EVENT MANAGEMENT SYSTEM (EMS) BASICS STEP BY STEP

10/10/2017 By J.Lasher. Applicable to version v44.1.
- You can navigate to EMS in your web browser via ems.utica.edu
- Log into the system with your Utica College username and password.
- To Request A Reservation: Click on book now or CREATE A RESERVATION as seen below with the Red Squares.
  - Note: Your current bookings will also appear on this page.

- To browse Events, click EVENTS, as indicated by the Green Square.

- For additional help, click the question mark, as indicated by the Yellow Square.
- You can search rooms by entering information into the system on the left hand side.
- Click on the appropriate room’s Plus Sign (+).
- Click Next Step.
- Enter the event name and other information into the boxes.
- To select a Group, click on the magnifying glass.
- Once the Groups box opens, type in a Group you’re familiar with.
- Once these steps are finished, press Create Reservation.
- Your request will then be submitted to the appropriate members of the EMS Admin group.
Need Tech or Support for your Event?

Please remember that booking a room does not automatically book IITS staff or equipment for the meeting/event. To request technology and/or support staff please visit http://iits.utica.edu and click the link for Classroom and Event Support. All requests are first come first served, so book well in advance to help ensure that we can accommodate your needs.

If you are unsure of what to request, select “other” on the request form and put in a description of your goals to the best of your ability. A staff member will contact you.

Need More Help?

Please see http://helpdesk.utica.edu and click on the Helpsheets link for more EMS instructions.

Contact the Utica College Help Desk at 315-792-3115