EMS Meeting Check In

For Rooms that require meeting check in, users will be required to check in for their meeting starting 15 minutes prior and up to 10 minutes after their reservation starts. Any meeting not checked in during that time frame will automatically be canceled.

For EMS reservations that include setup and tear down time, check in is based on the start of your event, not the start of the setup time.

EMS Room Sign

1. Starting 15 minutes before (if no immediately preceding meeting exists) and up to 10 minute after the check in button will appear on the room sign app.

EMS Mobile App

1. From the Calendar on the Home page, locate the event you want to check in to.
   1. If it is within the pre-determined check-in time period, a Check In option will appear when you swipe right. The meeting organizer or booking template determines how soon in advance of a meeting you can check in.
   2. You can also Check In by opening and/or editing an event.
      1. Tap on the event and click Edit in the upper right-hand corner.
      2. Click Check In
1. Click the check in button next to the event when available
2. Once you have checked in to confirm your attendance, the booking shows on your MY HOME tab as Checked In.
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