EMS Web App (reservations.trincoll.edu)

Entering a Reservation:

The default screen when you open the Web App is "My Home". The "Site Home" page provides general information about reserving space and the left-side menu.

On "My Home", you will see a list of your templates and bookings. To make a reservation choose the proper template and click on the "book now" button. You may also do this from the "Create A Reservation" page. You can navigate there from the list on the left hand side of the page.

Create a Reservation link

Templates

Template description

"Book Now" button

Once you click "book now" you will move to the reservation screen (see next page):

Date/Time information.

Use the Recurrence button for reservations with multiple dates. If you want to choose days with no pattern, choose "Random" for "Repeats".

Changes how the rooms display below
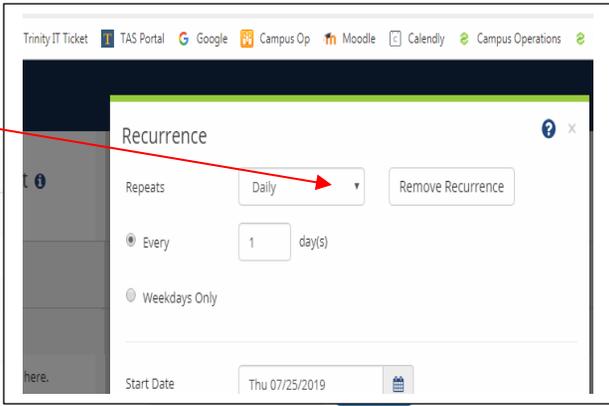
Filter buildings

Optional filters

Choose a specific room by name

Suitable rooms based on your template

Trinity IT Ticket | TAS Portal | G Google | Campus Op | Moodle | Calendly | Campus Operations

Recurrence

| Repeats | Daily ▼ | Remove Recurrence |

○ Every | 1 | day(s)

○ Weekdays Only

Start Date | Thu 07/25/2019

New Booking for Sat Nov 20, 2021

Date & Time

Date
Sat 11/20/2021 | Recurrence

Start Time | End Time
12:00 PM | 1:00 PM

Create booking in this time zone
Eastern Time

Locations | Add/Remove
(all)

Search

⊙ Let Me Search For A Room

Setup Types | Add/Remove
(no preference)

Room Types | Add/Remove
(all)

Features | Add/Remove
(none)

Number of People
1

Search

⊙ I Know What Room I Want

Selected Rooms
Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

☐ Favorite Rooms only.

Room	Location	Floor	TZ	Cap	Filter Match ⌄
Rooms You Can Request					
⊕ Academic Club	Hamlin Hall	First Floor	ET	40	
⊕ Alden Trust Computing Lab B02	Raether Library and Information Technology Center	Level B	ET	24	
⊕ Alumni Lounge	Mather Hall	Second Floor	ET	24	
⊕ Alumni/Washington Lobby	Mather Hall	Second Floor	ET	4	
⊕ Auditorium 105	Clement Chemistry Building	First Floor	ET	55	
⊕ Auditorium 320	Austin Arts Center	Third Floor	ET	104	
⊕ Austin Arts Center Entrance	Exterior Space	(none)	ET	200	
⊕ Bigelow Classroom N129	Seabury Hall	First Floor	ET	39	
⊕ Bishops Lounge	Mather Hall	First Floor	ET	10	
⊕ Blume Language and Culture Learning Center 119	Raether Library and Information Technology Center	Level 1	ET	20	
⊕ Bogle Student Multi-Use Room S204	Seabury Hall	Second Floor	ET	28	

When you have chosen the room you want, click on the green plus sign next to the room, and it will appear at the top of the page. You may choose multiple rooms if need be. If a room is already booked, it will not show on the list of rooms. You will be asked to confirm set up type and number of attendees when you add a room to the request.

Selected room

You can edit attendance and set up type here. Set up type must be one defined for the room.

Requests not yet submitted

✕ Space/Support Services Requests - Employees ❶

🛒 My Cart (1)   Create Reservation

1 Rooms   2 Services   3 Reservation Details

New Booking for Fri Jan 13, 2017

Next Step

Date & Time

Date
Fri 01/13/2017   📅   Recurrence

Start Time   End Time
7:00 AM   🕐   8:00 AM   🕐

Create booking in this time zone
Eastern Time   ▾

Selected Rooms   ✏ Attendance & Setup Type

⊖ Reese Room

Room Search Results

LIST   SCHEDULE

☐ Favorite Rooms only.

Find A Room   Search

Room   Location   Floor   TZ   Cap   Price   Match ▾

Rooms You Can Request

To move to the next step, you may either click one of the tabs at the top or the "Next Step" button. If you need Media Technology to support your event, you can select this on the next step, "Services".

1 Rooms   2 Services   3

Services For Your Reservation

Media and Info Tech Services   Service

Package   ⌃

Services   ⌃

Equipment   ⌄

Use the arrow to expand the choices in each area.

Late Fee   LCD Projecter (Installed)

LCD Projector (Portable)   PC Laptop Computer

Projection Screen   Standing Microphone

Teleconference Phone   Wireless Microphone - Hand held

Wireless Microphone - Lapel   Podium Microphone

Table Microphone

Misc. Notes   ⌃

Once you have entered any MTS services, click next and move to "Reservation Details". All boxes in red are required.

Provide an event name and type.

Use the down arrow to select the appropriate group. Some people will have multiple groups listed.

Student Group Details format:
1st contact: college employee responsible for the event

2nd contact: student leader responsible for the event

Select your name here. You should not have to type your name and contact information here. If your name does not appear, please let your events coordinator or SAIL liaison know.

✕ Space/Support Services Requests - Employees ⓘ

1 Rooms　　2 Services　　**3 Reservation Details**

Reservation Details

Event Details

Event Name *

Event Type *
▼

Group Details

Group *
▼　🔍

1st Contact
▼

The second half of this page has questions pertaining to your event information. This information helps the Events Office, Campus Safety, MTS and Dining Services plan your event successfully. Please complete this section fully and accurately as it will help everyone involved. All fields with an asterisk are required. Depending on the template you are using, the questions may be different than what is below, but they work the same way.

Additional Information

To assist with the planning of your use of College space, please check all items that are applicable by clicking "Add/Remove" below: *

Add/Remove

Please provide any additional information which will assist in planning of your use of College space (if none, type n/a): *

Please check all types of attendees for requested event or program by clicking "Add/Remove" below: *

Add/Remove

FACILITIES: Please describe your needs (e.g space set up, tent, power), if none, type as is: *

MEDIA TECH AND INFORMATION SERVICES: Will you be requesting MTS and/or ITS for this event? *

Choose one ▾

CATERING: Will food and beverage be provided at this event? If an external caterer, please type the name of the caterer below *

Choose one ▾

To see your options, click "Add/Remove".

Use the down arrows to see your options.

External caterer

[   ]

ALCOHOL: Service must be provided by Dining Services along with any food needs. Will you be requesting alcohol to be served at this event? *

[Choose one   ▾]

DEPT ACCOUNT #: The # in the Billing Reference box at the bottom of this web page (do not edit) refers to your dept. # in PeopleSoft and validates the reservation. If a different account is to be used for event charges, please provide the account # below

[   ]

When you choose your group above, it should automatically add your account number under "Billing Reference".

If that number is not the one you want to use, add the correct one under "Dept Account #".

Once you have completed this page, click "Create Reservation" in the lower right to submit your request. The page below will appear after you submit.

Billing Information

Billing Reference *

[1100-95000-9410000   ]

≡ ⋀ EMS | Create A Reservation

⌂ HOME

🗓 CREATE A RESERVATION

🔔 MY EVENTS

BROWSE

🚩 EVENTS

📍 LOCATIONS

👤 PEOPLE

CONFIGURATION

🔑 USER SECURITY

LINKS

Gathering Guidance Nov/Dec 2...

Reservation Created

What would you like to do now?

› Add to my calendar.
› Edit this reservation.

If necessary, you may edit the reservation or add it to your calendar.

Editing a Reservation:

Please keep in mind that when you edit an existing reservation it will revert back to a web request even if it was previously confirmed.

To edit a reservation, you need to navigate to "My Events". Although "My Bookings" looks promising, this section only provides information.

"My Events" shows you all of your reservations, both current and past. From this page, you can search for specific reservations and then enter that reservation to edit it. Click on the name of the reservation to enter that reservation.

‹ My Events / Matt Peak beginning Jan 18, 2017 (69759)

RESERVATION DETAILS

✏ Edit Reservation Details

Event Name	Matt Peak
Event Type	Meeting - Dept/Committee
Group	Human Resources
1st Contact Name	Sandra F Magee

Reservation Tasks

Booking Tools
✖ Cancel Reservation

View Reservation Summary
View Service Availability
⬇ Add to My Calendar

Bookings

CURRENT   PAST

☐ Include cancelled bookings

Cancel Bookings   Booking Tools

New Booking

	Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
	Wed Jan 18, 2017	9:30 AM	11:00 AM	ET	Smith House - English Room	2	Conference ▾	Confirmed
⊖	Thu Jan 19, 2017	10:00 AM	11:30 AM	ET	Smith House - English Room	2	Conference ▾	Confirmed
✏ ⊖	Fri Mar 3, 2017	10:00 AM	11:30 AM	ET	Smith House - English Room	2	Conference ▾	Confirmed

There are several things that you can edit from this page.

1. Cancel a reservation

2. Change the date or time of the booking.

3. Cancel a booking. You must cancel bookings within the time set on the template, which is general 24 or 48 hours, but does vary

4. Edit reservation details (name, type, group, contacts, billing, additional information)

5. There are two other major changes you can make, editing the booking and adding a new booking.

Editing a Booking:

If you click on the pencil to edit a booking, you will see the screen below (n.b. you may only edit if you are within the timeframe to make a request, generally 24 or 48 hours depending on the template):

If you are changing the room (as well as other aspects), first hit the "Search" button to load rooms. Then click the green plus sign next to the room you want to use. This will load a page with only the new room showing in the grid. Once everything is set, click "Update Booking" to finish the update.

This is the same as entering a new reservation. You can change name, type, date, time and location.

If you are using the same room, but changing other aspects, click "Update Booking" when done.

Adding a Booking:

When you click on the "New Booking" button, you will see the page below:

The process is the same as entering a new reservation. Choose your date, time and room. Once you have done this, hit the green "Update Reservation" button in the upper right. The main difference is that you need not reenter all of the reservation details (group, title, additional information etc.).