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).

2. Next, the Create a Reservation screen appears, where EMS Web App will lead you through the reservation process. Enter information (including all required fields) using the Next Step button to advance through the process.

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
   OR
   - 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.
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.
Reservation Details

Event Details

Event Name *  
Ryan's workspace for Jan 12, 2016

Event Type *  
Hotelling

Comment

Calendaring Details

Subject  
Ryan's workspace for Jan 12, 2016

Show Time As  
Free

Reminder  
None

Message

Private

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%

Attach A File

Only one attachment can be sent to attendees per reservation.

Reservation Attachments

User Testing In Progress Sign.pdf - 100%

Attach A File

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: 16 rates

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