

Virtual EMS Tutorial



Click on an item below to view a step by step in virtual EMS.

Reservation ID Confirmation Letter Check Status View Requests Request Violates Building Hours Conflicts with Another Booking First Available Booking Violation Edit Request (Main Menu) Edit Request (Attendance) Edit Request (Contact or Group) Edit Request (Date) Edit Request (Location/Room) Edit Request (Name) Edit Request (Set-up Type) Edit Request (Time) Edit Request (Type of Event) View Services Add\Edit Services Add Booking to Existing Reservation Recurring Meetings Cancel Services Cancel Requests Upload file (Diagram, Form, or other Document)



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Edit Requests – PG 2

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Cancel Requests – PG 1

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Cancel Requests – PG 2

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Edit Reservation Name – PG 2

Edit Event Type – PG 1

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Edit Group or Contact – PG 1

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Edit Date and/or Time – PG 1

Edit Date and/or Time – PG 2

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Edit Room – PG 1

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TEST - NEW	▲► Thurs	day, June 19, 2014	5 6 7 8 9 10	▲ ▶ 16 Hours
Event Type:*	Student Center			
Meeting	▼ 206	88		
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Date:*	363	63		
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Facilities: Student Center	- Q			
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Edit Room – PG 3

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From: hannah.cente fo: Centers, Han C: Subject: Reservation 1 Message	ers@uky.edu nah K for Student Center Direct +Center+Event+Confirma	or's Office beginning 6/19/2014 tion-7249.pdf (36 KB)			Sent:	fue 2/11/2014 9:26 AM
Thank you for your res you have any question <u>Hannah Centers@uky.</u> Reservation No: 7249 Group: Student Center Summary of Bookings	servation. Please see t as or concerns, please edu. r Director's Office	he attached confirmation le feel free to contact Studer	etter for details. If nt Center Event Mar	nagement staff at 859-257-578	1 or email <u>Ashley Casteel@u</u>	i <u>ky.edu</u> or
Date	Start	End Building	Room	Status		=
Student Center Reserv Failure to comply with • All events must be in of university regulation • All reservations must reserving department • The sponsoring orga from abuse or neglect • Any food provided in Dining and the Studen • The sponsoring orga • The Student Center of timely in requesting ro	vation Guidelines the following policies a compliance with Stud- ns can be found at <u>htt</u> t be made by a univer- or organization must b unization/ department r In the Student Center n t Center Director. unization/department is can serve each group - om reservations, set- ested will be assigned	and guidelines may result i dent Center and University r p://www.uky.edu/regs/gr.htm sity department or an office the user of the space and nust take proper care of the nust be provided by U.K. C responsible for leaving the only to the extent that infor ups, and additional audio/vi I when possible, but Event	in the loss of privile ules and regulations m. er of a registered st d present at the eve e building and its ed atering (257-1741) u e room in the same mation is supplied t sual equipment. Management reserv	ges in the Student Center and offe., university alcohol polic udent organization (as listed of nt. A 48-hour minimum notice quipment and will be financiall unless a specific exemption is condition as when the meeting o the Event Management Offi es the right to make changes	Vor assessment of fees: y and sell/solicit policy). The in the organization's registrat for reservations is appreciat y responsible for any damag granted by the UK Executive g/event started. ce. Please be accurate, com when necessary.	complete list ion form). The ed. e resulting e Director of plete, and
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Student Center Director's Office 209 Student Center Lexington KY 40506 859-257-5781 / 859-323-1024

Student+Center+Event+Confirmation

Reservation:	7249		
Event Name:	TEST		
Status:	Approved		
Phone:	257-5781		
Fax:	859-323-1024	L	
Email Address:	hksmil2@uky	.edu	
Estimated Attendance	: 0		
Actual Attendance:	0		
	Quantity	Price	Amount
	Reservation: Event Name: Status: Phone: Fax: Email Address: Estimated Attendance Actual Attendance:	Reservation:7249Event Name:TESTStatus:ApprovedPhone:257-5781Fax:859-323-1024Email Address:hksmil2@ukyEstimated Attendance:0Actual Attendance:0Quantity	Reservation:7249Event Name:TESTStatus:ApprovedPhone:257-5781Fax:859-323-1024Email Address:hksmil2@uky.eduEstimated Attendance:0Actual Attendance:0QuantityPrice

Thank you for your reservation. Please see the attached confirmation letter for details. If you have any questions or concerns, please feel free to contact Student Center Event Management staff at 859-257-5781 or email Ashley.Casteel@uky.edu or Hannah.Centers@uky.edu.

Thursday, June 19, 2014

8:00 AM - 9:00 AM TEST (Approved) 211 Special

Student Center Reservation Guidelines

Failure to comply with the following policies and guidelines may result in the loss of privileges in the Student Center and/or assessment of fees:

All events must be in compliance with Student Center and University rules and regulations (i.e., university alcohol
policy and sell/solicit policy). The complete list of university regulations can be found at http://www.uky.edu/regs/gr.htm.

Reservation ID – PG 1

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Reservation ID – PG 2

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Thank you for your you have any quest Hannah.Centers@uh Reservation No: 7/4	reservation. Please see t idns or concerns, please <u>dy.edu</u> . 19	the attached confirmation le a feel free to contact Stude	etter for details. If nt Center Event Mana	agement staff at 859-257-5781 or email <u>As</u>	<u>hley.Casteel@uky.edu</u> or
Summary of Bookir	ngs Start	End Building	Room	Status	
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6/19/2014 Thu Student Center Res Failure to comply w • All events must be of university regulat • All reservations m reserving department • The subonsoring of	8:00 AM ervation Guidelines ith the following policies a in compliance with Stud- tions can be found at <u>htt</u> ust be made by a univer nt or organization must b rganization/ department p	9:00 AM 0030 and guidelines may result dent Center and University r p://www.uky.edu/regs/gr.ht sity department or an office be the user of the space and must take proper care of th	in the loss of privileg rules and regulations <u>m</u> . er of a registered stud d present at the even e building and its equ	des in the Student Center and/or assessme (i.e., university alcohol policy and sell/sol dent organization (as listed on the organiz t. A 48-hour minimum notice for reservatio upment and will be financially responsible	ent of fees: icit policy). The complete lis ation's registration form). Th ons is appreciated. for any damage resulting
6/19/2014 Thu Student Center Res Failure to comply w • All events must be of university regulat • All reservations m reserving department • The stonsoring of from abuse or negle • Any food provided Dining and the Stud	8:00 AM ervation Guidelines ith the following policies e in compliance with Stud- tions can be found at <u>htt</u> ust be made by a univer- nt or organization must b rganization/ department r ect. d in the Student Center n tent Center Director.	9:00 AM 0030 and guidelines may result dent Center and University r <u>p://www.uky.edu/regs/gr.ht</u> sity department or an offic be the user of the space an must take proper care of th nust be provided by U.K. C	in the loss of privileg rules and regulations m. er of a registered stud d present at the even e building and its equ catering (257-1741) un	pes in the Student Center and/or assessme (i.e., university alcohol policy and sell/sol dent organization (as listed on the organiz t. A 48-hour minimum notice for reservation upment and will be financially responsible dess a specific exemption is granted by th	ent of fees: icit policy). The complete lis ation's registration form). Th ons is appreciated. for any damage resulting ne UK Executive Director of
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6/19/2014 Thu Student Center Res Failure to comply w • All events must be of university regulat • All reservations m reserving department • The stonsoring or from abuse or negle • Anyfood provided Dining and the Student • The sponsoring or • The Student Center timely in requesting • Specific rooms re Click on a photo to se	8:00 AM ervation Guidelines ith the following policies a in compliance with Stud- tions can be found at <u>htt</u> ust be made by a univer- nt or organization must b rganization/ department r ect. d in the Student Center n tent Center Director. rganization/department is er can serve each group room reservations, set- quested will be assigned the social network updates ar	9:00 AM 0030 and guidelines may result dent Center and University r p://www.uky.edu/regs/gr.ht sity department or an office be the user of the space and must take proper care of th nust be provided by U.K. C s responsible for leaving the only to the extent that infor ups, and additional audio/v d when possible, but Event	in the loss of privileg rules and regulations m. er of a registered stud d present at the even e building and its equ catering (257-1741) un e room in the same c mation is supplied to isual equipment. Management reserve	pes in the Student Center and/or assessme (i.e., university alcohol policy and sell/sol dent organization (as listed on the organiz t. A 48-hour minimum notice for reservation upment and will be financially responsible eless a specific exemption is granted by the ondition as when the meeting/event starte of the Event Management Office. Please be as the right to make changes when necess	ent of fees: icit policy). The complete lis ation's registration form). Th ons is appreciated. for any damage resulting ne UK Executive Director of d. accurate, complete, and ary.

Student+Center+Event+Confirmation

Group	Reservation: 7	249		
Hannah Centers	Event Name:	TEST - NEW		
Student Center Director's Office	Status:	Approved		
209 Student Center Director's Office	Phone:	257-5781		
Campus 0030	Fax:	859-323-1024	ĥ	
	Email Address:	hksmil2@uky	.edu	
	Event Type:	Meeting		
	Estimated Attendance:	0		
	Actual Attendance:	0		
Bookings / Details		Quantity	Price	Amount

Thank you for your reservation. Please see the attached confirmation letter for details. If you have any questions or concerns, please feel free to contact Student Center Event Management staff at 859-257-5781 or email Ashley.Casteel@uky.edu or Hannah.Centers@uky.edu.

Thursday, June 19, 2014

8:00 AM - 9:00 AM TEST - NEW (Approved) 363 Reserved: 7:30 AM - 9:00 AM Lecture for 56

Student Center Reservation Guidelines

Failure to comply with the following policies and guidelines may result in the loss of privileges in the Student Center and/or assessment of fees:

All events must be in compliance with Student Center and University rules and regulations (i.e., university alcohol
policy and sell/solicit policy). The complete list of university regulations can be found at http://www.uky.edu/regs/gr.htm.

• All reservations must be made by a university department or an officer of a registered student organization (as listed on the organization's registration form). The reserving department or organization must be the user of the space and present at the event. A 48-hour minimum notice for reservations is appreciated.

• The sponsoring organization/ department must take proper care of the building and its equipment and will be financially responsible for any damage resulting from abuse or neglect.

• Any food provided in the Student Center must be provided by U.K. Catering (257-1741) unless a specific exemption is granted by the UK Executive Director of Dining and the Student Center Director.

 The sponsoring organization/department is responsible for leaving the room in the same condition as when the meeting/event started.

 The Student Center can serve each group only to the extent that information is supplied to the Event Management Office. Please be accurate, complete, and timely in requesting room reservations, set-ups, and additional audio/visual equipment

Confirmation Letter – PG 2

Add/Edit Services – PG 1

Student Center

	🔍 Our Space 📫	Reservations 🙆 My Account	Admin Resources	🦻 Help	Welcome Hannah Centers
	Booking Details Event Name Date	TEST - NEW Thursday, June 19, 2014	Group Setun Type	Student Center Dir	Back To Reservation Details rector's Office
	Location Event Time	363 8:00 AM - 9:00 AM	Status Event Type	Approved Meeting	
	Student Cente	r Equipment			
<	 V Equipment Visual Aids 				
	Billing Informa	ation			
	Cost Center:	٩,			
I	Save				
			Powered by 🚟 ems		

Edit/Add Services – PG 3

	Reservations My Account	Admin Resources	P Help	Welcome Hannah Cen
Booking Details				Back To Reservation Det
Event Name Date Location Event Time	TEST - NEW Thursday, June 19, 2014 363 8:00 AM - 9:00 AM	Group Setup Type Status Event Type	Student Center Director's Of Lecture (56) Approved Meeting	fice
Student Center	Equipment			
Built-ir Built-ir Built-ir Confer Extens Naviga Overhe Televis Visual Aids Billing Informat Cost Center: Save Cancel	n Screen n Video Projector ence Phone ion Cord itor (for video projector) ead Projector/Document Camera sion (VCR/DVD) tion	Tanana ku 🦉 ems		

Realing Datails				
Booking Details				Back To Reservation I
Event Name Date Location Event Time	TEST - NEW Thursday, June 19, 2014 363 8:00 AM - 9:00 AM	Group Setup Type Status Event Type	Student Center Director's Of Lecture (56) Approved Meeting	fice
Student Center	Equipment			
AV Equipment				
☑ 1 A/V C	art (empty)			
Special In	structions:	*		
	_	-		
Built-i	n Screen			
Built-I	n video Projector			
E Come	sion Cord			
	ator (for video projector)			
Overh	ead Projector/Document Camera			
Televi	sion (VCR/DVD)			
* Visual Aids				
Billing Informa	tion			
Cost Center:				
1010001234	0			
Save Cancel				

Our Space Reserv	vations 🚷 My Acc	ount 🥑 Admin Re	sources ၇ He	lp	Weld	come Hannah Co
Reservation Details	achments				В	ack to My Requ
Event Name T Event Type M PO Number Group Name S 1st Contact Name H Phone 2	EST - NEW leeting tudent Center Directo lannah Centers 57-5781	or's Office			Add Booking Cancel Services Cancel Booking Cancel All Book Service Availab View Reservatio Add booking to Booking Tools	s lings lity on Summary personal caler
	-	Booki	ngs			
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	6/19/2014 Thu	8:00 AM - 9:00 AM	TEST - NEW	363	Approved	Lecture (5
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bui space	Reservat	ions 🐣 My Acc	ount 🥑 Admin Re:	sources (?) He	lp	Welc	come Hannah Cente
Reservation Details	Attac	hments				Ba	ack to My Reques
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MENU

Violate Building Hours

Student Center

Conflict with Another Booking

🔍 Our Space 🏥 Reservations	🕙 My Account	🧳 Admin	Resources	🦻 Help			_	Welcome	Hanna	h Centers	
Student Center Request	Infa Loca	ition Detail		D							
When and Where	Message from webpag	ge		lected L	ocations						1
2/13/2014 Thu Recurrence	First availa	able booking date	violation								
Start Time:* End Time:* 9:00 AM				4				6 7	<▶ 1	6 Hours	
Facilities: Student Center			ок	5 10		2 3	-			, 10 x	
Setup Information	206	-1	20		-		-				
Attendance:*	251		12						4.0 9		
10	359		20				-		-		
Boardroom	• 363		20				-				
Availability Filters	▲ 203		22		-				-		
Room Type:											
(all)											l
(all)											
Find Space										*	

First Available Booking Date Violation

Add Booking – PG 1

	0			ip	weic	ome Hannan Center
ls Attac	hments				Ba	ick to My Request
TES Mee Stu Har 257	oT - NEW eting dent Center Directo nah Centers '-5781	r's Office		~	Add Booking Cancel Services Cancel Bookings Cancel All Booki Service Availabil View Reservatio Add booking to p Booking Tools	ngs lity n Summary personal calendar
	_	Booki	ngs			
ERVICES	DATE *	TIME	TITLE	LOCATION	STATUS	SETUP
₽	6/19/2014 Thu	9:00 AM - 9:00 AM	TEST - NEW	363	Approved	Lecture (56)
	ils Attac 724 TES Mee Har 257 Historical	Attachments 7249 TEST - NEW Meeting Student Center Directo Hannah Centers 257-5781 Historical ERVICES DATE • 6/19/2014 Thu	Attachments 7249 TEST - NEW Meeting Student Center Director's Office Hannah Centers 257-5781 Historical Bookin ERVICES DATE	Attachments 7249 TEST - NEW Meeting Student Center Director's Office Hannah Centers 257-5781 Historical Historical Bookings ERVICES DATE TIME TITLE Ø 6/19/2014 Thu 9:00 AM - 9:00 AM	Attachments 7249 TEST - NEW Meeting Student Center Director's Office Hannah Centers 257-5781 Historical Historical Bookings ERVICES DATE TIME TITLE LOCATION Of 19/2014 Thu 9:00 AM - 9:00 AM TEST - NEW 363	Is Attachments Battachments 7249 TEST - NEW Add Booking Add Booking Meeting Cancel Poincetor's Office Cancel All Bookings Cancel All Bookings ne Student Center Director's Office Cancel All Bookings Cancel All Bookings Listorical Service Availabili View Reservation Historical Bookings Envices Status Image: Poince Structure Status Status Status Image: Poince Structure Bookings Status Status Image: Poince Structure Status Status Status Image: Poince Structure

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Q Our Space Reservation	Recurrence	Welcome Hannah Centers
Student Center Request	Time Start Time:* End Time:*	
When and Where Date:* 2/13/2014 Thu Recurrence	3:15 PM (V) 4:15 PM (V) Recurrence Pattern	ity of Kentucky Student e information and will email requests, please allow 48
Start Time:* End Time:* Facilities: Student Center	Daily Weekly Monthly Random Recur every 1 week(s) on: Sun Mon Tue Wed Thu Fri Sat	nt Office directly- 859-257-
Setup Information Attendance:* 0	Range of Recurrence Start Date: 2/13/2014 Thu	lick recurrence for
Setup Type:* Availability Fiters	Apply Recurrence Remove Recurrence	P TIME. Must unselect DEFAULT day of week, then select desired day of week for recurrence.
Room Type: (all) Floor: (all)		ur preferred room from the
17	1. Complete the questions in this section to provide us with more needs.	bmit. specific details about your event
	Furniture 1. If necessary, add tables or chairs by clicking the + to expand t by the items you wish to request and enter the quantity needed.	he section. Place a checkmark

Recurring Meeting– PG 2

Stud	lent '	Center

Q Our Space Reservations	Ny Account 🥜 Admin Resources 🦻 Help Welcome Hannah Centers
Student Center Request	Info Location Details
When and Where Occurs every 3 week(s) on Wednesday effective 2/13/2014 until 2/19/2014 from 3:15 PM to 4:15 PM Recurrence	The information provided below is a request for space at the University of Kentucky Student Center. The Student Center Event Management Office will review the information and will email you regarding the status of your request. Due to the high volume of requests, please allow 48 hours for processing. *For ballrooms, please contact the Student Center Event Management Office directly- 859-257-
Student Center	INSTRUCTIONS
Setup Information	When and Where
Attendance:* 5	1. Enter the desired event date or select a date from the calendar (click <i>recurrence</i> for recurring meetings).
Setup Type:*	2. Enter the start and end time of event. DO NOT INCLUDE SET-UP TIME.
Availability Eiltors	Set-Up Information
Room Type:	1. Specify the number of people expected to attend the event.
(all)	2. Select your preferred room set-up from the list of options.
	3. Click on <i>Find Space</i> for a listing of available rooms then select your preferred room from the right side of the screen.
Find Space	4. Please view and agree to the Student Center Policies and click Submit .
	Details Tab
	1. Complete the questions in this section to provide us with more specific details about your event needs.
	Furniture
	1. If necessary, add tables or chairs by clicking the + to expand the section. Place a checkmark by the items you wish to request and enter the quantity needed.

Recurring Meeting–PG 3

Student Center	My Accou	unt 🎻 Admin Reso	ources 🍞 Help	Welc	ome Hannah Ceni
When and Where	Info L	ocation Details	Selected Locations		_
Occurs every Wednesday week(s) effective 2/13/2014 until 2/26/2014 from	No rooms curre	ntly selected			
3:15 PM to 4:15 PM			Availability		
Recurrence	SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
Facilities: Student Center	Request				
Cature Information		2/2	205	32	
Setup Information		1/2	111 Center Theater	220	
Attendance:*	÷	1/2	363	63	
Setup Type:*	+	1/2	359	45	
Lecture	1				
Availability Filters 🛛 🔺					
Room Type:					
(all)					
(all)					
Find Space					
	J				

When and Whore			-	Selected	Locations			
	DATE	HOLIDAYS	START A	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
ffective 2/13/2014 until 2/26/2014 from	2/19/2014	Wed	3:15 PM	4:15 PM	359	Request	5	
Pacifrance	List Gri	4						
cilities				Avai	ability			
tudent Center	SELECT	AVAILABLE		LOCATIO	DN .	CAPA		PRICE
tup Information	Request							
tendance.*	+	1/1	1	Center The	eater	220		
	-+-	1/1		205		32		
tup Type:*	1							
ecture								
vailability Filters 🔺	🔳 I have rea	d and agree to the	e terms and	condition	s View			
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vailability Filters	I have rea	d and agree to the	e terms and	condition	s View			

Recurring Meeting–PG 4

- Stud	ent	ent	er.
Jun		\sim in	

Q Our Space 💾 Reservations	🕙 My Account	Admin	Resource	s ? He	elp		Welcome I	Hannah Centers
Student Center Request	Info Loca	tion Details						
When and Where				Selected	Leocations			
Occurs every Wednesday week(s) effective 2/13/2014 until 2/26/2014 from	DATE	HOLIDAYS	START A	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
3:15 PM to 4:15 PM	× 2/19/2014 We × 2/26/2014 We	ed ed	3:15 PM 3:15 PM	4:15 PM 4:15 PM	359 205	Request Request	5	
Recurrence	List Grid							
Student Center				Avai	lability			
Setup Information	SELECT	AVAILABLE		LOCATIO	DN	САРА	CITY	PRICE
Attendance:*	Request	1/1		Center Th	eater	220		
Setup Type:*								
Availability Filters								
Room Type:	I have read a	and agree to the	terms an	d condition	s View			
Floor:	Continue							
(all)	1							
]/							
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Recurring Meeting–PG 4

Our Space mining Reservations	💁 My Account 🖉 Admin Resources 🍞 Help	Welcome Hannah Centers
Student Center Request	Info Location Details	
When and Where	Event Details	
Occurs every Wednesday week(s) effective 2/13/2014 until 2/26/2014 from 3:15 PM to 4:15 PM	Event Namy * Event Type:*	
Recurrence	Group Details	
Student Center	Group:* Studen Center Director's Off 💌 🔍	
Setup Information	1st Contact:*	
Attendance:**	Phone * t	
Setup Type:*	Email:*	
Availability Filters	/ ttachments	
Koom type: (all)	Attach File	
((=1))	Other Information	0
Find Space	Cost Center Number (Required for UK Departments, Student Orgs enter N/A);*	
	Provide names of non-university organizations and/or speakers that will be involve	d with your event:
	+	
	Will you be selling or soliciting at this event (i.e., fundraiser, door prize, etc)?;	
	Please describe any sell or solicit activities.:	
	Additional Information	
	*	
	Student Center Equipment	
	I Visual Aids	
	Student Center Furniture	
	Misc. Tr.Stande (Eacole	
	UK Catering	
	UK Catering UK Catering read and agree to the terms and conditions View	
	Submit	
Recurring Meeting-PG	4	MENU

(?) Help

Welcome Hannah Centers 💌

Foday in Outdoor Locations

Welcome to Virtual EMS at UK!

Today in Memorial Hall

Welcome to the virtual scheduling system for the University of Kentucky Student Center, Memorial Hall, outdoor space and tailgating space on campus. Event Management System (EMS) provides the campus community a tool to view space availability and schedule location for your campus events.

To Schedule an Event:

You must have an EMS a count before requesting space on-line. Once you have an EMS account, select **My Account, Login** and follow the instructions provided on the pages by the Event Management System.

Upload File – PG 1

request form. Files can be uploaded to any request type.

Student Center

						wei	come Han	inan Centers
Student Center Request	Info Location Details							
When and Where Date:* 2/22/2014 Sat Start Time:* Call Time:*	No rooms currently selected	Sele	cted Locatio	ons				
5:00 PM (P) 6:00 PM (P)	Saturday, Februar	y 22, 2014	10 11 12	DI 1 2	2 4	5 6	↓	16 Hours
Facilities: Student Center Setup Information Attendance:* 10 Setup Type:* Lecture Availability Filters Room Type: (all) Floor: (all) Floor: (all) Find Space	Student Center 111 206 249 Center Theater 357 359 363 205	54 54 54 88 54 220 1 46 1 45 1 63 1 32 1						

Upload File – PG 3

Student Center

when and where				Selecte	dlocations				
		HOLIDAYS	CTART A	END	LOCATION	STATUS	SETU	P COUNT	CONFLI
Date:* Recurre	ince m		START	END		STATUS	100000		1.0000000000000000000000000000000000000
Start Time:* End Time:*	2/22/2014 Sa	t	5:00 PM	6:00 PM	205	Request	10		
5:00 PM	List Grid								
Facilities:	<► Sature	lay, Februa	ry 22, 2	014				•	16 Ho
Student Center	▼Q R	oom	Cap 7	8 9 1	10 11 12 PM	1 2 3	4 5	6 7	8 9 10
	Student Center								
Setup Information	+ 111		54					-	_
Attendance:*	+ 206		88						
10	+ 249	249				_	_		
Setup Type:*	257	er.	220						_
Lecture	359		45					-	-
Availability Filters	A 363		63					-	-
	205		32						
(all)									
Floor:	[most]								
(all)									
Find Space									
Find Space									
Find Space									
Find Space									
Find Space	wave read a	and agree to the	e terms and	d conditio	ns View				
Find Space	Continue	and agree to the	e terms and	l conditio	ns View				
Find Space	Continue	and agree to the	e terms and	l conditio	ns View				
Find Space	Continue	and agree to the	e terms and	1 condition	ns View				
Find Space	Continue	and agree to the	e terms and	l condition	ns View				
Find Space	Continue	and agree to the	e terms and	l condition	ns View				

Upload File – PG 5

Attach File. Select file from your documents, then select submit.