



BUTLER

Office of University Events

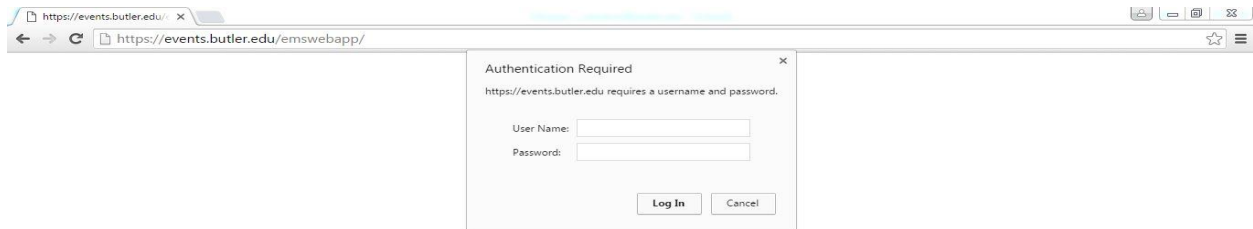
EMS INSTRUCTIONS

LOGGING INTO EMS

- You can access the EMS through any standard internet browser:
events.butler.edu/emswebapp/
- You can access the EMS through: my.butler.edu

TO LOG INTO EMS

1. Open an internet browser session.
2. In the address field, enter the “EMS” URL:
events.butler.edu/emswebapp/
3. Enter your Butler University log-in credentials.



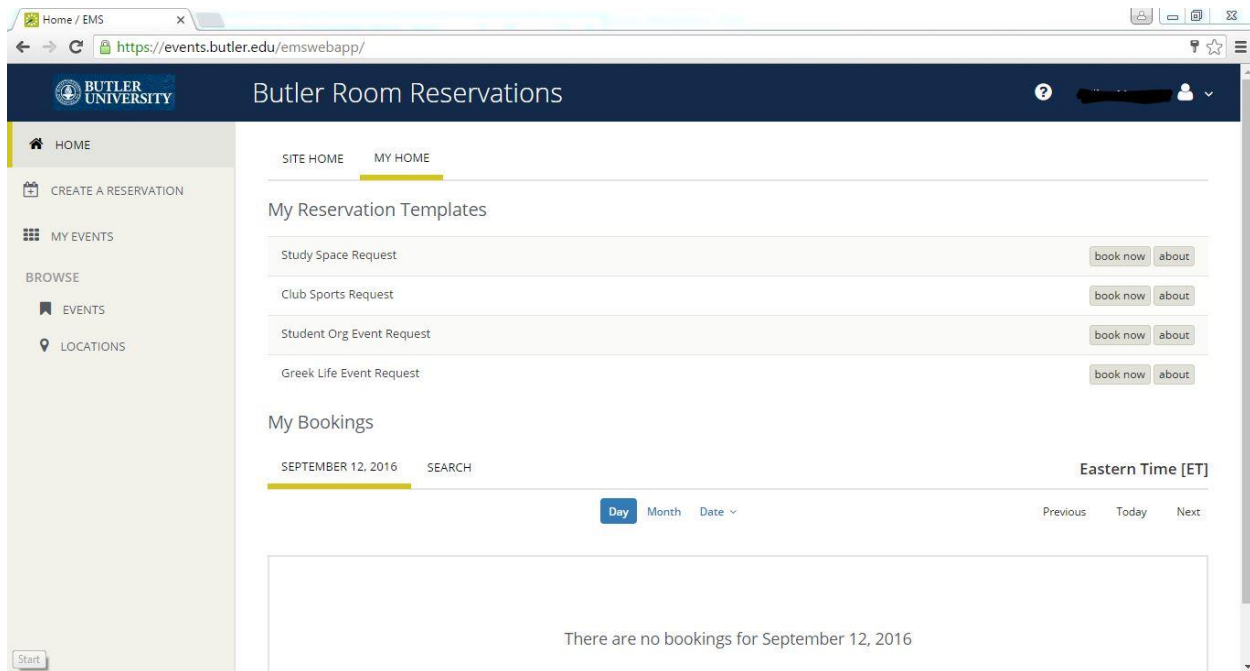
-OR-

1. Visit the “Calendar & Event Scheduling” section through [My.Butler](https://my.butler.edu)
 - i. No log in information will be needed if accessing from [My.Butler](https://my.butler.edu) or you BU work station.
 - ii. Remember to add this URL to your favorites in your preferred Web Browser.



THE HOME PAGE

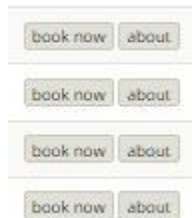
- Make reservations through one of four request types under “My Reservation Template.”
- Manage your personal bookings.
- Browse events, spaces, and people or groups on campus.



MAKING RESERVATIONS

1. There are several customized templates available to **faculty and staff, depending on status, which may include:**
 - a. **Book an Event:** use to submit a request for a room and services. The UE staff will review requests to confirm actual availability.
 - b. **Speed Book:** self-serve option that shows real-time room availability in a list or grid views. Rooms can be reserved with automatic approval for designated rooms, primarily conference rooms and classrooms after the drop/add period.
 - c. **Submit an Off-Campus Event:** A request to promote an off-campus Butler event through the master calendar.
 - d. **Request Event Services Only:** A request to provide services only to a location that is not managed in EMS; for example, a conference phone or table delivered to an office.
 - e. **HRC Request**

2. There are customized request templates available to **students**, which may include:
 - a. **Study Space:** for individual or group study only.
 - b. **Club Sports:** for club sports team practices and meetings.
 - c. **Student Org:** for on-campus student groups.
 - d. **Greek Life:** for Greek organized events and activities.
 - e. **HRC Request**
3. To create a reservation, click “**book now**” next to one of the request types from the **Home Page**, or click “**Create a Reservation**” and select one of the templates which apply to your needs. (For more information about each request type, click “**About.**”)



4. The first step in creating your booking is “**Rooms.**” It is here that you will select the date, time, and room for your booking.
 - a. **Selecting a Date and Time:** Simply enter your desired event date and time through the options on the left of the screen.

A screenshot of a 'Date & Time' booking form. It includes a 'Date' field with 'Sat 09/17/2016', a calendar icon, and a 'Recurrence' button. Below are 'Start Time' (8:00 PM) and 'End Time' (9:00 PM) fields, each with a clock icon. At the bottom is a dropdown menu for 'Create booking in this time zone' set to 'Eastern Time'.

****NOTE:** for reoccurring events or meetings, select “**Recurrence**” to book each event under one reservation. (*This option is not available for study space requests.)

b. **Selecting a Room:** You will have two options to select a room: (1) the first is “Let Me Search for a Room;” or (2) the second is “I Know What Room I Want.”

i. **Let Me Search for a Room:** this option will allow you to select the custom preferences for your booking space. There are several fields where you can narrow your search, and a pop-up will appear for each option allowing you to check your preferences. Once you click the search button, you will be able to view your choices in either a “List” or a “Schedule” format.

1

2

3

Room Search Results

LIST SCHEDULE

Favorite Rooms only

Room	Location	Floor	TZ	Cap	Match
108	Pharmacy and Health Sciences Building	1	ET	99	
108	Galathus Hall	1	ET	150	
141	Jordan Hall	1	ET	202	
150	Pharmacy and Health Sciences Building	1	ET	135	
156	Pharmacy and Health Sciences Building	1	ET	135	
204	Pharmacy and Health Sciences Building	2	ET	130	
007	Health Library	0	ET	24	
015	Pharmacy and Health Sciences Building	0	ET	30	
041 PC Lab	Jordan Hall	0	ET	24	
043 PC Lab	Jordan Hall	0	ET	24	
044	Lilly Hall	0	ET	22	
016	Jordan Hall	0	ET	28	
101	Galathus Hall	1	ET	42	

Room Search Results

LIST SCHEDULE

Favorite Rooms only

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

Rooms You Can Request

Galathus Hall (B7) Cap 6 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

108 150

Jordan Hall (B7) Cap 6 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

141 202

Pharmacy and Health S... Cap 6 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

103 99

150 135

156 135

204 130

Private

Availability Legend

ii. **I Know What Room I Want:** this option will allow you to select the exact room you have in mind for your booking space. You will know if the room is available if a pull down with a green check mark appears below. Click on this and a pop-up will appear, allowing you to enter your intended set-up and number of attendees. 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

1

Setup Type

Tiered

Add Room Cancel

c. Once you have selected a room, click “Next Step.”

Student Org Event Request

1 Rooms 2 Services 3 Reservation Details

New Booking for Sat Sep 17, 2016

Date & Time

Date: Sat 09/17/2016 Recurrence

Start Time: 8:00 PM End Time: 9:00 PM

Create booking in this time zone: Eastern Time

Selected Rooms: Attendance & Setup Type

Room Search Results

Rooms matching your search criteria will appear here.

Next Step

5. The next step in creating your booking is “Services.”
(*This option is not available for study space requests.)
It is here that you will be able to request special services from BUPD, Catering, IT, and University Events. Club Sports resources are available under Club Sports requests.

Services for Your Reservation

BUPD Services

BUPD Services

Alcohol may be served BUPD Officer

Catering

Aramark Catering

Dining Services External Catering

Table Linens

IT Services

I have read and agree to the terms and conditions

Media Items

Apple iPad Cart (20 iPads) CD / Cassette Boombox

Digital Handheld Audio Recorder Digital Video Camcorder

IT Services Addendum Mac laptop

Mac Laptop Cart (20 Laptops) Microphone and Podium (portable)

PC Laptop PC Laptop Cart (20 Laptops)

Portable Projection Screen Projector

- i. **Selecting Services:** If your event inquires a particular service in one of the above categories, simply click on the service needed. A pop-up will then appear asking you to refine your request. After completing your details and “Special Instructions,” click “OK.” Your requested services will then appear to the right side of the screen under “Services Summary.”

Table Linens

1

Special Instructions

OK Cancel

Services Summary

Catering

1 Table Linens

2

- ii. **Important Note:** **Students**, for certain services you will need to include your organization's or club's "**Billing Reference Number.**" The **PuLSE office** should be able to provide this information to you.

Billing Information

Billing Reference *

- iii. Once you have finished selecting your needed services, or if you don't have any needed services, click "**Next Step.**"

✕ Student Org Event Request ⓘ

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

Services For Your Reservation

Next Step

5. The final step in creating your booking is “Reservation Details.” It is here that you will be asked to complete your “Event Details,” and “Group Details,” for study space requests. For other requests you will be asked for “Additional Information,” and pending on your request “Billing Information.” (This will only be required if you have inquired a service or room with associated fees.)

Reservation Details

Event Details

Event Name * Event Type *

Group Details

Group *

Text Contact

Additional Information

Who is your Butler faculty or staff advisor? *

Who will participate in this event? (Examples: Butler Students, Butler employees, Other, etc) *

How many participants are involved in this event? *

Are any participants under the age of 18? *

I will contact Dining Services for catering. *

I request that alcohol be served at this event. *

Is your organization or department co-sponsoring this event with an external organization? *

If yes, please enter the name of the co-sponsoring external organization.

What is your organization account number?

Do you want this event to be visible on the public Butler University events calendar? *

Billing Information

Billing Reference

☐ I have read and agree to the terms and conditions.

- i. Once you have filled out all of the necessary details, click “Create Reservation.”

Student Org Event Request

1 Rooms 2 Services 3 Reservation Details

My Cart (1) **Create Reservation**

Reservation Details

Event Details

- ii. You will then be confirmed of the “Reservation Created,” and will be given two options: “Add to My Calendar” and “Edit My Reservation.”

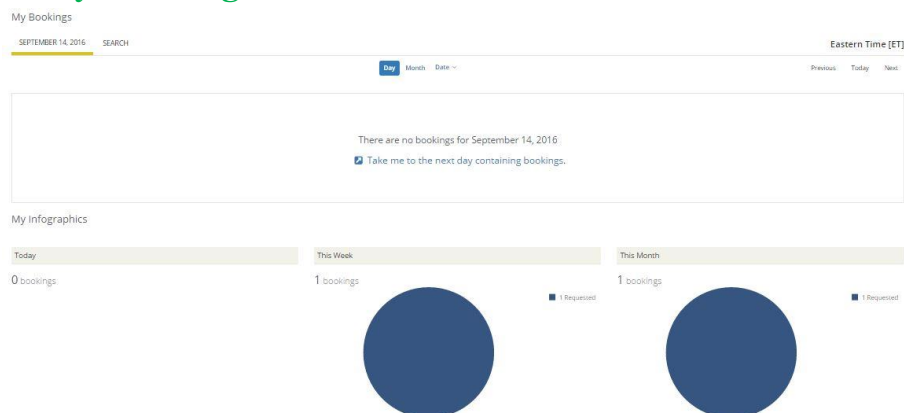


- a. **Add to My Calendar:** This option will allow you to add the reservation to your Outlook or computer calendar.
- b. **Edit This Reservation:** This option will take you back into your reservation details and update any changes you may have realized you need to make.

- iii. To skip these two options, click on the “Butler University” emblem to return to the home page.



- iv. **Congratulations! Your reservation has been made!** Your reservations will be visible on the home page under “My Bookings.”




SPECIAL NOTE RE: WEB CONFLICT

*If you request a room that has already been reserved in the EMS system, you will not receive a confirmation of space from UE. Instead, you will receive notice that the status of your booking will be listed as “WEB CONFLICT” and you are required to edit your reservation.

The following notification will appear once you create your reservation:

The screenshot displays the Butler University Room Request interface. On the left is a navigation sidebar with links for HOME, CREATE A RESERVATION (highlighted), MY EVENTS, BROWSE, EVENTS, and LOCATIONS. The main content area is titled "Room Request" and "Reservation Created". A red notification banner states: "The reservation was created successfully, but one or more bookings are conflicted. Please edit the reservation to resolve." Below this, the text "Reserved!" is shown. A prompt asks "What would you like to do now?" with two options: "Add to my calendar." and "Edit this reservation." The URL at the bottom is https://events.butler.edu/EmsWebApp/Default.aspx.

 BUTLER UNIVERSITY

Room Request

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

Reservation Created

The reservation was created successfully, but one or more bookings are conflicted. Please edit the reservation to resolve.

Reserved!

What would you like to do now?

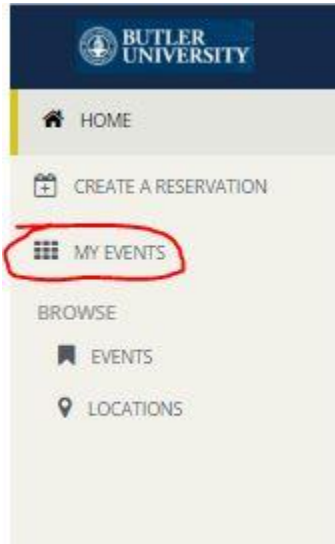
[Add to my calendar.](#)

[Edit this reservation.](#)

https://events.butler.edu/EmsWebApp/Default.aspx

MANAGING BOOKINGS

1. To manage your current bookings, begin by clicking “My Events” in the navigation menu to the left of the screen.



2. Under “Reservations” and “Current” you will be able to see a list of your personal bookings. To edit one of these bookings, click on the title of the reservation.

RESERVATIONS

BOOKINGS

Search Reservations

☐ Include cancelled reservations

CURRENT

PAST

Name	First/Last Booking ^	Location	Group	Services	ID	Status
study	Thu Sep 15, 2016/ Thu Sep 15, 2016 (single booking)	Jordan Hall - 307	Student		259526	Web Request

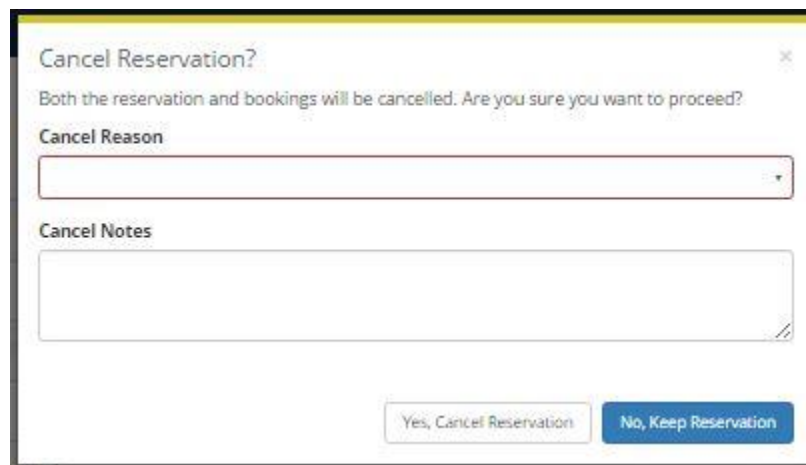
3. Once you click on the reservation, you will have several options. You can manage “Reservation Details,” view “Reservation Tasks,” or you can look at “Bookings.”
 - i. To edit “Reservation Details” click the pencil icon located below the title of the section.



- ii. Under “Reservation Tasks” you will be able to Cancel Reservations, View Reservation Summaries, Send Invitations, and Add to Your Calendar.



- a) **Cancel Reservations:** click on “Cancel Reservation.” You will then be prompted with a pop-up asking for your cancellation reasoning and confirmation of “Yes, Cancel Reservation.”

A screenshot of a 'Cancel Reservation?' pop-up form. The form has a title bar with a close button. The main text asks: 'Both the reservation and bookings will be cancelled. Are you sure you want to proceed?'. Below this is a 'Cancel Reason' section with a dropdown menu. Underneath is a 'Cancel Notes' section with a large text area. At the bottom, there are two buttons: 'Yes, Cancel Reservation' and 'No, Keep Reservation'.

- b) **View Reservation Summary:** this option will allow you to see the confirmation of your request.

- c) **Send Invitation:** this option will allow you to invite others to your event. Click “Send Invitation.” A pop-up will prompt you to enter the email address of your invited friends. Then click “OK.”

A screenshot of a 'Send Invitation' pop-up form. The form has a title bar with a close button. The main text is 'Email Address' followed by a text input field. At the bottom, there are two buttons: 'Send' and 'Cancel'.

d) **Add to My Calendar:** This option will allow you to add the reservation to your Outlook or computer calendar.

iii. Under “**Bookings**” you can cancel reservations, edit “**Attendance**” and “**Set-Up Type**,” as well as view the “**Status**” of your reservation.

Bookings

CURRENT

PAST

Cancel Bookings

Booking Tools

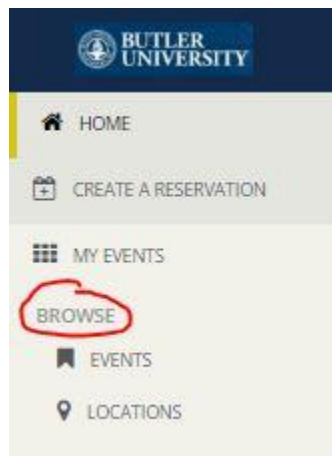
☐ Include cancelled bookings

New Booking

	Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
<div><div></div><div></div></div>	Thu Sep 15, 2016	8:00 PM	9:00 PM	ET	Jordan Hall - 307	1	Academic Setup	Web Request

BROWSE

1. To browse events, locations, people and groups, find “**Browse**” in the navigation menu to the left side of the screen. You can then click “**Events**” or “**Locations**.”



2. By clicking “Events” you will be able to see a list view of all of the events happening on campus. The default view allows you to see events by date, but you can add “Filters” to refine your view of events.
3. By clicking “Locations” you will be able to see a grid view of all of the events happening on campus in order of the campus space. To refine the search from the default view, you may add “Filters” or “Search” for specific rooms on campus.

The screenshot displays the University Events system interface. At the top, there is a 'Filters' section with a 'Date' field set to 'Wed 09/14/2016', a 'Time Zone' dropdown set to 'Eastern Time', and a 'Locations' dropdown set to '(all)'. Below these are 'Add Filter' and 'Save Filters' buttons. The 'Locations' section shows a calendar grid for 'Wed September 14, 2016'. The grid has columns for hours from 12 AM to 11 PM. A blue box labeled 'Executive Council' is visible in the grid. To the right of the grid is a 'Find A Room' search bar and a 'Search' button. Below the grid is a table listing events with columns for time, date, time zone, event name, room, and service.

Time	Date	Time Zone	Event Name	Room	Service
7:00 AM - 5:30 PM	ET	BBCG Client work	HB - 104	Client Services	
6:00 AM - 3:00 PM	ET	(CANCELLED) Admissions	RB - F5	Admissions General	
8:00 AM - 4:00 PM	ET	ED-416-01 Curric: Early Childhood	TBD -	College of Education	
8:00 AM - 4:00 PM	ET	Unavailable for Booking	RB - SR	Conferences & Special Events	
8:00 AM - 5:00 PM	ET	Dance Kaleidoscope Rehearsal	JCK - 101	Dance Kaleidoscope	
8:00 AM - 5:00 PM	ET	Dance Kaleidoscope Rehearsal	JCK - 103	Dance Kaleidoscope	
8:00 AM - 5:00 PM	ET	Admission Presentations	RB - 212	Admissions General	
8:00 AM - 5:00 PM	ET	Final Staff Meeting	RB - 005	Fin Aid Admin	

FOR MORE INFORMATION

If you are still having trouble using EMS or have further questions, please contact University events for all of your booking needs:

University Events

buevents@butler.edu

(317)-940-9352