

# Dance Center EMS Instructions –

revised 1-7-22

**PLAN AHEAD:** All requests must be entered at least 24 hours in advance and by Thursday at noon for a studio needed on Saturday or Sunday.

Log into EMS system; Click “CREATE A RESERVATION” in the left-hand column.

1. On the room reservation page, find “Space Request” (top of list) - click “Book Now”.
  - a. For Choreo II and Coda II Course work only: find “Dance Center Student” (bottom of list) - click “Book Now”.
2. Fill out the date and time information in the left-hand panel.
  - a. IF NEEDED: Click the “Recurrence” button in the same menu. A new window will open and you can modify the recurrence information, **MUST ENTER END DATE** - then click “Apply Recurrence”.
  - b. Next to Locations, click the blue “Add/Remove” button and select Dance Center, then click “Update Locations”.
  - c. Click the “Search” button
3. Select desired room by clicking the **green + sign** next to the room name.
  - a. A new window will pop up. Input the number of people attending, setup type and click “Add Room”
  - b. The rooms selected will then be listed at the top of the page
4. After selecting rooms needed, at top of page - click tab labeled “3 – Reservation Details” to skip the Services page (which is information for requested Services, such as Catering). On the next page, fill out the details of your reservation.
  - a. Event Name = First initial and Last name + course name
  - b. Event Type = “Course Related”
  - c. Under “GROUP”: click search button next to drop-down menu; in the new pop-up window search bar: **“Student”**. Once the correct group is listed, click “close”, and verify the correct group is selected in the drop-down menu. Choose contact from the drop-down menu, or type information.
  - d. **Contact Tracing Field:** “Will other people be joining you for your rehearsal?” “If yes, please list the names”.
  - e. Under Additional Information, **DO NOT** publish any reservations on the Public, Student, or Dept. calendars.
  - f. Once you have filled out all the information, click the green “Create Reservation” button at the bottom of the page.
  - g. Look for confirmation notice or questions, decline notice via email.

**IMPORTANT:** To make additional bookings: Click “HOME” – “MY EVENTS” - click the existing reservation name, then click the blue “New Booking” button on the right. Enter the information for your additional booking by following instructions above. When saved, all your bookings w/1(n)4rkin

**Symbol** next to the booking you need to cancel - A window will pop up, for you to enter a reason for canceling in the menu/text box. After, click the “Yes, Cancel Reservation” button.

**May not be activated due to COVID status:** Touch the screen located outside of the studios in order to see when the space is reserved and for who/what. If the space is open (green), one can touch the green RESERVE button to book the space for current time only.