

# Ten Easy Steps to Using the Events Management System

Connecting to [ems.rhodes.edu](http://ems.rhodes.edu)

User name:  ▼

Password:

1. From the Rhodes website login page, log into the system using your Rhodes email address and password.

Meeting Room Manager ENTERPRISE

Reserve Search Reservations Search Spaces

August 2007

Day Time Line Week Month

Clough

Clough 100 Clough :C2

8 AM

15

30

45

9 AM

15

30

45

Available Locations

- All Locations
- Clough
- Buckman
- Barret

2. On the left hand side of the screen, select a date and location. Check the day view on the right side for availability.

3. To view information about a specific room, click on the room number listed on the dark blue bar under the date.

4. Begin the reservation process by selecting the box correlating with desired start time.

Reservation Details

Event Start Time: 8/10/2007 8:00:00 AM  All Day Event Setup Time Needed: 30

Event End Time: 8/10/2007 11:30:00 PM  Recurrence Cleanup Time Needed: 30

Resources:  Buckman 103 (Buckman Spaces/Buckman)  Buckman 105 (Buckman Spaces/Buckman)  Buckman 108 (Buckman Spaces/Buckman)

Buckman 105

General Catering Setup AV Equipment Campus Safety Publicity

Meeting Title

Description

Reservation Type Booked By: teststu@rhodes.edu

Hosting Department/Group #Attending: 0

Are Off Campus Guests Invited?

Assign Color Save and Close Cancel

5. Complete the requested information on the “General” tab of the Reservations Details form.

6. If additional services are needed (i.e. Catering, Setup, Publicity, etc.), move along the dark blue bar selecting and completing information for those specific service providers.\*

7. When requests are completed, press “Save and Close”.

*\* If a space reservation is all that is required, the user need only complete the “General” tab. However, if additional services ( Catering etc.) are needed, the user must edit the reservation request no later than 72 hours prior to the event. Any services requested after that time cannot be guaranteed.*

Meeting Room Manager ENTERPRISE

Reserve Search Reservations Search Spaces

August 2007

Day Time Line Week Month

Clough Special Event Spaces

ary Orgill Clough

45

8 AM Testing

15

30

45

9 AM

15

30

Available Locations

- All Locations
- Clough
- Clough Spaces
- Art Dept Spaces

8. Return to the Calendar, and your reservation now appears in gray. Gray indicates a “pending” reservation. When the reservation is confirmed, the color changes to green.

9. Edit the reservation by selecting it from the Calendar, making desired changes or additions, and press “Save and Close”.

10. Delete your reservation by selecting it from the Calendar and pressing “Delete”.