

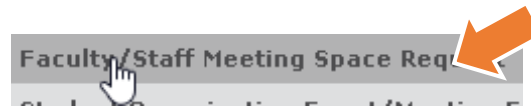
EMS Space Request – Faculty/Staff Meeting Space Request

Step 1: Select Login under My Account in the above menu. Use your Monmouth University credentials to login.



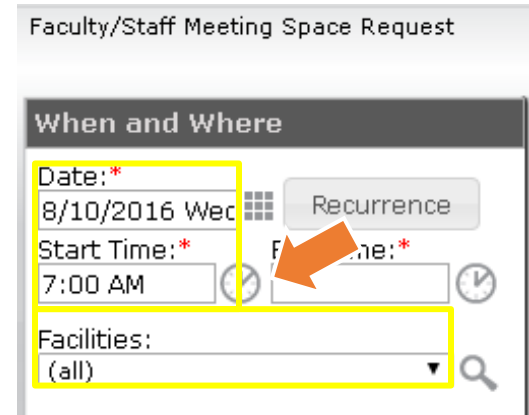
Step 2: Use Template:

Faculty Staff Meeting Space Request

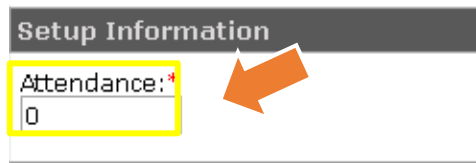


Step 3: In the When and Where (left) pane of the page:

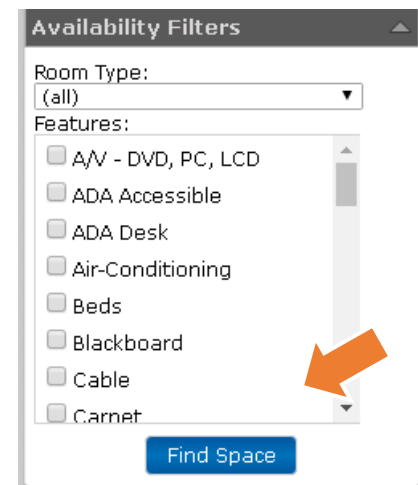
- a) Enter your date and time criteria
- b) On the Facilities dropdown list, select (all) buildings, or select a specific building



Step 4: In the Setup Information section, enter your attendance.



Step 5: Optionally you can apply filters to locate any specific features you may require for the space. Click Find Space.



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Step 6: To choose a space click the green (+) plus sign to select the room

Bey Hall					
	BH 101 PC lab	32			
	BH 126 Classroom	38			
	BH 128 Classroom	38			
	BH 129 Classroom	38			
	BH 130 Classroom	38			
	BH 132 Classroom	38			

Step 7: To review a space located, use the tab Details



Step 8: You must enter, Event Name, Event Type, any other required fields

- a. Event Name – what will be displayed on the web
- b. Client Details
 - i. Client = your department
 - ii. 1st Contact = your name
- c. Other Information
 - i. Will there be more than 10 Non-University attendees?
 - ii. Will any attendees be transported by bus?
 - iii. Do you have any special parking instructions?
 - iv. Do you want your event visible on the Monmouth University public calendar?

Step 9: Select Submit.

Event Details

Event Name:* Event Type:*

Client Details

Client:*

Information Support

1st Contact:*

Information Support

Phone:* Fax:

Email:*

Other Information

Will there be more than 10 Non-University attendees?:*

Will any attendees be transported by bus?:*

Do you have any special parking instructions?:*

Do you want your event visible on the Monmouth University public calendar?:*