

# EMS Room Reservation System

# Where can I book space?

- Schapiro
- Dodge Hall
- Riverside Church
- Nash

# Priority order for room requests

1. Thesis productions
2. classroom presentations open to the public (including second year productions, new play readings, acting scenes, directing projects, etc.)
3. Class work
4. Non-departmental projects

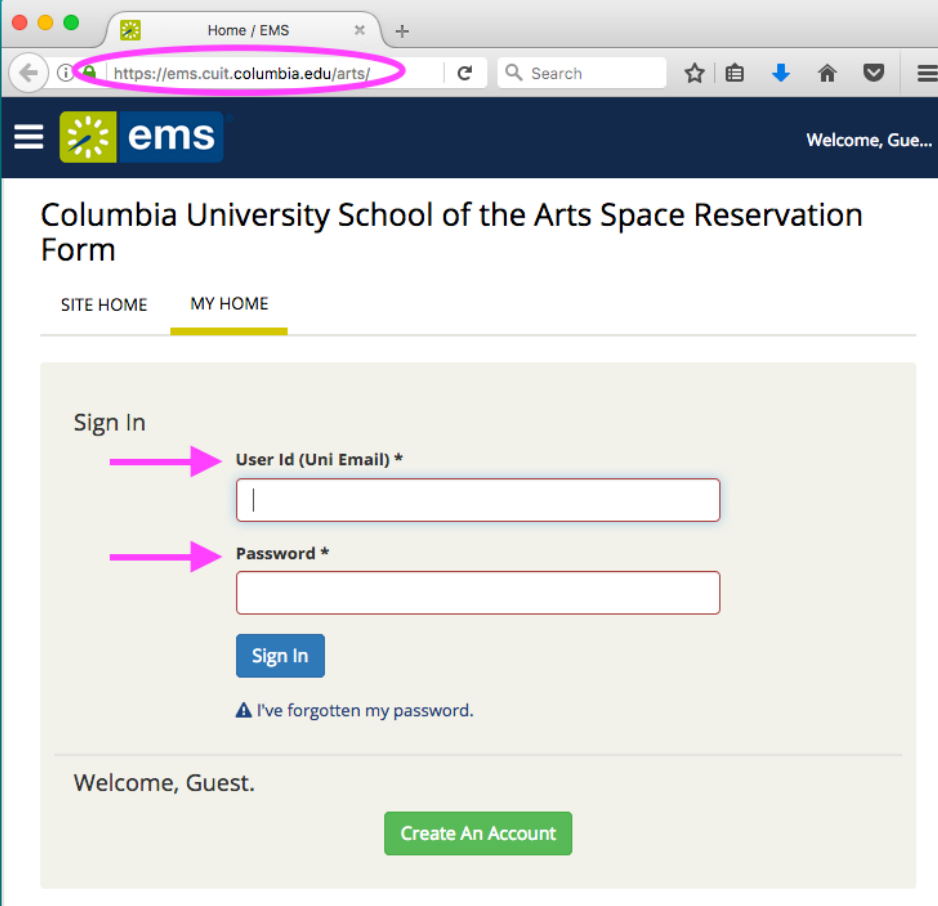
# Weekly Booking vs. Last Minute Booking

- Weekly requests:
  - Made on Wednesdays
  - For: that Saturday through Friday
- Last minute requests are contingent upon what is available after weekly requests are filled, so it is always better to plan ahead and make a weekly request.
  - You'll make these requests anytime after Wednesday each week.

# Weekly Booking Process

November						
M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	14 1pm Students Request Space in EMS	15 PA Approves Space Requests for Sat - Fri	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Step 1. Log In: [ems.cuit.columbia.edu/arts/](https://ems.cuit.columbia.edu/arts/)



The screenshot shows a web browser window with the URL <https://ems.cuit.columbia.edu/arts/> in the address bar. The page features the EMS logo and a navigation menu with "SITE HOME" and "MY HOME" options. The main content area is titled "Columbia University School of the Arts Space Reservation Form" and contains a "Sign In" section. This section includes two input fields: "User Id (Uni Email) \*" and "Password \*", both highlighted with pink arrows. Below the fields is a blue "Sign In" button and a link for "I've forgotten my password." At the bottom of the form area, there is a "Welcome, Guest." message and a green "Create An Account" button.

Home / EMS

<https://ems.cuit.columbia.edu/arts/>

ems

Welcome, Gue...

Columbia University School of the Arts Space Reservation Form

SITE HOME MY HOME

Sign In

User Id (Uni Email) \*

Password \*

Sign In

I've forgotten my password.

Welcome, Guest.

Create An Account

# Step 2. Weekly or Last Minute?

The screenshot shows a web browser window with the URL <https://ems.cuit.columbia.edu/arts/Default.aspx>. The page header includes the EMS logo and the text "Columbia University School of the Arts ...". The user's name, "Anita Abdinezhad", is visible in the top right corner.

The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, and LOCATIONS.

The main content area is titled "My Reservation Templates" and lists several reservation options, each with "book now" and "about" buttons. Two pink arrows point to the following two items:

- Reserve a Theatre Program classroom (Last Minute)
- Reserve a Theatre Program classroom (Weekly)

Below the templates is a section titled "My Bookings". It shows the date "AUGUST 5, 2019" and a "SEARCH" button. The time zone is set to "Eastern Time [ET]". The view is set to "Day". Below this, a message states: "There are no bookings for August 5, 2019".

# Step 3. Pick Date/Time

The screenshot shows a web browser window with the URL <https://ems.cuit.columbia.edu/arts/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvN/>. The page title is "Room Request" and the user is logged in as "Anita Abdinezhad".

The main heading is "Reserve a Theatre Program classroom". The navigation bar shows three steps: "1 Rooms", "2 Services", and "3 Reservation Details". A "My Cart (0)" icon and a "Create Reservation" button are also visible.

The current step is "New Booking for Wed Sep 18, 2019", with a "Next Step" button. The "Date & Time" section includes:

- Date: Wed 09/18/2019 (with a calendar icon) and a "Recurrence" button.
- Start Time: 5:00 PM (with a clock icon).
- End Time: 7:00 PM (with a clock icon).
- Create booking in this time zone: Eastern Time (dropdown menu).
- Locations: (all) with an "Add/Remove" link and a "Search" button.
- Floors: (all) with an "Add/Remove" link.
- Room Types: (all) with an "Add/Remove" link.
- Features: (none) with an "Add/Remove" link.
- Number of People: 1 (with a spinner icon) and a "Search" button.

The "Selected Rooms" section contains the text: "Your selected Rooms will appear here." The "Room Search Results" section contains the text: "Rooms matching your search criteria will appear here."

At the bottom, there are two radio buttons: "Let Me Search For A Room" (selected) and "I Know What Room I Want".



# Step 4. Pick your room

The screenshot shows a web browser window with the URL <https://ems.cuit.columbia.edu/arts/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNI>. The page title is "Room Request" and the user is logged in as "Anita Abidinezhad".

The main heading is "Reserve a Theatre Program classroom". The progress bar shows three steps: "1 Rooms", "2 Services", and "3 Reservation Details". A "My Cart (0)" icon and a "Create Reservation" button are visible.

The "New Booking for Wed Sep 18, 2019" section includes a "Next Step" button. The "Date & Time" section shows the date "Wed 09/18/2019", start time "5:00 PM", and end time "7:00 PM". The "Locations" section is set to "(all)". The "Floors" section is set to "(all)". The "Room Types" section is set to "(all)". The "Features" section is set to "(none)". The "Number of People" is set to "1".

The "Selected Rooms" section is empty, with the text "Your selected Rooms will appear here." Below it, the "Room Search Results" section has tabs for "LIST" and "SCHEDULE". A "Find A Room" search box and a "Search" button are present.

The "Rooms You Can Request" table lists the following rooms:

Room	Location	Floor	TZ	Cap	Match
+ 603 Dodge Classroom	Dodge Hall	6	ET	20	<input type="checkbox"/>
+ Nash Studio 1	Nash Hall	5	ET	75	<input type="checkbox"/>
+ Nash Studio 2	Nash Hall	5	ET	25	<input type="checkbox"/>
+ Nash Studio 4	Nash Hall	5	ET	25	<input type="checkbox"/>
+ Nash Studio 5	Nash Hall	5	ET	25	<input type="checkbox"/>
+ Nash Studio 6	Nash Hall	5	ET	25	<input type="checkbox"/>
+ 12T Riverside	Riverside Tower	8	ET	30	<input type="checkbox"/>
+ 13T Riverside	Riverside Tower	1	ET	20	<input type="checkbox"/>
+ 15T Riverside	Riverside Tower	8	ET	30	<input type="checkbox"/>
+ B10 Schapiro Theatre	Schapiro Hall	Basement	ET	99	<input type="checkbox"/>
+ B20 Schapiro Conference Room 1	Schapiro Hall	Basement	ET	15	<input type="checkbox"/>

# Step 5. Select room

The screenshot shows a web browser window with the URL <https://ems.cuit.columbia.edu/arts/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvN/>. The page title is "Room Request" and the user is logged in as "Anita Abidinezhad".

The main heading is "Reserve a Theatre Program classroom" with a sub-heading "New Booking for Wed Sep 18, 2019". A pink arrow points to a "Next Step" button in the top right corner.

The page is divided into three sections: "1 Rooms", "2 Services", and "3 Reservation Details".

On the left side, there are several filters and controls:

- Date & Time:** Date is set to "Wed 09/18/2019". Start Time is "5:00 PM" and End Time is "7:00 PM". Time zone is "Eastern Time".
- Locations:** Filtered to "(all)".
- Floors:** Filtered to "(all)".
- Room Types:** Filtered to "(all)".
- Features:** Filtered to "(none)".
- Number of People:** Set to "1".

On the right side, there is a "Selected Rooms" section with a pink box around "Nash Studio 1". Below it is a "Room Search Results" table with columns: Room, Location, Floor, TZ, Cap, and Match. A "Search" button is located to the right of the table.

Room	Location	Floor	TZ	Cap	Match
<b>Rooms You Can Request</b>					
+ 603 Dodge Classroom	Dodge Hall	6	ET	20	<input type="checkbox"/>
+ Nash Studio 1	Nash Hall	5	ET	75	<input type="checkbox"/>
+ Nash Studio 2	Nash Hall	5	ET	25	<input type="checkbox"/>
+ Nash Studio 4	Nash Hall	5	ET	25	<input type="checkbox"/>
+ Nash Studio 5	Nash Hall	5	ET	25	<input type="checkbox"/>
+ Nash Studio 6	Nash Hall	5	ET	25	<input type="checkbox"/>
+ 12T Riverside	Riverside Tower	8	ET	30	<input type="checkbox"/>
+ 13T Riverside	Riverside Tower	1	ET	20	<input type="checkbox"/>
+ 15T Riverside	Riverside Tower	8	ET	30	<input type="checkbox"/>
+ B10 Schapiro Theatre	Schapiro Hall	Basement	ET	99	<input type="checkbox"/>
+ B20 Schapiro Conference Room 1	Schapiro Hall	Basement	ET	15	<input type="checkbox"/>

A pink circle highlights the "Nash Studio 1" row in the table. A "Search" button is located to the right of the table.

# Step 6. Event Notes AKA the details

The screenshot shows a web browser window with the URL <https://ems.cuit.columbia.edu/arts/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvN/>. The page title is "Room Request" and the user is logged in as "Anita Abdinezhad".

The main content area is titled "Reserve a Theatre Program classroom" and has three tabs: "1 Rooms", "2 Services" (which is active), and "3 Reservation Details". A "My Cart (1)" icon and a "Create Reservation" button are visible in the top right.

Below the tabs is a section titled "Services For Your Reservation" with a "Next Step" button. This section is divided into two panels:

- Event Notes:** A text input field containing the text "Scene Rehearsal for James Calleri's Class". Below the input field are two buttons: "Save Changes" and "Cancel". A pink arrow points to the "Save Changes" button.
- Services Summary:** A large, empty rectangular area.

# Step 7. Save & Next

The screenshot shows a web browser window with the URL `https://ems.cuit.columbia.edu/arts/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvN...`. The page title is "Room Request" and the user is logged in as "Anita Abdinezhad".

The main content area is titled "Reserve a Theatre Program classroom" and includes a "My Cart (1) Create Reservation" button. A progress indicator shows three steps: "1 Rooms", "2 Services" (highlighted), and "3 Reservation Details".

Under the "Services For Your Reservation" heading, there is a "Next Step" button with a pink arrow pointing to it. Below this heading are two sections:

- Event Notes:** A text area containing the text "Scene Rehearsal for James Calleri's Class".
- Services Summary:** A large, empty rectangular area.

# Step 8. Details, details, details...

The screenshot shows a web browser window with the URL <https://ems.cuit.columbia.edu/arts/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQv>. The page title is "Room Request" and the user is logged in as "Anita Abdlnezhad".

The form is divided into several sections:

- Reservation Details**
- Event Details**
  - Event Name \*: Anna Woodruff (alw2211)
  - Event Type \*: Class
- Affiliation Details**
  - Affiliation \*: Theatre Students
  - Primary Contact: Theatre Students
  - Primary Contact Phone \*: (212) 854-3408
  - Primary Contact Email Address \*: alw2211@columbia.edu
  - On behalf of: Theatre Students
  - On behalf of Phone: [Empty]
  - On behalf of Email Address: [Empty]
  - Primary Contact Fax: [Empty]
  - On behalf of Fax: [Empty]
- Attachments**
  - Select your files | Drag and drop your files here
- Additional Information**
  - Please describe the type of project \*: Rehearsal
  - Please list the primary person's concentration \*: Acting
  - Please list the primary person's year \*: 1st

A pink arrow points to the "Create Reservation" button at the bottom right of the form.

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

## Reservation Created

Reserved!

What would you like to do now?

- > [Add to my calendar.](#)
- > [Edit this reservation.](#)



# How do I know my space is confirmed?

The screenshot shows the 'My Events' page in the EMS system. The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS (highlighted with a red circle), and BROWSE (EVENTS, LOCATIONS). The main content area has tabs for RESERVATIONS and BOOKINGS, with RESERVATIONS selected. Below the tabs is a search bar and a 'Search Reservations' button. A checkbox for 'Include cancelled reservations' is present. The 'CURRENT' tab is active, displaying a table of reservations. The table has columns: Name, First/Last Booking, Location, Affiliation, Services, ID, and Status. A red circle highlights the 'Status' column header and the 'Web Request' status of the reservation. A blue arrow points from the text 'Not Confirmed!' to the 'Web Request' status.

Name	First/Last Booking ^	Location	Affiliation	Services	ID	Status
Anna Woodruff (alw2211)	Thu Sep 1, 2022/ Thu Sep 1, 2022 (single booking)	Dodge Hall - 605 Dodge Classroom	Theatre Staff		47889	Web Request

Not Confirmed!

# How do I know my space is confirmed?

The screenshot shows the EMS 'My Events' interface. The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS (highlighted with a red circle), BROWSE, EVENTS, and LOCATIONS. The main content area has tabs for RESERVATIONS and BOOKINGS. Below the tabs is a search bar and a 'Search Reservations' button. A checkbox for 'Include cancelled reservations' is also present. The table below shows a reservation for Anna Woodruff (alw2211) with a status of 'Confirmed'. The 'Status' column is highlighted with a red circle, and a blue arrow points to it with the text 'Confirmed!'.

ems My Events Anna Woodruff

HOME  
CREATE A RESERVATION  
MY EVENTS  
BROWSE  
EVENTS  
LOCATIONS

RESERVATIONS BOOKINGS

Search Reservations  Include cancelled reservations

CURRENT PAST

Name	First/Last Booking ^	Location	Affiliation	Services	ID	Status
Anna Woodruff (alw2211)	Thu Sep 1, 2022/ Thu Sep 1, 2022 (single booking)	Dodge Hall - 605 Dodge Classroom	Theatre Staff		47889	Confirmed

Confirmed!



# Some Important Policies

- The end of your booking time is when you need to be out of the space. Sometimes the next reservation is as soon as your reservation ends. Please be sure you have set your room to neutral and your team is out of the space by the end of your booking
- Your EMS accounts are gold! If you have an approved booking it's your space!

# Quick Review

- When do YOU book space?

- Wednesdays!

- When does the office approve space?

- Thursdays!

- The first space day will be Wednesday September 7<sup>th</sup>
- If you need space before this, make a last minute booking