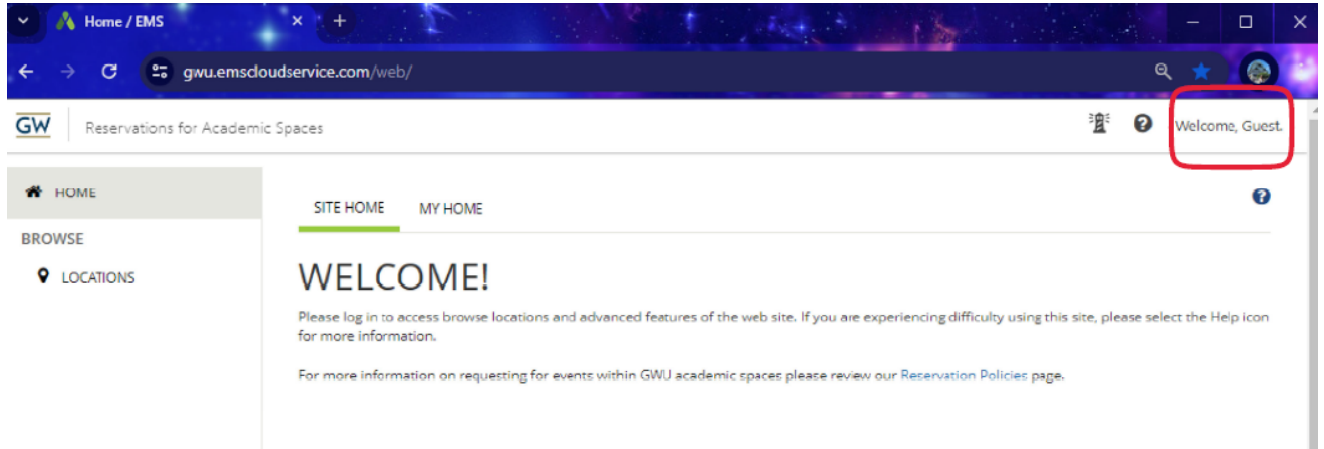
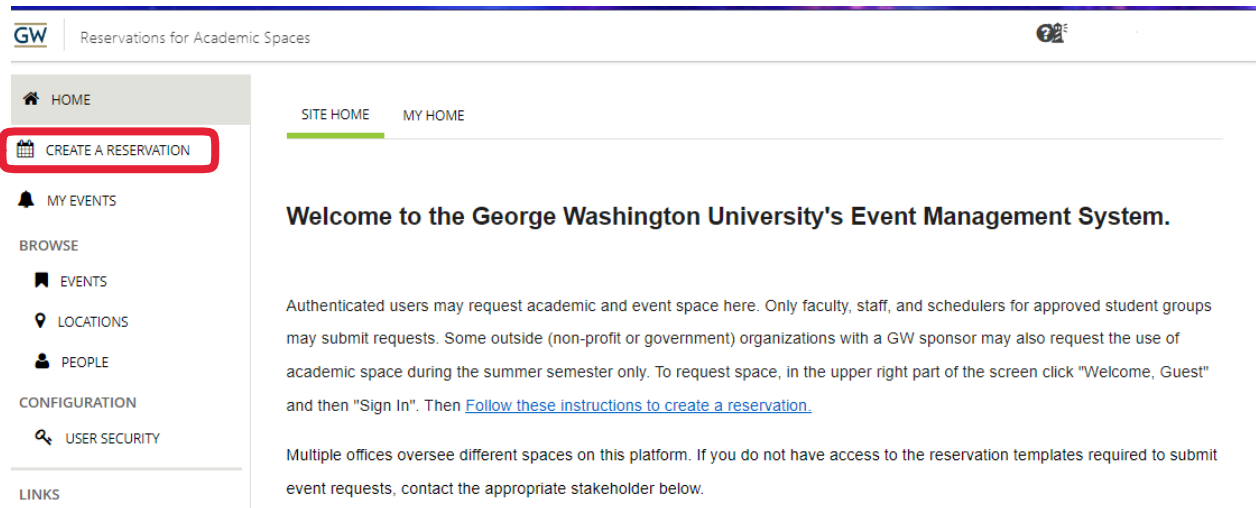


EMS Web Application Walkthrough 2024

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

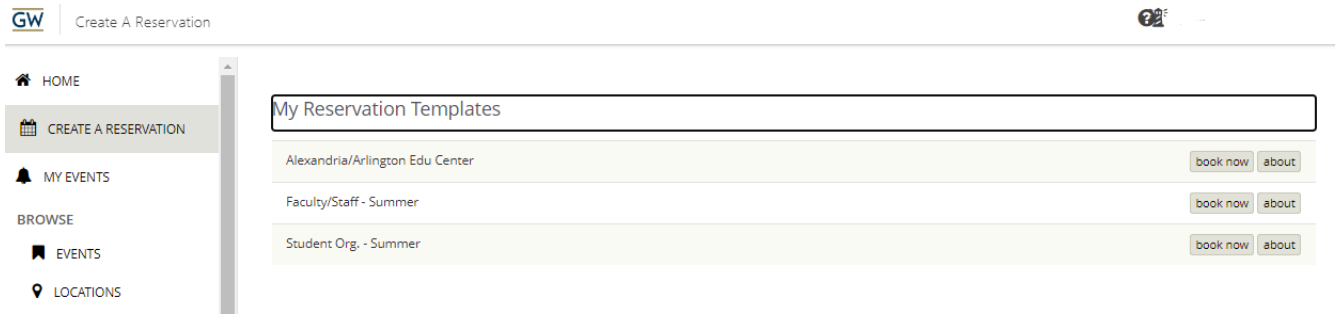


Then you will be redirected to the home page shown below. Click on "Create a Reservation".

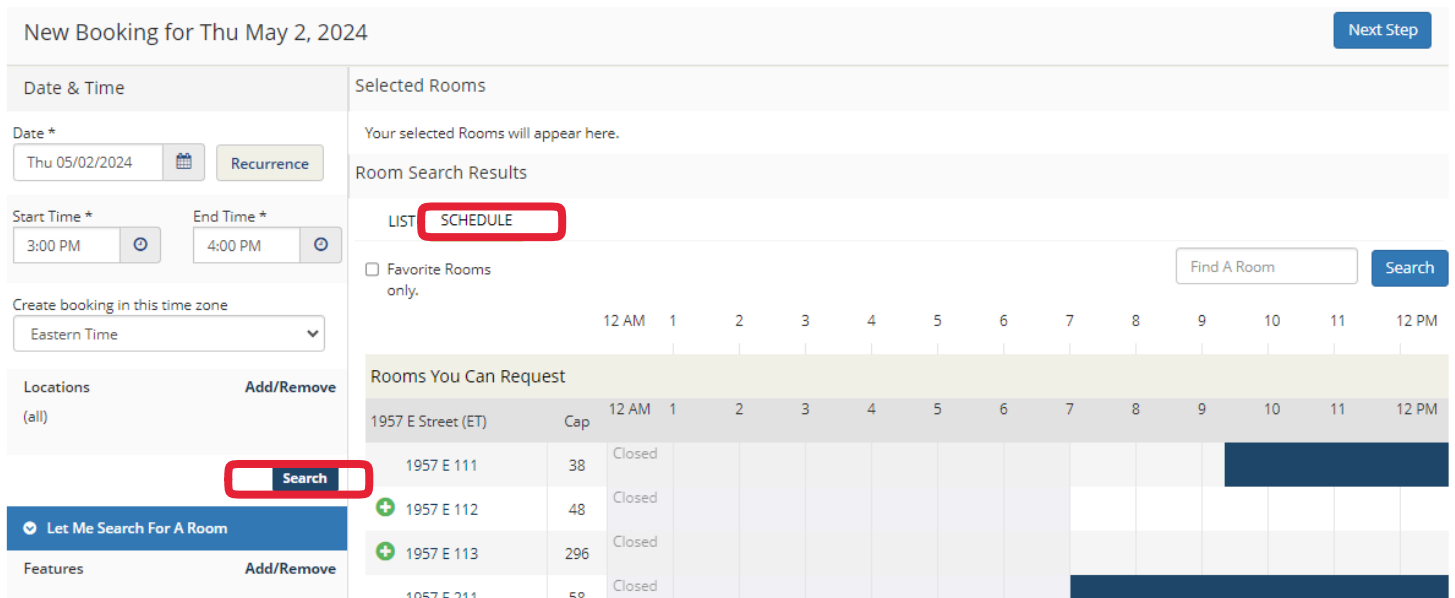


2. Select the correct Template for your event(s). Please choose the appropriate template (Fall, Spring, or Summer). Then click the "book now" button and this will redirect you to the reservation page.

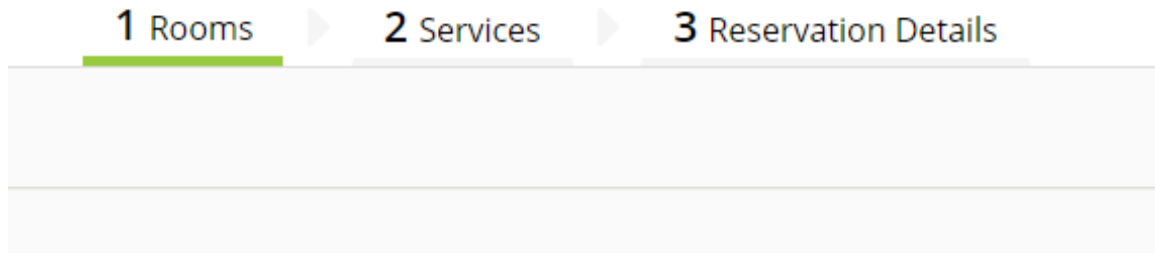
EMS Web Application Walkthrough 2024



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.

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

1st Contact Name *

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

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.

Additional Information

Please provide a description of this event. *

Are the majority of attendees NOT a part of GWU? (Please review our OTR policies for information on Rental Fees). *

Will guests be charged a fee to attend this event? (Please review our OTR policies for information on Rental Fees). *

I understand that food, beverages, and catering are not allowed in academic classrooms as stated within the OTR Policies. *

I have read and agree to abide by all policies found on the Registrar's Website <https://registrar.gwu.edu/reservation-rental-policies> *

9. If you would like to add another day or room click "My Events".

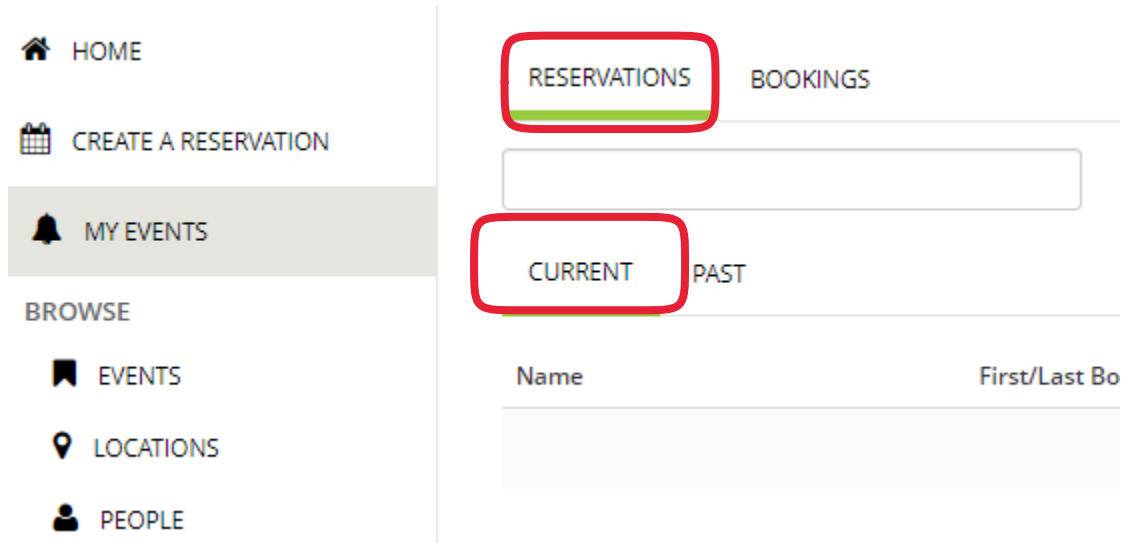
- HOME
- CREATE A RESERVATION
- MY EVENTS**
- BROWSE
 - EVENTS
 - LOCATIONS
 - PEOPLE
- CONFIGURATION

SITE HOME MY HOME

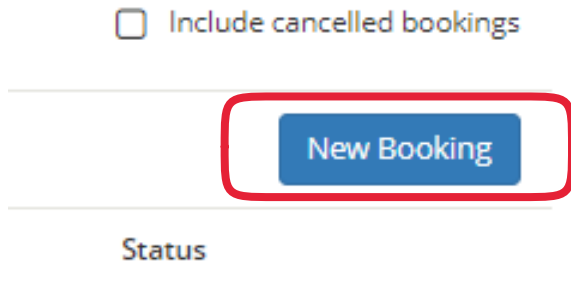
Welcome to the George

Authenticated users may request aca requests. Some outside (non-profit or summer semester only. To request sp [instructions to create a reservation.](#)











10. Click **Reservations > Current**



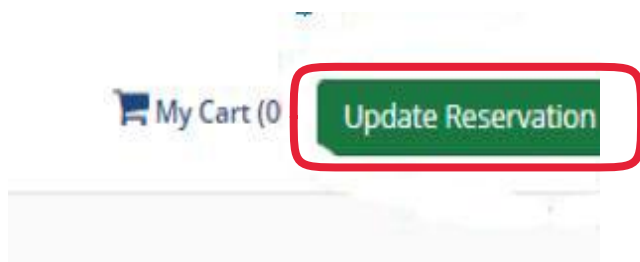
11. Click on the reservation you want to add a new date/room to and select "**New Booking**" and repeat the previous process.



New Booking for Thu May 9, 2024

Date & Time	Selected Rooms																				
<p>Date *</p> <p>Thu 05/09/2024  Recurrence</p> <p>Start Time * 5:00 PM  End Time * 6:00 PM </p> <p>Create booking in this time zone</p> <p>Eastern Time </p> <p>Locations Add/Remove</p> <p>(all)</p> <p>Search</p>	<p>Your selected Rooms will appear here.</p> <p>Room Search Results</p> <p>LIST SCHEDULE</p> <p><input type="checkbox"/> Favorite Rooms only.</p> <table border="1"><thead><tr><th colspan="2"></th><th>12 AM</th><th>1</th></tr></thead><tbody><tr><td colspan="2">Rooms You Can Request</td><td></td><td></td></tr><tr><td colspan="2">1957 E Street (ET) Cap</td><td>12 AM</td><td>1</td></tr><tr><td> 1957 E 111</td><td>38</td><td>Closed</td><td></td></tr><tr><td> 1957 E 112</td><td>48</td><td>Closed</td><td></td></tr></tbody></table>			12 AM	1	Rooms You Can Request				1957 E Street (ET) Cap		12 AM	1	 1957 E 111	38	Closed		 1957 E 112	48	Closed	
		12 AM	1																		
Rooms You Can Request																					
1957 E Street (ET) Cap		12 AM	1																		
 1957 E 111	38	Closed																			
 1957 E 112	48	Closed																			

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).

EMS Web Application Walkthrough 2024

Bookings

CURRENT PAST

Cancel Bookings Booking Tools

Edit	Remove	Date ^	Start Time	End Time	Time Zone	Location
		Thu May 9, 2024	5:00 PM	6:00 PM	ET	1957 E Street - 1957 E 111

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.