## How to Make A Bluffton University Space Reservation in the EMS Web App

Go to the *EMS Web App* home page at <u>https://www.bluffton.edu/EmsWebApp/</u> This page allows you to browse all events currently in the system by day, week, month, location, event, etc.

	× +													
→ C A https://www	/w.bluffton.edu/	/EmsWebApp/												☆
<b>EMS</b>	Bro	owse E	vents									¢	? Weld	ome, Guest
HOME														
OWSE		Filters											Con	npact View
EVENTS				Date	Thu 10/10/2019	*				Add Filte	r			
											DAILY LIST	WEEKLY LIST	MONTH	LY LIST
						K Wed	Thursday, Oc	tober 10th 2019	Fri 🗲					
		START TIME	END TIME	TIME ZO	DNE EVENT NAME	K Wed	Thursday, Oc	ctober 10th 2019	Fri >			CUSTOMER		
		START TIME 12:00 AM	E END TIME 11:30 PM	TIME ZO	ONE EVENT NAME Fall Play	K Wed	Thursday, Oc	<b>tober 10th 2019</b> LOCATION College Hall - Coll	Fri >	eyer Auditoriu	m	CUSTOMER BLU - Art, C Theatre De	: Communica	ition &
		START TIME 12:00 AM 8:00 AM	END TIME 11:30 PM 8:50 AM	TIME ZO ET ET	DNE EVENT NAME Fall Play MAT-135-001 Calculus 1	< Wed	Thursday, Oc	cocation Cocation College Hall - Coll Centennial Hall - I	Fri >	eyer Auditoriu Il Stutzman Le	m cture Hall	CUSTOMER BLU - Art, C Theatre De BLU - Regis	communica partment strar's Offic	ition &
		START TIME 12:00 AM 8:00 AM 8:00 AM	END TIME 11:30 PM 8:50 AM 9:15 AM	TIME ZO ET ET ET	DNE EVENT NAME Fall Play MAT-135-001 Calculus 1 CPS-343-001 Network&Syster	< Wed	Thursday, Oc	tober 10th 2019 LOCATION College Hall - Coll Centennial Hall - Berky Hall - Berky	Fri > lege Hall Rams Centennial Hal / Hall Room 4	eyer Auditoriu II Stutzman Le	m cture Hall	CUSTOMER BLU - Art, C Theatre De BLU - Regis BLU - Regis	communica partment strar's Offic	e e
		START TIME 12:00 AM 8:00 AM 8:00 AM 8:00 AM	END TIME 11:30 PM 8:50 AM 9:15 AM 9:15 AM	TIME ZO ET ET ET ET	DNE EVENT NAME Fall Play MAT-135-001 Calculus 1 CP5-343-001 Network&Syster HFS-117-001 Intro to Sport M	K Wed	Thursday, Oc	tober 10th 2019 .OCATION College Hall - Coll Centennial Hall - Berky Hall - Berky Centennial Hall -	Fri > lege Hall Ramso Centennial Hal / Hall Room 4 Centennial Hal	eyer Auditoriu Il Stutzman Le Il Room 113	m cture Hall	CUSTOMER BLU - Art, C Theatre De BLU - Regis BLU - Regis BLU - Regis	Communica partment strar's Offic strar's Offic	e e
		START TIME 12:00 AM 8:00 AM 8:00 AM 8:00 AM 8:00 AM	END TIME 11:30 PM 8:50 AM 9:15 AM 9:15 AM 9:15 AM	TIME ZO ET ET ET ET ET	DNE EVENT NAME Fall Play MAT-135-001 Calculus 1 CPS-343-001 Network&Syster HFS-117-001 Intro to Sport M SWK-303-001 Social Work Pra	K Wed	Thursday, Oc L () () () () () () () () () () () () ()	tober 10th 2019 LOCATION College Hall - Coll Centennial Hall - Berky Hall - Berky Centennial Hall - Centennial Hall -	Fri > lege Hall Ramso Centennial Hal y Hall Room 4 Centennial Hal Centennial Hal	eyer Auditoriu Il Stutzman Le Il Room 113 Il Room 207	m cture Hall	CUSTOMER BLU - Art, C Theatre De BLU - Regis BLU - Regis BLU - Regis BLU - Regis	Communica partment strar's Offic strar's Offic strar's Offic	e e e e
		5TART TIME 12:00 AM 8:00 AM 8:00 AM 8:00 AM 8:00 AM	END TIME 11:30 PM 8:50 AM 9:15 AM 9:15 AM 9:15 AM	TIME ZC ET ET ET ET ET ET	EVENT NAME           Fall Play           MAT-135-001 Calculus 1           CP5-343-001 Network&Syster           HFS-117-001 Intro to Sport M           SWK-303-001 Social Work Pra           HEB-111-001	K Wed	Thursday, Oc L ration f ro ()	coCATION College Hall - Coll Centennial Hall - C Berky Hall - Berky Centennial Hall - Centennial Hall - Centennial Hall -	Fri > lege Hall Rams Centennial Hal ( Hall Room 4 Centennial Hal Centennial Hal Centennial Hal	eyer Auditoriu II Stutzman Le II Room 113 II Room 207 II Room 208	m cture Hall	CUSTOMER BLU - Art, C Theatre De BLU - Regis BLU - Regis BLU - Regis BLU - Regis BLU - Regis BLU - Histo Departmer	Communica partment strar's Offic strar's Offic strar's Offic strar's Offic strar's Offic strar's Offic strar's Offic strar's Offic strar's Offic	e e e e e on
		5TART TIME 12:00 AM 8:00 AM 8:00 AM 8:00 AM 8:00 AM 8:30 AM	END TIME 11:30 PM 8:50 AM 9:15 AM 9:15 AM 9:15 AM 9:15 AM 9:30 AM	TIME ZO ET ET ET ET ET ET ET	DNE EVENT NAME Fall Play MAT-135-001 Calculus 1 CP5-343-001 Network&Syster HFS-117-001 Intro to Sport M SWK-303-001 Social Work Pra HEB-111-001 Introduction of New Staff	Kwed	Thursday, Oc	tober 10th 2019 OCATION College Hall - Coll Centennial Hall - Berky Hall - Berky Centennial Hall - Centennial Hall - Centennial Hall - Marbeck Center -	Fri > lege Hall Ramss Centennial Hall Centennial Hal Centennial Hal Centennial Hal Centennial Hal	eyer Auditoriu II Stutzman Le II Room 113 II Room 207 II Room 208	m cture Hall	CUSTOMER BLU - Art, C Theatre De BLU - Regis BLU - Regis BLU - Regis BLU - Regis BLU - Histo Departmer BLU - Build	communica partment strar's Offic strar's Offic strar's Offic strar's Offic strar's Offic strar's Offic strar's Offic strar's Offic strary & Religic st	tion & e e e e on on unds
		5TART TIME 12:00 AM 8:00 AM 8:00 AM 8:00 AM 8:00 AM 8:00 AM 8:30 AM 9:00 AM	END TIME 11:30 PM 8:50 AM 9:15 AM 9:15 AM 9:15 AM 9:15 AM 9:15 AM 9:15 AM	TIME ZC ET ET ET ET ET ET ET ET	EVENT NAME           Fall Play           MAT-135-001 Calculus 1           CPS-343-001 Network&Syster           HFS-117-001 Intro to Sport M           SWK-303-001 Social Work Pra           HEB-111-001           Introduction of New Staff           MUS-205-001 Aural Skills 2	<b>Wed</b> ms Administr ledicine hctice 3: Macr	Thursday, Oc	tober 10th 2019 .OCATION College Hall - Coll Centennial Hall - I Berky Hall - Berky Centennial Hall - I Centennial Hall - I Marbeck Center - Mosiman Hall - M	Fri > lege Hall Ramss Centennial Hal ( Hall Room 4 Centennial Hal Centennial Hal Centennial Hal 1899 Room Iosiman Hall 1	eyer Auditoriu Il Stutzman Le Il Room 113 Il Room 207 Il Room 208	m cture Hall	CUSTOMER BLU - Art, C Theatre De BLU - Regis BLU - Regis BLU - Regis BLU - Histo Departmer BLU - Build BLU - Regis	Communica partment strar's Offic strar's Offic strar's Offic strar's Offic ny & Religic t ings & Groi strar's Offic	ttion & e e e e on unds e
		5TART TIME 12:00 AM 8:00 AM 8:00 AM 8:00 AM 8:00 AM 8:30 AM 9:00 AM 9:00 AM	END TIME 11:30 PM 8:50 AM 9:15 AM 9:15 AM 9:15 AM 9:15 AM 9:30 AM 9:50 AM	TIME ZC ET ET ET ET ET ET ET ET ET	DNE EVENT NAME Fall Play Fall Play MAT-135-001 Calculus 1 CPS-343-001 Network&Syster HFS-117-001 Intro to Sport M SWK-303-001 Social Work Pra KHEB-111-001 Introduction of New Staff MUS-205-001 Aural Skills 2 Jazzercise	KWed	Thursday, Oc	tober 10th 2019 .CCATION College Hall - Coll Centennial Hall - Berky Hall - Berky Centennial Hall - Centennial Hall - Centennial Hall - Marbeck Center - Mosiman Hall - M Sommer Center -	Fri > ege Hall Ramso Centennial Hal ( Hall Room 4 Centennial Hal Centennial Hal 1899 Room losiman Hall 1 Reichenbach F	eyer Auditoriu II Stutzman Le II Room 113 II Room 208 Room	m cture Hall	CUSTOMER BLU - Art. C Theatre De BLU - Regis BLU - Regis BLU - Regis BLU - Regis BLU - Histo Departmer BLU - Build BLU - Regis Jazzercise	Communica partment trar's Offic trar's Offic trar's Offic trar's Offic t t lings & Groo trar's Offic	ttion & e e e e e e on unds e
		START TIME 12:00 AM 8:00 AM 8:00 AM 8:00 AM 8:00 AM 8:00 AM 9:00 AM 9:00 AM 9:00 AM	E END TIME 11:30 PM 8:50 AM 9:15 AM 9:15 AM 9:15 AM 9:15 AM 9:30 AM 9:50 AM 10:00 AM	TIME ZC ET ET ET ET ET ET ET ET ET ET ET	EVENT NAME           Fall Play           MAT-135-001 Calculus 1           CP5-343-001 Network&Syster           WK-303-001 Social Work Pra           SWK-303-001 Social Work Pra           HEB-111-001           Introduction of New Staff           MS-205-001 Aural Skills 2           jazzercise           HFS-255-001 Comp Strength*	KWed	Thursday, Oc L C ration 1 C ro 0 C C C C C C C C C C C C C C C C C C C	tober 10th 2019 .OCATION College Hall - Coll Centennial Hall - Berky Hall - Berky Centennial Hall - Centennial Hall - Centennial Hall - Marbeck Center - Mosiman Hall - Commer Center - Centennial Hall -	Fri > lege Hall Rams: Centennial Hal (Hall Room 4 Centennial Hal Centennial Hal 1899 Room Iosiman Hall 1 Reichenbach R Centennial Hall	eyer Auditoriu II Stutzman Le II Room 113 II Room 207 II Room 208 Room II Room 112	m cture Hall	CUSTOMER BLU - Art. (C BLU - Regis BLU - Regis BLU - Regis BLU - Regis BLU - Histo Departmer BLU - Buid BLU - Regis Jazzercise BLU - Regis	Communica partment strar's Offic strar's Offic strar's Offic strar's Offic t lngs & Groi strar's Offic strar's Offic	e e e e e e e e e e e e e e e e e e e

To reserve space you will need to sign in using a unique username and password that you create. Click on the Guest icon in the upper right corner and select "Sign In"



You will be taken to the sign in page at <u>https://www.bluffton.edu/EmsWebApp/Default.aspx</u>.

	+	- 🗆 ×
← → C 🔒 https://www.bluf	Iffonedu/EmsWebApp/Default.aspx?data=58tDNigiZmYcBDtEfk61NA%3d%3d	☆ 😁 :
<b>2</b> EMS	Bluffton University Events	? Welcome, Guest. 🐣
🖀 НОМЕ	SITE HOME MY HOME	
BROWSE		
EVENTS	Sign In User Id * User Id * Password * Sign In A Tve forgotten my password. Welcome, Guest. Create An Account	

If you are a first-time user you will need to *Create An Account*. Click on this button complete the fields to create your account. Once you have set up your account you will complete the User ID and Password fields on this page and "Sign In". You will then be taken to your account home page where you can make reservations and see any booking that you have made.

+	- 🗆 X
n.edu/EmsWebApp/Default.aspx	* 🗐 :
Bluffton University Events	📀 🛛 Pilgram Marbeck 🍐 🗸
МҮНОМЕ	
My Reservation Templates	
Room Request	book now about
My Bookings	
OCTOBER 22, 2019 SEARCH	Eastern Time (US & Canada) [ET]
Dey Month Date ~	Previous Today Next
	+ nedu/EmsWebApp/Default.aspx Bluffton University Events  MY HOME MY Reservation Templates Room Request My Bookings OCTOBER 22.2019 SEARCH OV Month Date -

To make a reservation click on "book now". You will be taken to the Room Request page where you can search for available rooms or search for a specific room for your event.

Room Request / EMS × +																		- 0
← → C 🔒 https://www.bluffton.edu/En	nsWebApp/RoomRequest.aspx?	data=ity	y3Dem%	62byxxG	FZTQvNr	97%2f1xAel	Jr7Uub											¥ 😁
	om Request																0	Pilgram Marbeck 🐣 🗸
🗙 Room Request 🖲				1 Roo	oms	<b>2</b> Se	rvices	3	Reserva	ation Det	ails						Hy Cart (0	Create Reservation
New Booking for Tue Oct 22, 2	019																	Next Step
Date & Time	Selected Rooms																	
Date	Your selected Rooms will ap	pear he	ere.															
Tue 10/22/2019 🗎 Recurrence	Room Search Results																	
Start Time End Time	LIST SCHEDULE																	
	Favorite Rooms o												Find	I A Room		Sea	irch	
Create booking in this time zone Eastern Time (US & Canada)			7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	
	Rooms You Can Reque	est																
(all)	Basketball Courts - Out	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	
	Basketball Court																	
Search	Basketball Court																	
Let Me Search For A Room	Basketball Courts																	
Room Types Add/Remove (all)	Berky Hall (ET)	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	
Features Add/Remove	Berky Hall Room 12	21																
(none)	Berky Hall Room 14	18																
Number of People	Berky Hall Room 21	40																
0	Berky Hall Room 22	35																
Search	Berky Hall Room 24	40																
O I Know What Room I Want	Berky Hall Room 25	19																

Complete the Date, Start Time and End Time fields for your booking. Clicking on the first "Search" button will give you the complete listing of all the Rooms You Can Request. When you find a room that you would like to book. Click on the 🕟 to select this room.

You can also search for a room by type, features and occupancy using the "Let Me Search for A Room" section on the left hand side of the page.

Set Me Search For A	Room
Room Types (all)	Add/Remove
Features (none)	Add/Remove
Number of People	
0	
	Search

If you know what room you want to reserve. Go to the "I Know What Room I Want" section, click and type the room name in the field. The room listing will display directly below the field. Click on the room to display the room availability in the Rooms You Can Request. Click on the 😳 to select this room.

#### Once your room is selected, click on "Next Step"

			- 0
$\leftrightarrow$ $\rightarrow$ C $($ https://www.bluffton.edu/	/EmsWebApp/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97%2f1xAeUr7Uub		☆ 😁
<b>≡ ⋧ems</b> Ro	om Request	9	Pilgram Marbeck 🍐 🗸
🗙 Room Request 🛛	1 Rooms 2 Services 3 Reservation Details	📜 My Cart (1)	Create Reservation
New Booking for Tue Oct 22,	2019		Next Step
Date & Time	Selected Rooms		
Date Tue 10/22/2019	Kreider Room     Room Search Results		

On this page, add any services you will need. Once completed, click "Next Step".

= 📚 EMS	Room Request			Ø	Ngram Marbock 📥 🛩
× Room Request 0	P	1 Rooms 2 Service	s 3 Reservation Details	The second secon	Create Reservation
Services For Your R	leservation				Next Step
AN Services			Services Summary		
AV Services		^			
Set up Notes					
Other					
Other		~			

On this page you will complete the Reservation Details. Type in the Event Name in the corresponding field. Select Event Type from the drop down list.

For the Customer field you will need to select from the customer list already in the system using the search function (located by the Customer field). All university departments are listed with a "BLU – " prefix. A complete list of on campus customers can be found below. Once you have selected a customer, the system will remember this the next time you log in.

Once the Customer has been selected, check the customer field for your name. If your name is not an option, leave the Contact as "Temporary contact" and put your name in the "Contact Name Field". Add your e-mail address and Click "Create Reservation".

E SEMS	Room Request	😧 Pilgram Marbeck 👗
× Room Request 0	1 Rooms 2 Services 3 Reservation Details	My Cart (1) Create Reservation
Reservation Details		
Event Details		
Event Name *	Event Type *	
Customer Details		
Customer * BLU - Residence Life	* Q	
Contact (temporary contact)	3	
Contact Name *		
Contact Phone *	Contact Fax	
Contact Email Address *		
		Control Researching

# **Current Bluffton University Customers**

### **University Departments**

BLU - Academic Affairs

- **BLU Admissions**
- BLU Adult & Graduate Studies
- BLU Advancement (& Alumni Engagement)
- BLU Art, Communication & Theatre Department

**BLU - Athletics** 

- **BLU Bookstore & Duplicating**
- **BLU Buildings & Grounds**
- **BLU Business Office**
- **BLU Business Studies Department**
- **BLU Campus Ministries**
- BLU Center for Career and Vocation
- **BLU Conference & Event Services**
- **BLU Dining Services**
- BLU Education Department
- BLU English & Languages Department
- **BLU Financial Aid**
- **BLU Health Sciences Department**
- BLU Health, Fitness & Sport Science Department
- BLU History & Religion Department
- **BLU Human Resources**
- BLU Information Technology (IT)
- BLU Learning Resource Center (LRC)
- **BLU Library**
- BLU Lion & Lamb Peace Arts Center
- BLU Mathematical & Natural Sciences Department
- **BLU Music Department**
- BLU Office of Student Involvement
- **BLU President's Office**
- **BLU Public Relations**
- BLU Registrar's Office
- BLU Residence Life
- BLU Social Science & Social Work Department
- BLU Student Life

### Student Organizations, Department Activities, Selected Programs

If your group or program is not listed, please contact <u>marbeck@bluffton.edu</u> Anime Club Art Club BEO (Bluffton Education Association) Bluffton Student Nurses Organization (BSNO) Bluffton University Business Leaders (BUBL) Brave Space Bridge Literary Journal BUNA (Bluffton University Nutrition Association) Capstone Class Cheerleading College Republicans **Criminal Justice Club** English Club **E-Sports Club** Exercise Science Strength & Conditioning Club EXSC FCA (Fellowship of Christian Athletes) Gaming Club **Gender Perspectives** Hall Association Improv Club International Connection (ICON) Intramural Sports Investment Club Marbeck Activities Council (MAC) Multicultural Student Organization (MSO) NSSLA Natl Student Speech Language Hearing Assoc. OCMEA (Ohio Collegiate Music Education Assoc) PALS (Peer Awareness Leaders) PEACE Club PMAH - History Club Science Club SERVE Social Work Club Spanish Club Student Alumni Association Student Athlete Advisory Council (SAAC) Student Senate Sustainability Club **Ultimate Frisbee Club** Witmarsum Young Democrats