



EVENT  
MANAGEMENT  
SYSTEM (EMS)  
BASICS  
STEP BY STEP



- You can navigate to EMS in your web browser via [ems.utica.edu](https://ems.utica.edu)
- Log into the system with your Utica College username and password.

ems.utica.edu Default.aspx

**UTICA**  
COLLEGE

# Utica College Event Management System

HOME

SITE HOME MY HOME

## Sign In

**User Id \***  
jslash

**Password \***  
.....

**Sign In**

[▲ I've forgotten my 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.

The screenshot displays the 'Utica College Event Management System' interface. The top navigation bar includes the 'UTICA COLLEGE' logo, the system name, a user profile for 'jslasher', and a help icon (question mark) highlighted with a yellow square. The left sidebar contains navigation links: 'HOME', 'CREATE A RESERVATION' (highlighted with a red square), 'MY EVENTS', and 'EVENTS' (highlighted with a green square). The main content area is divided into sections: 'MY HOME', 'My Reservation Templates' (with a 'book now' button highlighted in red), and 'My Bookings' for 'OCTOBER 9, 2017'. The 'My Bookings' section shows a date filter, a search button, and a view selector (Day, Month, Date). Below this, a large red-bordered box contains the message: 'There are no bookings for October 9, 2017'. The page is set to 'Eastern Time [ET]' and includes navigation for 'Previous', 'Today', and 'Next'.

- 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.

x (authenticated user) My Cart (0) [Create Reservation](#)

**1 Rooms** | 2 Reservation Details

New Booking for Mon Oct 9, 2017 [Next Step](#)

**Date & Time**

Date:

Start Time:  End Time:

Create booking in this time zone:

Locations: (all) [Add/Remove](#)

[Let Me Search For A Room](#)

[I Know What Room I Want](#)

Room Name:

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

[LIST](#) | [SCHEDULE](#)

Favorite Rooms ...

Room	Location	Floor	TZ	Cap	Match
<b>Rooms You Can Request</b>					
<input type="checkbox"/> ECJS 103 Classroom(SMR)	Center for Economic Crime/Justice Studies	(none)	ET	27	<input type="checkbox"/>
<input type="checkbox"/> ECJS 108 Classroom(SMR)	Center for Economic Crime/Justice Studies	(none)	ET	27	<input type="checkbox"/>
<input type="checkbox"/> ECJS 112 Carbone Family Aud(SMR)	Center for Economic Crime/Justice Studies	(none)	ET	135	<input type="checkbox"/>
<input type="checkbox"/> 1st Floor Lounge	Bell Hall	(none)	ET	35	<input type="checkbox"/>
<input type="checkbox"/> ECJS 209 Seminar RM(SMR)	Center for Economic Crime/Justice Studies	(none)	ET	16	<input type="checkbox"/>
<input type="checkbox"/> ECJS 210 Computer Forensics Teaching Lab	Center for Economic Crime/Justice Studies	(none)	ET	24	<input type="checkbox"/>

- 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.

x (authenticated user) My Cart (1) Create Reservation

1 Rooms | 2 Reservation Details

### Reservation Details

Event Details

Event Name \*  Event Type \*

Group Details

Group \*  Q

1st Contact

City

Close

#### Groups you can book for

 Q

- Academic Affairs
- Academic Assessment Committee
- Academic Project Management
- Academic Standards Committee
- Academic Support
- Academic Technology Committee

# 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