

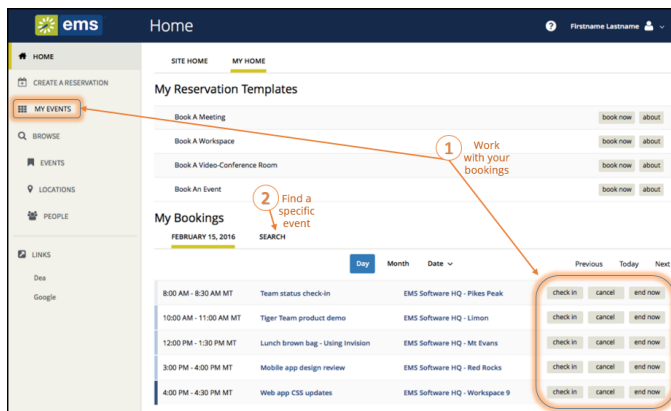


Viewing Your Events

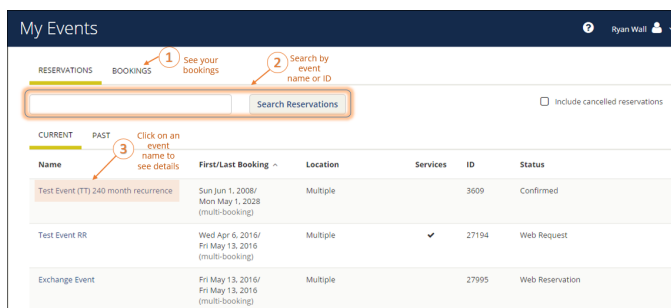


Important: The VIEW EVENTS option is different than the BROWSE EVENTS option in the main menu. To learn more, see [MY EVENTS vs. BROWSE EVENTS](#).

You can quickly view your events, reservations, and requests on both your MY HOME page as well as your MY EVENTS page.



1. Click **MY EVENTS** to see your reservations and bookings. Your view defaults to your current reservations. To view or edit a reservations, click the name of the reservation.



Tip: EMS only returns search results that contain the exact order of the characters in your search string, but EMS does not care about if your search string is uppercase or lowercase. In addition, EMS will return search results that contain your search string regardless of where those characters appear. For example, a search string of ed returns the College of Education Seminar, Ed Smith fundraiser, Health Center Education Training, and so on.



Concept: The **BROWSE > EVENTS** menu option shows all of your reservations as well as all reservations that you are authorized to view. The **MY EVENTS** menu option shows only *your* reservations and bookings. Before making your own reservations, especially if you are a newer EMS Web App user, we recommend that you **BROWSE > EVENTS** first to build familiarity with your organization's booking practices, schedule, facilities, and users. To learn more, see [Making Reservations](#).

2. To view Reservation and booking details, click on an event name. Event details display; bookings within the reservation show in the lower half of the screen.

The screenshot displays the 'My Events' page for a 'Workout' event. The 'RESERVATION DETAILS' section shows event information, and the 'Bookings' section contains a table of reservations. Annotations highlight specific UI elements:

- 1. **Edit Reservation Details** (button)
- 2. **Work with the reservation** (Reservation Tasks menu)
- 3. **See room details** (Location column in the Bookings table)
- 4. **Add another booking to this reservation** (New Booking button)

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Thu May 12, 2016	12:00 PM	1:00 PM	MT	Taylor Field House - Gymnasium - All	16	As Is/Standard	Web Request
Thu May 19, 2016	12:00 PM	1:00 PM	MT	Taylor Field House - Gymnasium - All	16	As Is/Standard	Web Request
Thu May 26, 2016	12:00 PM	1:00 PM	MT	Taylor Field House - Gymnasium - All	16	As Is/Standard	Web Request
Thu Jun 2, 2016	12:00 PM	1:00 PM	MT	Taylor Field House - Gymnasium - All	16	As Is/Standard	Web Request