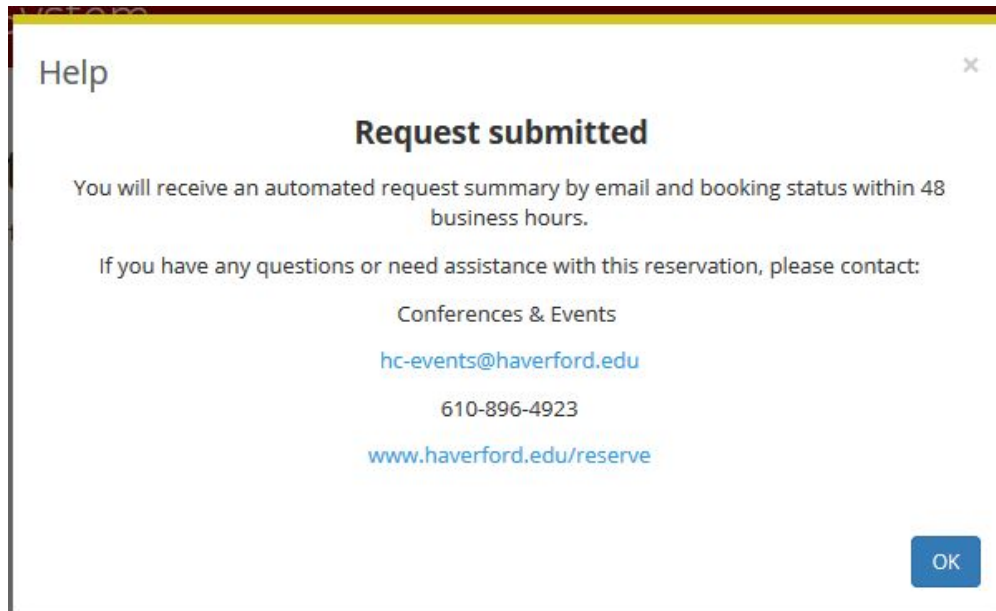
Event Request Summary Email

- Sent after submitting a booking (has not be reviewed)

Conferences and Events
to me

4:05 PM (0 minutes ago)

Conferences and Events
370 Lancaster Avenue
Haverford PA 19041
hc-events@haverford.edu
610-896-4923

Summary of request

Group	Reservation 28995
Schafsnitz, Alexis M	Event Name: Meeting
Conferences, Events, and Campus Center	Phone:
	Email Address aschafsnit@haverford.edu
	Department Account CC2247

bookings	Quantity

Thank you for submitting your reservation request using the Haverford Event Management System. Your reservation is being reviewed. Please allow two business days for a response.

You can change the details of your reservation, including date, time and requested location and/or services 7 or more days prior to the reservation start time. Visit www.haverford.edu/reserve and, under the Reservations menu, select View My Requests.

Important Notes:

If the event you're scheduling is in the next 7 days or if you have questions about your request, please contact Conferences & Events on hc-events@haverford.edu.

Requests to use classrooms during class time are subject to cancellation at any time at the discretion of the Registrar. If your reservation is cancelled by the Registrar, Conferences & Events will contact you to find an alternative location.

For complete event, room reservation and support services information visit www.haverford.edu/reserve

Tuesday, April 24, 2018
7:00 PM - 11:00 PM Meeting (Request, Fac/Staff) HLS KINSC H108 Classroom
Classroom Style for 13

Confirmation Email

- Sent with 48 hours of submitting reservation
  - o Includes room and support service approval

Confirmation for Meeting for Conferences, Events, and Campus Center beginning 4/24/2018 (Reservation 28995)   Inbox x

hc-events@haverford.edu   4:14 PM (2 minutes ago)
to me, me

Your reservation has been confirmed.

Please see below for a summary of your bookings. Attached is a detailed confirmation, including booking details, services and estimated charges.

You can change the date, time, location and/or services of this booking 7 or more business days prior to the reservation start time by logging into EMS. If the booking is in the next 7 business days or if you have any questions please contact Conferences & Events: hc-events@haverford.edu.

Complete event/room reservation and support services information:
www.haverford.edu/reserve

Please note: Event reservations for classrooms during class time may be cancelled at any time as required by the Registrar. If your reservation is cancelled by the Registrar, Conferences & Events will contact you to find an alternative location.

Reservation No: 28995
Group: Conferences, Events, and Campus Center
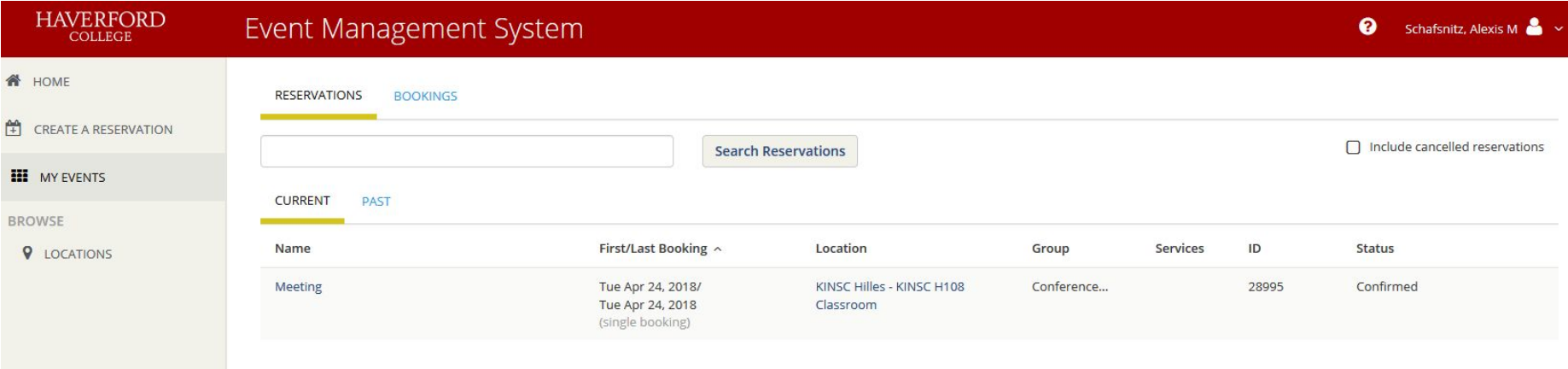
Summary of Bookings

Date	Start	End	Building	Room	Status
4/24/2018 Tue	7:00 PM	11:00 PM	KINSC Hilles	KINSC H108 Classroom	Confirmed

Conferences & Events
Haverford College
370 Lancaster Avenue • Haverford, PA 19041
(610) 896-4923 • hc-events@haverford.edu
www.haverford.edu/reserve

Edit Event

- **7 or more business days prior to event**
  - o Select "My Events" on the left side of the screen
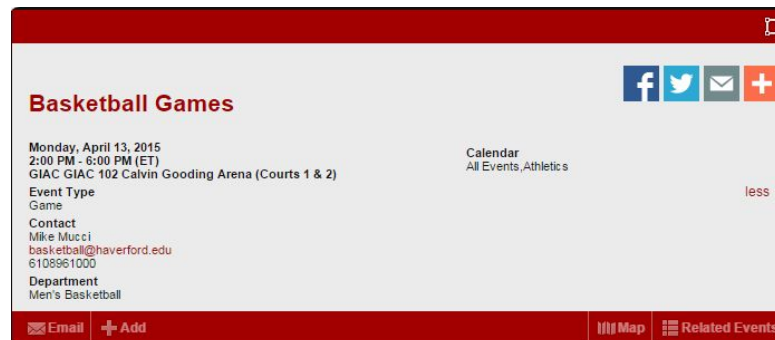 - o Click on the title of the event to edit details

Event Publicity

- If you select "General Public" for calendar viewing, the event will appear on appropriate calendar within 4 hours with the event title, contact name, and email.
- Conferences & Events will send an email 48 hours after reservation confirmation with a link to enter publicity details (description, image, etc...)
- All public events will receive publicity email

Basketball Games

Monday, April 13, 2015
2:00 PM - 6:00 PM (ET)
GIAC GIAC 102 Calvin Gooding Arena (Courts 1 & 2)
Event Type
Game
Contact
Mike Mucci
basketball@haverford.edu
6108961000
Department
Men's Basketball

Calendar
All Events, Athletics

less

Email   Add   Map   Related Events

Feedback

- Reservations questions and support service requests:
  - Conferences & Events
    - hc-events@haverford.edu
    - #610-896-4923 (x4923)
    - Office located in Campus Center, Office 007