1. Please login to EMS by clicking on the top right corner stated "Welcome, Guest". Then select log in to account.

Then you will be redirected to the home page shown below. Click on "Create a Reservation".

2. Select the correct Template for your event(s). Please choose the appropriate template (Fall, Spring, or Summer). Then click the "book now" button and this will redirect you to the reservation page.
3. Once you have arrived at the next page you can adjust the dates and time of your event. You must click "search" in order for it to populate the list of available buildings and rooms for the requested event's date and time.

4. Click the green plus sign to add the room to your cart. If you click on the room name beside the green plus sign it will show images of the space.

If the room for the selected date and time is not being displayed for availability then that room either has been booked for an academic course or another student organization has reserved it.
5. Once you have added the room(s) desired, they will show in your cart. If you need any services please list on the #2 tab. If not then click #3 Reservation details.

6. Please fill in all the information requested in red.

7. For "1st Contact" please use the drop down arrow and change "temporary contact" to your name.

8. Make sure you read the additional questions CAREFULLY before clicking create reservation.
9. If you would like to add another day or room click "My Events".
10. Click **Reservations > Current**

11. Click on the reservation you want to add a new date/room to and select "**New Booking**" and repeat the previous process.
12. Here you can **ADD** another **ROOM** or **DATE**. Once you have added a date/room click "**Update Reservation**" at the top right of your window. This will automatically keep all the reservation information you already entered and apply it to this new booking.

13. Both events should be displayed under the reservation that was created. (Here you can not only add days or rooms but you can also make changes/adjustments to the events you have created).
All changes or reservations must be made 48 hours in advance to that of the desired event date requested. For changes requested less than 48 hours please email sched@gwu.edu for all other questions.