BUTLER
Office of University Events

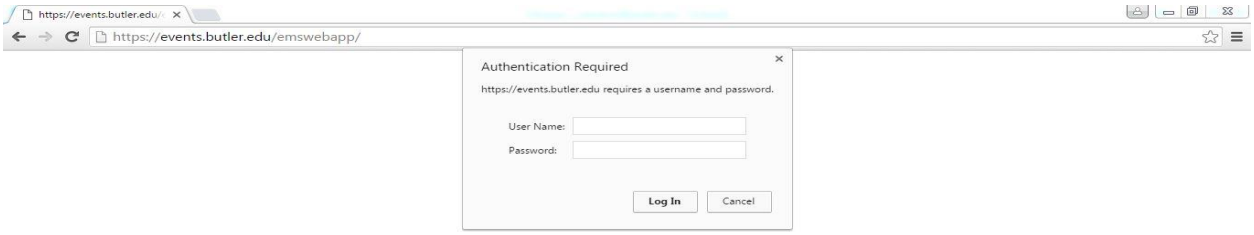
EMS INSTRUCTIONS

LOGGING INTO EMS

- You can access the EMS through any standard internet browser: events.butler.edu/emswebapp/
- You can access the EMS through: my.butler.edu

TO LOG INTO EMS

1. Open an internet browser session.
2. In the address field, enter the "EMS" URL: events.butler.edu/emswebapp/
3. Enter your Butler University log-in credentials.

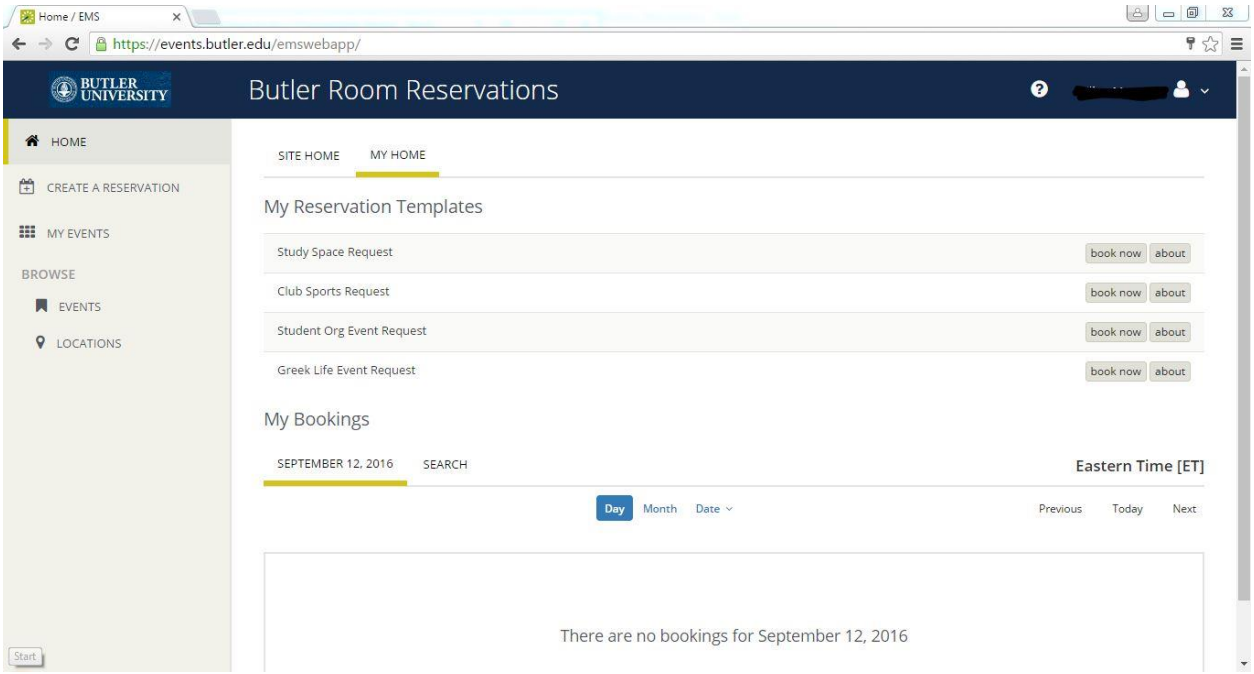


-OR-

1. Visit the "Calendar & Event Scheduling" section through My.Butler
   i. No log in information will be needed if accessing from My.Butler or you BU work station.
   ii. Remember to add this URL to your favorites in your preferred Web Browser.

THE HOME PAGE

- Make reservations through one of four request types under “My Reservation Template.”
- Manage your personal bookings.
- Browse events, spaces, and people or groups on campus.



MAKING RESERVATIONS

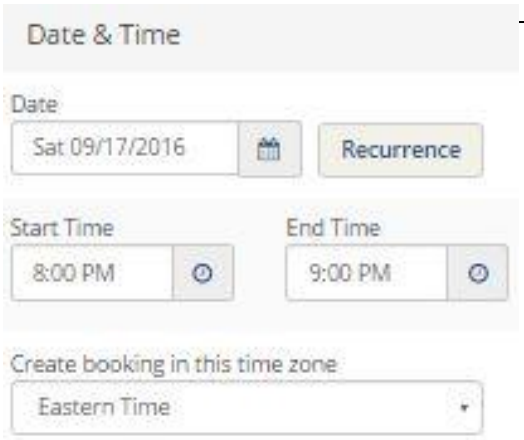
1. There are several customized templates available to faculty and staff, depending on status, which may include:
   a. **Book an Event:** use to submit a request for a room and services. The UE staff will review requests to confirm actual availability.
   b. **Speed Book:** self-serve option that shows real-time room availability in a list or grid views. Rooms can be reserved with automatic approval for designated rooms, primarily conference rooms and classrooms after the drop/add period.
   c. **Submit an Off-Campus Event:** A request to promote an off-campus Butler event through the master calendar.
   d. **Request Event Services Only:** A request to provide services only to a location that is not managed in EMS; for example, a conference phone or table delivered to an office.
   e. **HRC Request**

2. There are customized request templates available to students, which may include:
   a. **Study Space:** for individual or group study only.
   b. **Club Sports:** for club sports team practices and meetings.
   c. **Student Org:** for on-campus student groups.
   d. **Greek Life:** for Greek organized events and activities.
   e. **HRC Request**

3. To create a reservation, click "book now" next to one of the request types from the Home Page, or click "Create a Reservation" and select one of the templates which apply to your needs. (For more information about each request type, click "About.")

4. The first step in creating your booking is "Rooms." It is here that you will select the date, time, and room for your booking.

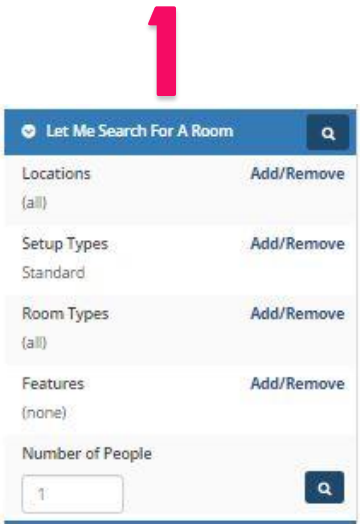
   a. Selecting a Date and Time: Simply enter your desired event date and time through the options on the left of the screen.

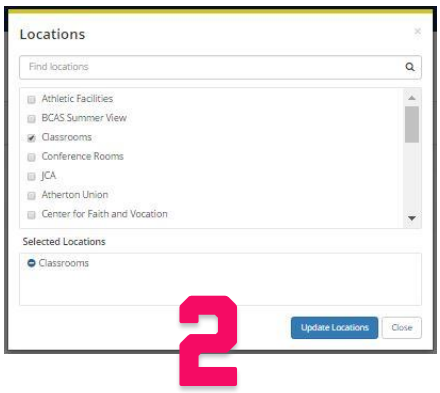


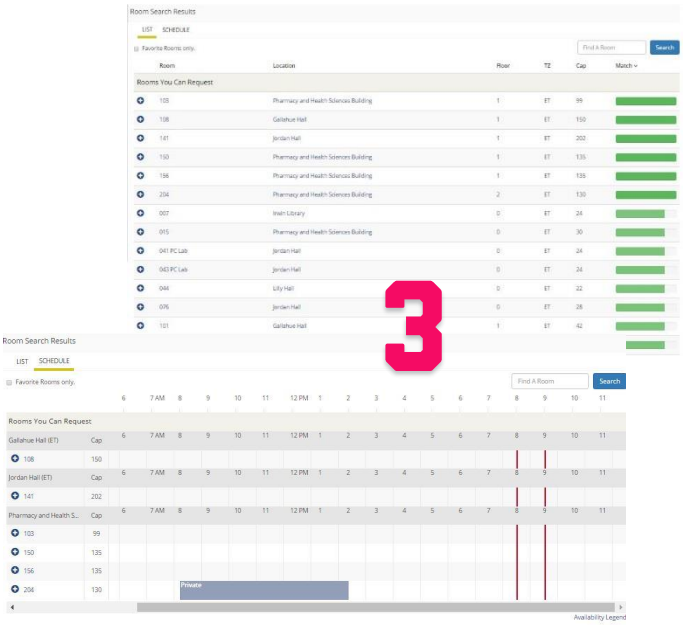
**NOTE: for reoccurring events or meetings, select "Recurrence" to book each event under one reservation. (*This option is not available for study space requests.)

b. Selecting a Room: You will have two options to select a room: (1) the first is "Let Me Search for a Room;" or (2) the second is "I Know What Room I Want."

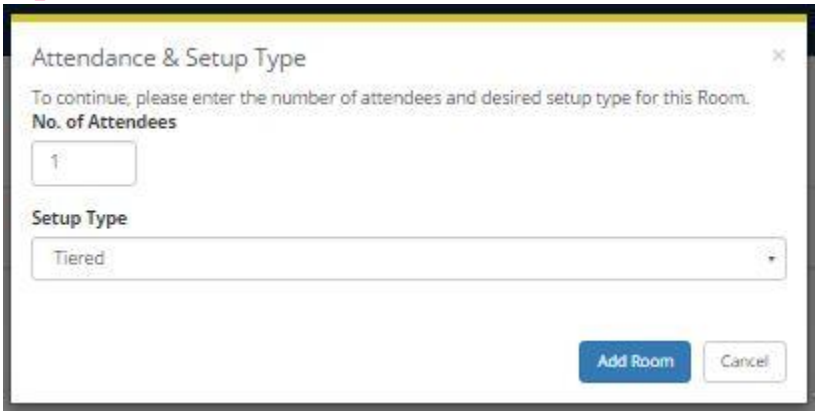
i. **Let Me Search for a Room:** this option will allow you to select the custom preferences for your booking space. There are several fields where you can narrow your search, and a pop-up will appear for each option allowing you to check your preferences. Once you click the search button, you will be able to view your choices in either a "List" or a "Schedule" format.



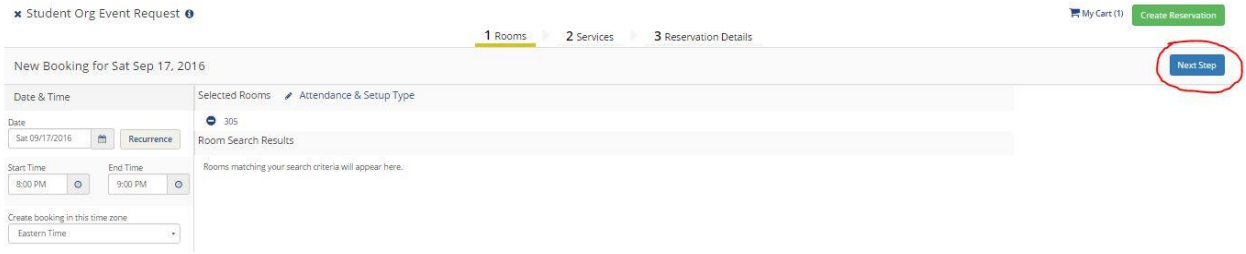




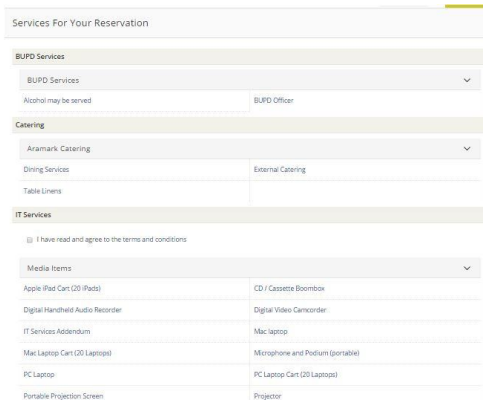
ii. **I Know What Room I Want:** this option will allow you to select the exact room you have in mind for your booking space. You will know if the room is available if a pull down with a green check mark appears below. Click on this and a pop-up will appear, allowing you to enter your intended set-up and number of attendees. Then click "Add Room"



c. Once you have selected a room, click “Next Step.”



5. The next step in creating your booking is “Services.” (*This option is not available for study space requests.) It is here that you will be able to request special services from BUPD, Catering, IT, and University Events. Club Sports resources are available under Club Sports requests.

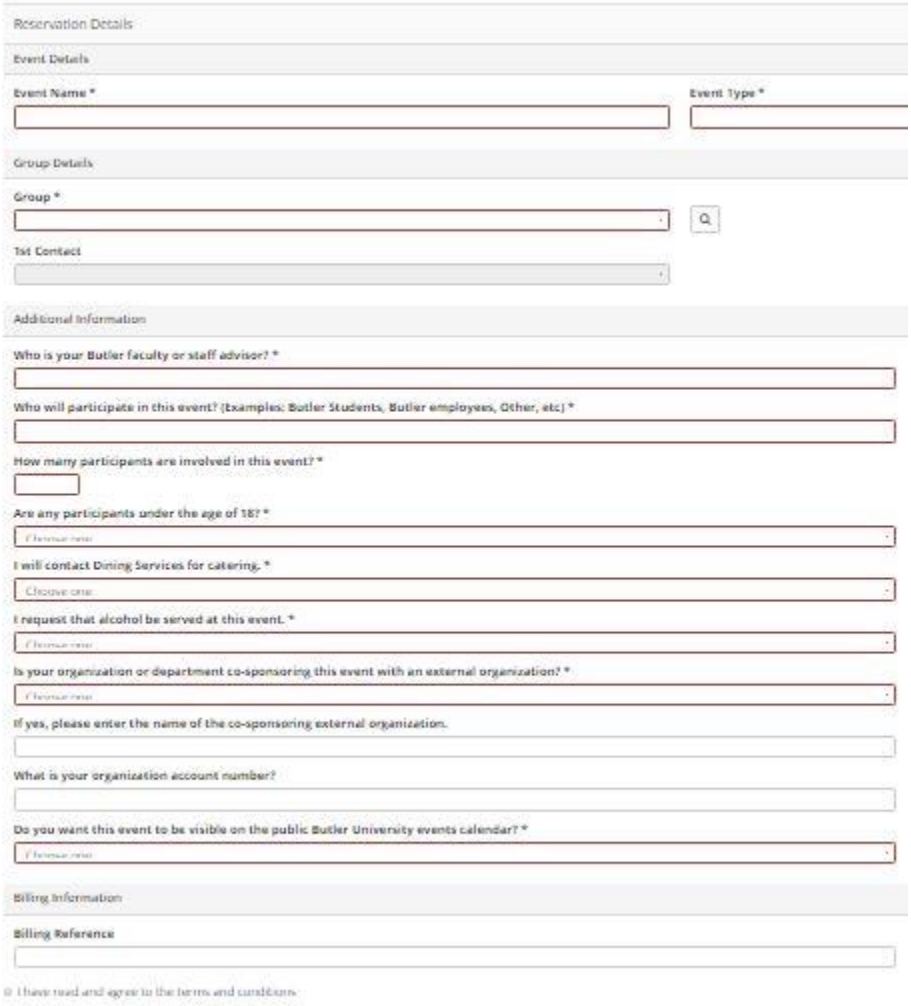


i. Selecting Services: If your event inquires a particular service in one of the above categories, simply click on the service needed. A pop-up will then appear asking you to refine your request. After completing your details and “Special Instructions,” click “OK.” Your requested services will then appear to the right side of the screen under “Services Summary.”

ii. Important Note: Students, for certain services you will need to include your organization's or club's "Billing Reference Number." The PuLSE office should be able to provide this information to you.

iii. Once you have finished selecting your needed services, or if you don't have any needed services, click "Next Step."

5. The final step in creating your booking is “Reservation Details.” It is here that you will be asked to complete your “Event Details,” and “Group Details,” for study space requests. For other requests you will be asked for “Additional Information,” and pending on your request “Billing Information.” (This will only be required if you have inquired a service or room with associated fees.)



i. Once you have filled out all of the necessary details, click “Create Reservation.”

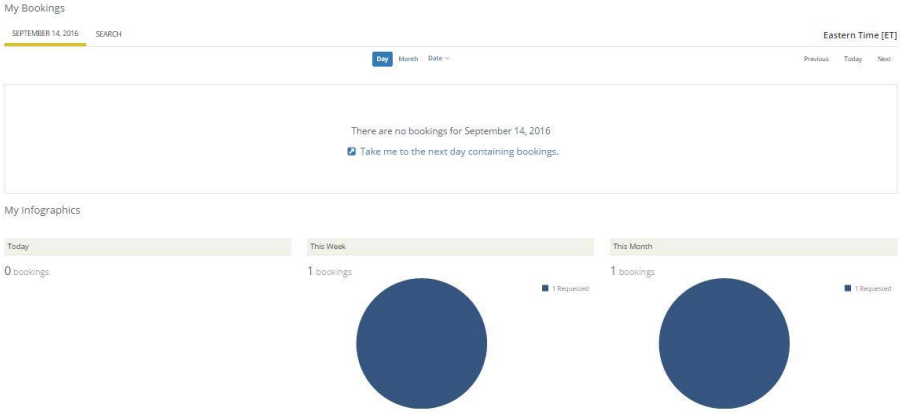
ii. You will then be confirmed of the "Reservation Created," and will be given two options: "Add to My Calendar" and "Edit My Reservation."

a. **Add to My Calendar:** This option will allow you to add the reservation to your Outlook or computer calendar.

b. **Edit This Reservation:** This option will take you back into your reservation details and update any changes you may have realized you need to make.

iii. To skip these two options, click on the "Butler University" emblem to return to the home page.

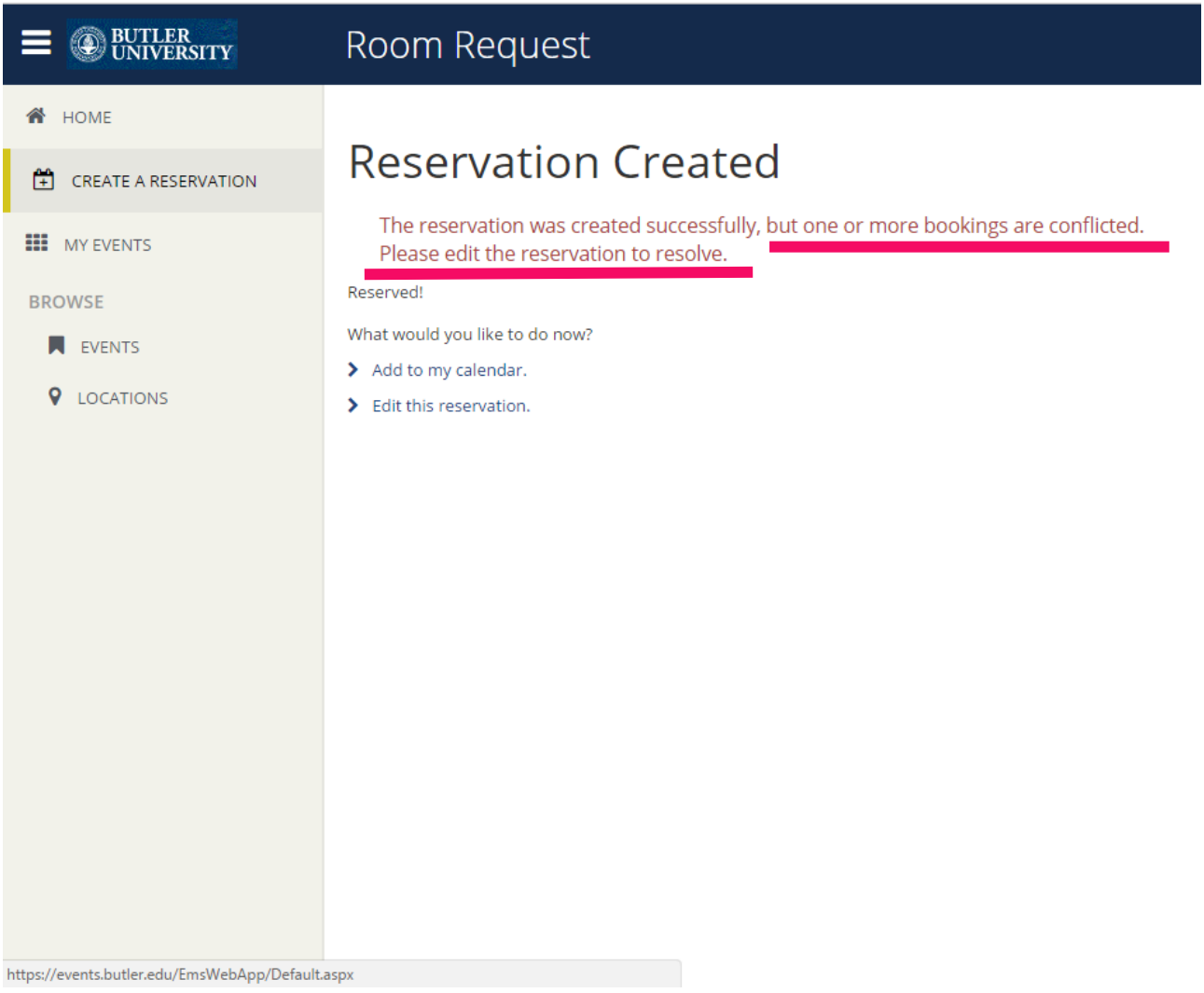
iv. Congratulations! Your reservation has been made! Your reservations will be visible on the home page under "My Bookings."



SPECIAL NOTE RE: WEB CONFLICT

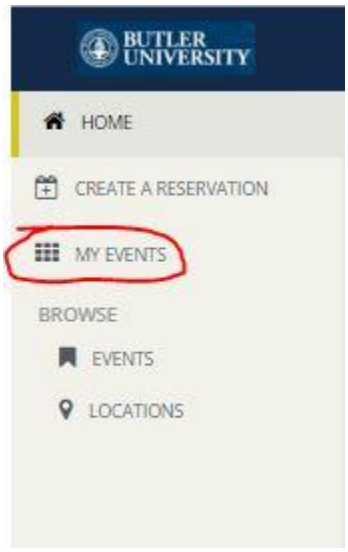
*If you request a room that has already been reserved in the EMS system, you will not receive a confirmation of space from UE. Instead, you will receive notice that the status of your booking will be listed as "WEB CONFLICT" and you are required to edit your reservation.

The following notification will appear once you create your reservation:



MANAGING BOOKINGS

1. To manage your current bookings, begin by clicking "My Events" in the navigation menu to the left of the screen.



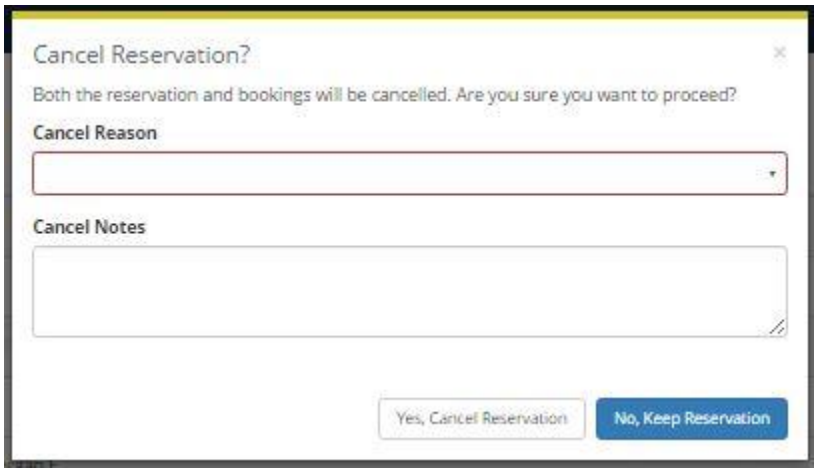
2. Under "Reservations" and "Current" you will be able to see a list of your personal bookings. To edit one of these bookings, click on the title of the reservation.

3. Once you click on the reservation, you will have several options. You can manage "Reservation Details," view "Reservation Tasks," or you can look at "Bookings."

   i. To edit "Reservation Details" click the pencil icon located below the title of the section.

ii. Under “Reservation Tasks” you will be able to Cancel Reservations, View Reservation Summaries, Send Invitations, and Add to Your Calendar.

a) **Cancel Reservations:** click on “Cancel Reservation.” You will then be prompted with a pop-up asking for your cancellation reasoning and confirmation of “Yes, Cancel Reservation.”



b) **View Reservation Summary:** this option will allow you to see the confirmation of your request.

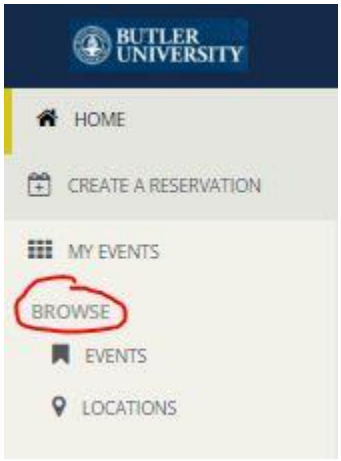
c) **Send Invitation:** this option will allow you to invite others to your event. Click “Send Invitation.” A pop-up will prompt you to enter the email address of your invited friends. Then click “OK.”

d) **Add to My Calendar:** This option will allow you to add the reservation to your Outlook or computer calendar.

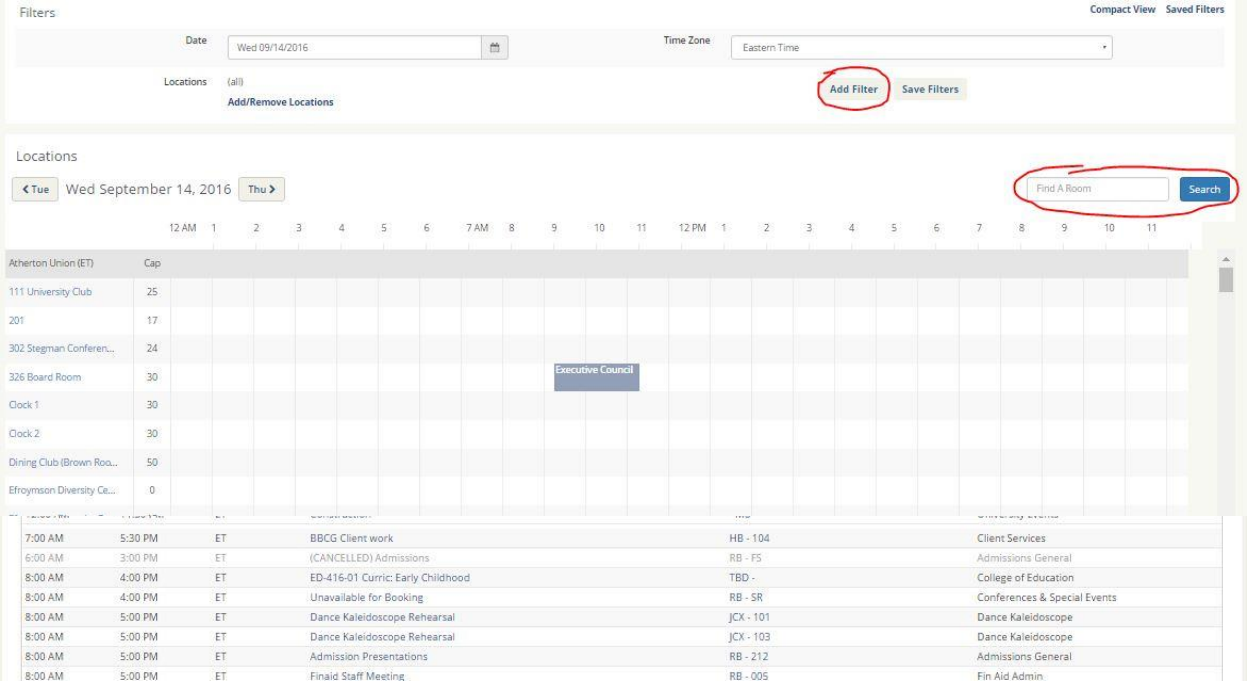
iii. Under "Bookings" you can cancel reservations, edit "Attendance" and "Set-Up Type," as well as view the "Status" of your reservation.

BROWSE

1. To browse events, locations, people and groups, find "Browse" in the navigation menu to the left side of the screen. You can then click "Events" or "Locations."



2. By clicking “Events” you will be able to see a list view of all of the events happening on campus. The default view allows you to see events by date, but you can add “Filters” to refine your view of events.
3. By clicking “Locations” you will be able to see a grid view of all of the events happening on campus in order of the campus space. To refine the search from the default view, you may add “Filters” or “Search” for specific rooms on campus.



FOR MORE INFORMATION

If you are still having trouble using EMS or have further questions, please contact University events for all of your booking needs:

University Events

buevents@butler.edu

(317)-940-9352