The following describes how to reserve space at Colgate using the EMS (Events Management System) website. Please direct any questions to the Helpline at 228-7111. Note that this web site requires you to be authenticated to the colgate network, either via Ethernet or wireless on campus, or via a VPN connection from off-campus. For more information on connecting to Colgate via VPN, please visit http://computing.colgate.edu/ITS_Help/Help_Sub_Tabs/ITS_Help_Remote.asp.

1. To Login, point your web browser to http://ems.colgate.edu and login with
   - username: colgate\username -- (you must include “colgate\”)
   - password: yourpasswordgoeshere

2. You should see this next screen. Please read the text before proceeding:
Welcome to Colgate’s Virtual Events Management System!
Here, anyone with a Colgate network account can request reservation of campus spaces. Select "Reservations" and then "Room Request" to get started.
To view the calendar of events, select "Browse" and then "Events".

NOTE:
- Web reservations cannot be submitted within 2 working days of an event. You must contact the facility’s scheduler directly to make the request.
- If auxiliary services are required (Media Services, Custodial Services, Campus Safety, Catering, etc.), contact the appropriate office(s) with your request.
- Please note: Media Services must be requested at least 2 working days in advance.
3. To see a list of currently scheduled events, choose “Browse Events” – see below:

This will return a listing (unfiltered) of all events in the system:

Note that you can change the display using the tabs (Daily List, Weekly List, etc.).
4. To filter the list of events, click the “Filter” link. You will see a view like the one below. In this case, I used the pull-down menus to choose Alumni Hall, Room 111, and all Academic Class event types:

5. Click “Apply Filter” to see your results:
6. To request/reserve a space for your event (class, meeting, lecture, etc), choose “Reservations – Room Request” – see below:

7. You should see this next screen:

8. Follow the instructions on the screen to
   - Choose date(s) and time(s) for the event.
   - If desired, choose a specific building from the drop-down list.
   - Enter estimated attendance for the event.
   - Click on "Search" for the results. (**Note:** you may have to scroll down to see your results.)
   - Your results will appear as in the figure below:

(continued)
9. To select the room you want, click “Request”. On the next screen (not shown here), click “Continue” to see this screen:

10. Follow the instructions on the screen to
    Complete at least the required fields (marked with *). Click “Find” to
    search for and choose an appropriate host. Once you select a host, the
    Contact information will be automatically filled in.
Enter any audiovisual requirements in the "A/V Needs?" box.  
**Note:** you must call x7239 to request media assistance.

Enter any other requests for services in the "Other Needs" box (e.g., Campus Safety, Custodial Services, Catering, etc.).

Click "Submit" at the bottom of the page.

Your Reservation Summary should appear as shown below:

Once your web request has been approved by the room scheduler, you will receive a confirmation email containing all the details of your request. Note that once you have made a request using this web site, no one else can request the same space for the same date and time as you.

Finally, if you have any questions about the system, please log a call with the Helpline via the web form (fastest) at [http://computing.colgate.edu/help.asp](http://computing.colgate.edu/help.asp) or email [helpline@colgate.edu](mailto:helpline@colgate.edu) or call 228-7111.