

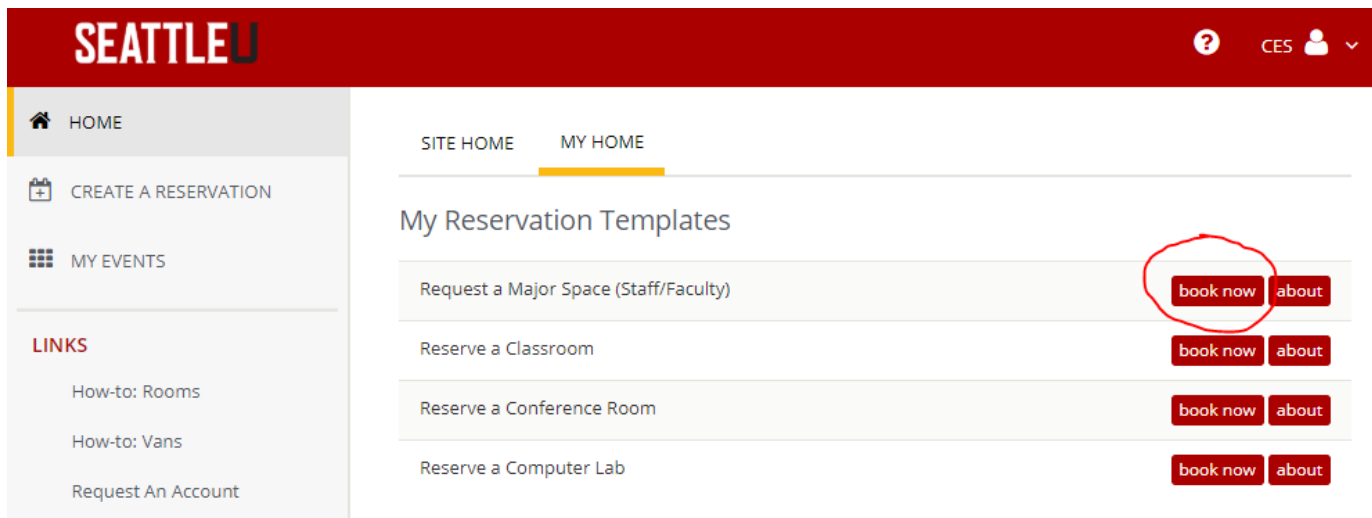
## EMS Web App - Requesting Major Spaces

You must first request an account before you may access the EMS Web App. Once you have received confirmation of your account from CES, point any internet browser to the following address:

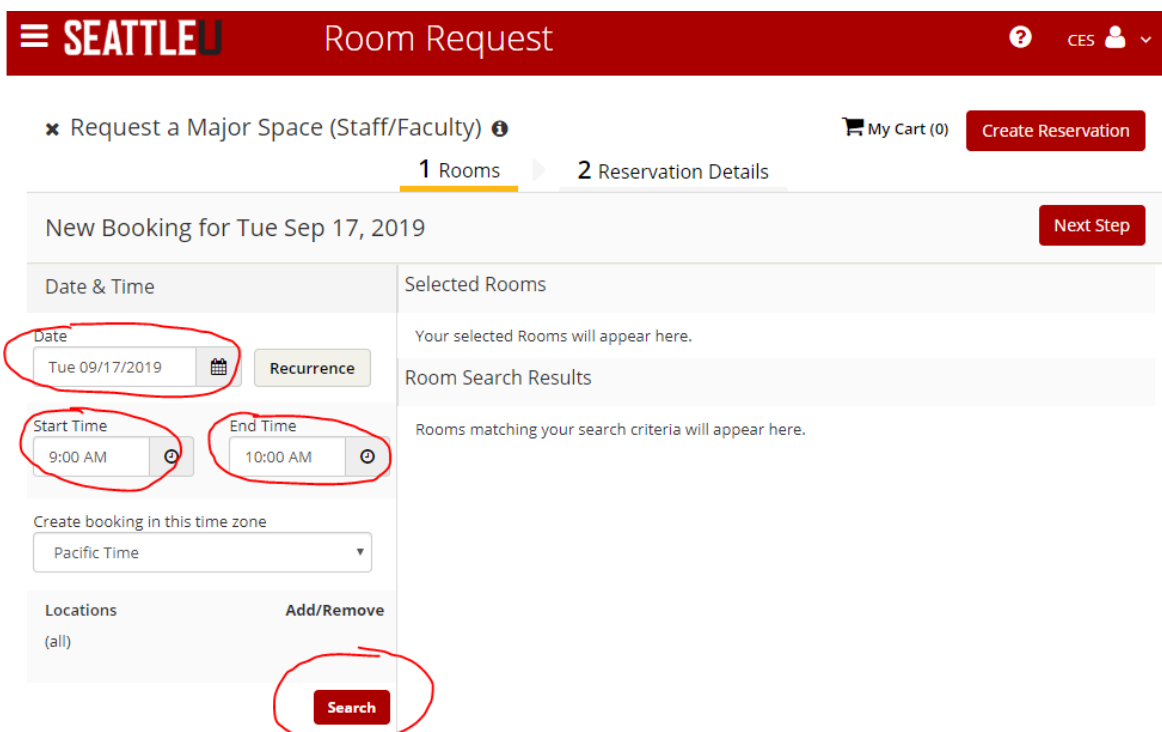
<https://reservations.seattleu.edu/EmsWebApp/>

(NOTE: In order to access the website, you must be on campus using the SU\_Secure network, or be connected via the [VPN](#) or [Virtual Desktop](#) if you are off-campus.)

To submit an event request, begin by clicking “book now” on the “Request a Major Space” reservation template:



On the left-hand side, select the date and time of your event (actual event time, CES will account for setup and strike/tear-down) and then click “Search”. (NOTE: Requests must be submitted at least 15 business days prior to the requested event date):



After clicking “Search”, the Web App will display the room schedules of the major event spaces on campus along with availability for selected dates and times. Gray blocks indicate unavailable room times.






Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST **SCHEDULE**

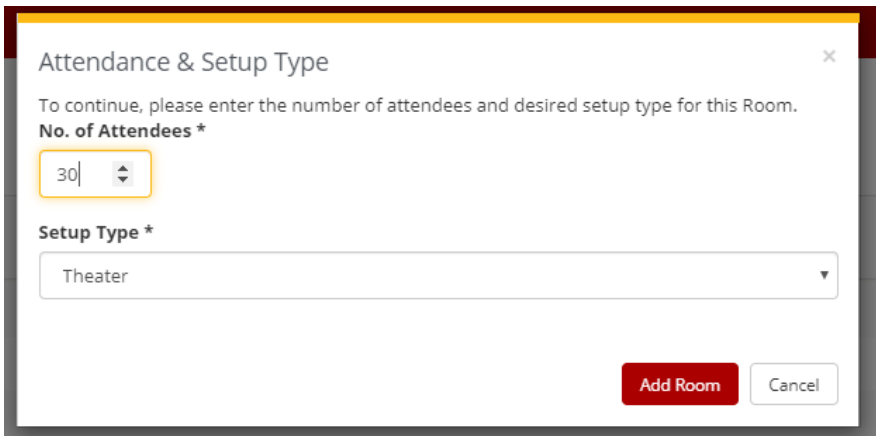
Favorite Rooms only. Find A Room

		7	8	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
<b>Rooms You Can Request</b>																		
Advancement & Alumni...	Cap																	
 Stuart T. Rolfe Co...	60																	
Bannan Building (PT)	Cap																	
 Bannan 102 - Audi...	84																	
Campion Residence Hal...	Cap																	
 Campion 140 - Bal...	900																	
Casey Building (PT)	Cap																	
 Casey 100-91 - Atri...	100																	
 Casey 530 - Casey ...	60																	

After finding an available time, click the “+” icon next to the room to add it to your cart:

Bannan Building (PT)	Cap																	
 Bannan 102 - Audi...	84																	

The system will prompt you for attendance and setup information. Complete this information and then click “Add Room”:



Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

**No. of Attendees \***

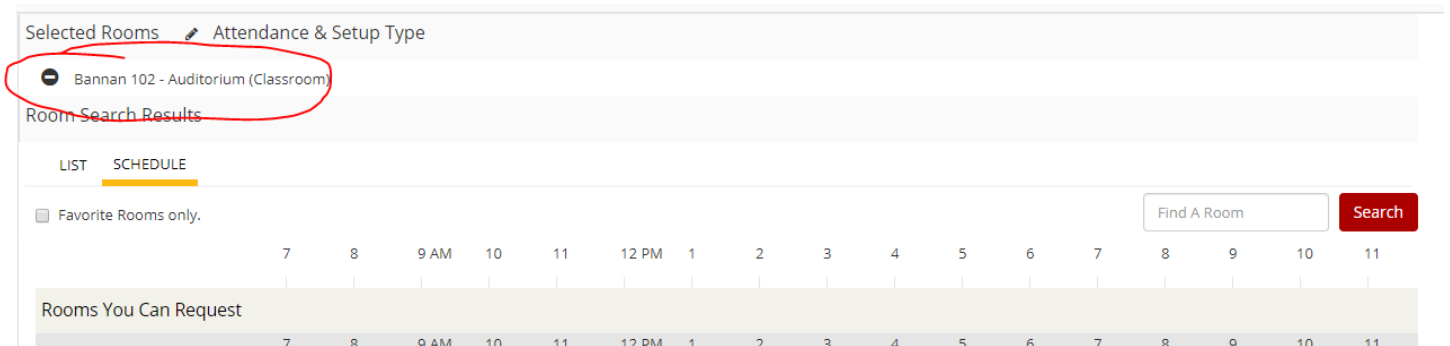
30

**Setup Type \***

Theater

Add Room Cancel

The added room will now show up under “Selected Rooms” at the top of the screen:



Selected Rooms Attendance & Setup Type

Bannan 102 - Auditorium (Classroom)

Room Search Results

LIST SCHEDULE

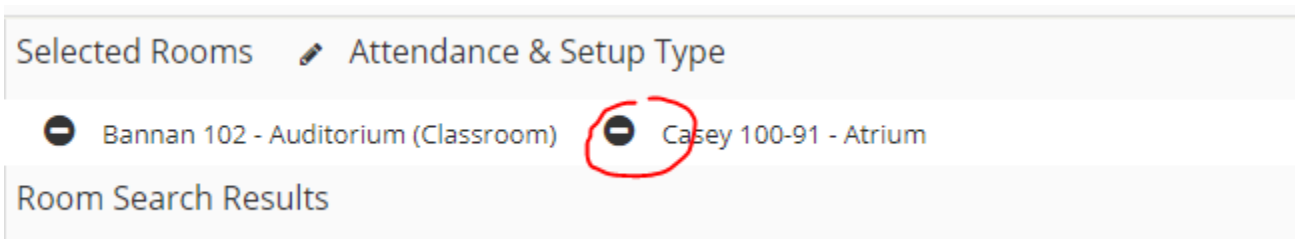
Favorite Rooms only. Find A Room Search

7 8 9 AM 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

Rooms You Can Request

7 8 9 AM 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

If you need to request multiple event spaces, simply repeat the process above to add a second event space (or date/time) to your selected rooms:



Selected Rooms Attendance & Setup Type

Bannan 102 - Auditorium (Classroom) Casey 100-91 - Atrium

Room Search Results

If you need to remove a space, click the “-” icon next to the selected room. After completing room selection, click “Next Step”:

Request a Major Space (Staff/Faculty)

**1 Rooms** | 2 Reservation Details

**Next Step**

New Booking for Tue Sep 17, 2019

### Date & Time

Date: Tue 09/17/2019 **Recurrence**

Start Time: 11:30 AM End Time: 12:29 PM

Create booking in this time zone: Pacific Time

Locations: (all) **Add/Remove**

### Selected Rooms Attendance & Setup Type

Bannan 102 - Auditorium (Classroom)

### Room Search Results

LIST | **SCHEDULE**

Favor...

Find A Room **Search**

7 8 9 AM 10 11 12 PM 1

### Rooms You Can Request

Advancement & Alumni... Cap 7 8 9 AM 10 11 12 PM 1

Stuart T. Rolfe Co... 60

The “Next Step” button will bring you to page 2, “Reservation Details”. If at any time you need to return to the room selection page, click “1 Rooms” at the top of the screen:

Request a Major Space (Staff/Faculty)

My Cart (1)

Create Reservation

1 Rooms

2 Reservation Details

### Reservation Details

#### Event Details

Event Name \*

Event Type \*

#### Client Details

Client \*

Requestor

Requestor Phone \*

Requestor Cell Phone

Requestor Email Address \*

Once you have completed all the required questions on the form, click “Create Reservation”. **Please note that this is a request and not a confirmed reservation.** The CES team will review your request as soon as possible and follow up with additional information.

Check out our website for more information on how to use the EMS Web App:  
<https://www.seattleu.edu/ces/plan-an-internal-event/#id1002602>.

If you have any more questions about the EMS Web App, please contact the CES front desk at 206-296-5620 or [rooms@seattleu.edu](mailto:rooms@seattleu.edu)!