Booking Space at SOM

This article describes how you can book space at SOM by using the event management system.

CREATE A RESERVATION

1. You can begin making a reservation by clicking the CREATE A RESERVATION option (on the left menu) or the Book Now button next to one of your reservation templates (on the right).

SPECIFY WHEN AND WHERE

1. To specify When, select dates, times, recurrence (optional), and time zone for the reservation in the upper left panel.
2. To specify Where, in lower left panel, select one of the following:
   - Let Me Search for a Room
   - I Know What Room I Want
3. Once you have located a room to reserve, click the Add (+) icon to add the booking to your cart. You can delete or change the room before finalizing your Reservation.

SPECIFY WHO AND WHAT
1. In the Attendees area (near the center of the screen), specify headcount and attendees.

2. Once you complete all required fields on this tab, click Next Step in the upper-right corner.

**CHOOSE SERVICES (OPTIONAL)**

1. Under the Services tab in the Create Reservation screen, specify any services you wish to associate with the reservation (if available, you can click Skip Services). The example below showing a workspace booking may differ from your administrator settings, such as catering options and billing.
Services For Your Reservation

### AV Denver (TEST)

<table>
<thead>
<tr>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV Items</td>
</tr>
<tr>
<td>VTC</td>
</tr>
<tr>
<td>Resource Technician</td>
</tr>
</tbody>
</table>

### Catering Denver (Breakfast)

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Service Type</th>
<th>Estimated Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 PM</td>
<td>4:00 PM</td>
<td>Catering Delivery</td>
<td>4</td>
</tr>
</tbody>
</table>

Do you have any special requests?


### Beverages

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted juices (serves 15)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Assorted Soda (serves 15)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Coffee Service (serves 15)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Juice - Single (serves 1)</td>
<td>$1.25</td>
</tr>
<tr>
<td>Single Coffee Service (serves 1)</td>
<td>$1.25</td>
</tr>
<tr>
<td>Water - Single (serves 1)</td>
<td>$1.25</td>
</tr>
<tr>
<td>Pastries</td>
<td></td>
</tr>
</tbody>
</table>

### Catering Denver (Meals)

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Service Type</th>
<th>Estimated Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 PM</td>
<td>4:00 PM</td>
<td>Catering Delivery</td>
<td></td>
</tr>
</tbody>
</table>

Do you have any special requests?

I have read and agree to the EMS catering terms and conditions.

### Notes

None specified.

### Billline Information

None specified.
2.

**FINALIZE RESERVATION DETAILS**

The Reservation Details screen finalizes information about your reservation. Invitations to bookings and attachments will be sent to all attendees. The example shown below may differ from your implementation.

Complete all required information. Then click Save Reservation Details and Create Reservation.
Create A Reservation

Reservation Details

Event Details
- Event Name: Ryan workspace for Jan 12, 2016
- Event Type: Hoteling
- Comment:

Calendaring Details
- Subject: Ryan workspace for Jan 12, 2016
- Show Time: Free
- Reminder: None
- Message:

Requestor Details
- Group/Employee:
  - Firstname Lastname:
  - First Contact:
    - Firstname Lastname: 
  - Second Contact:
- First Contact Phone: 111-222-3333
- First Contact Mobile:
- First Contact Email Address: email@domain.com

Attendee Attachment
- Participant Instructions.docx - 100%

Reservation Attachments
- User Testing In Progress Sign.pdf - 100%

Billing Information
- Billing Reference:
- PO Number:

- Add this reservation to my calendar.
- I have read and agree to the terms and conditions.

Save Reservation Details
Help us improve 🌟

Your Rating: 🌟🌟🌟🌟🌟 Results: 🌟🌟🌟🌟🌟 8 rates

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