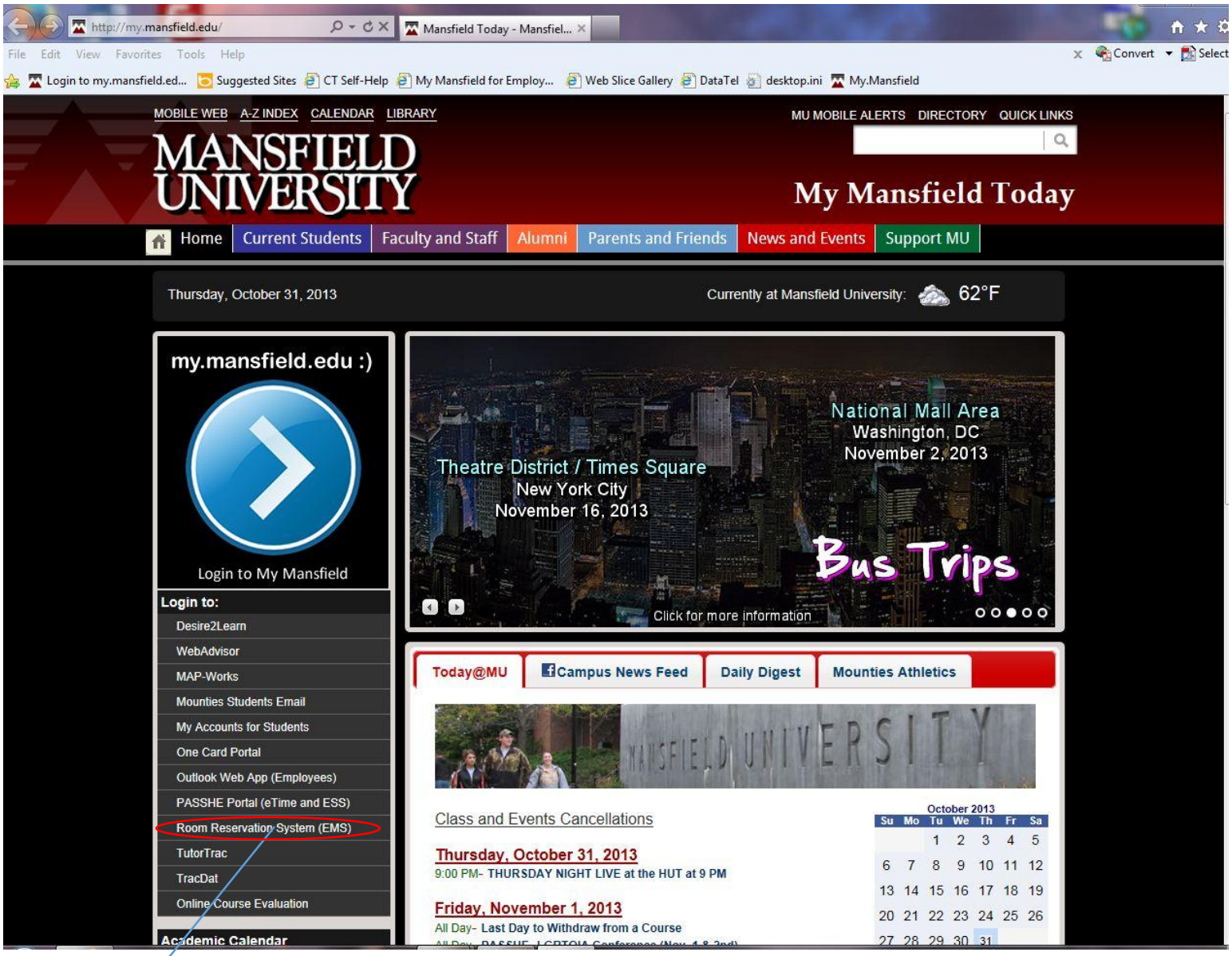
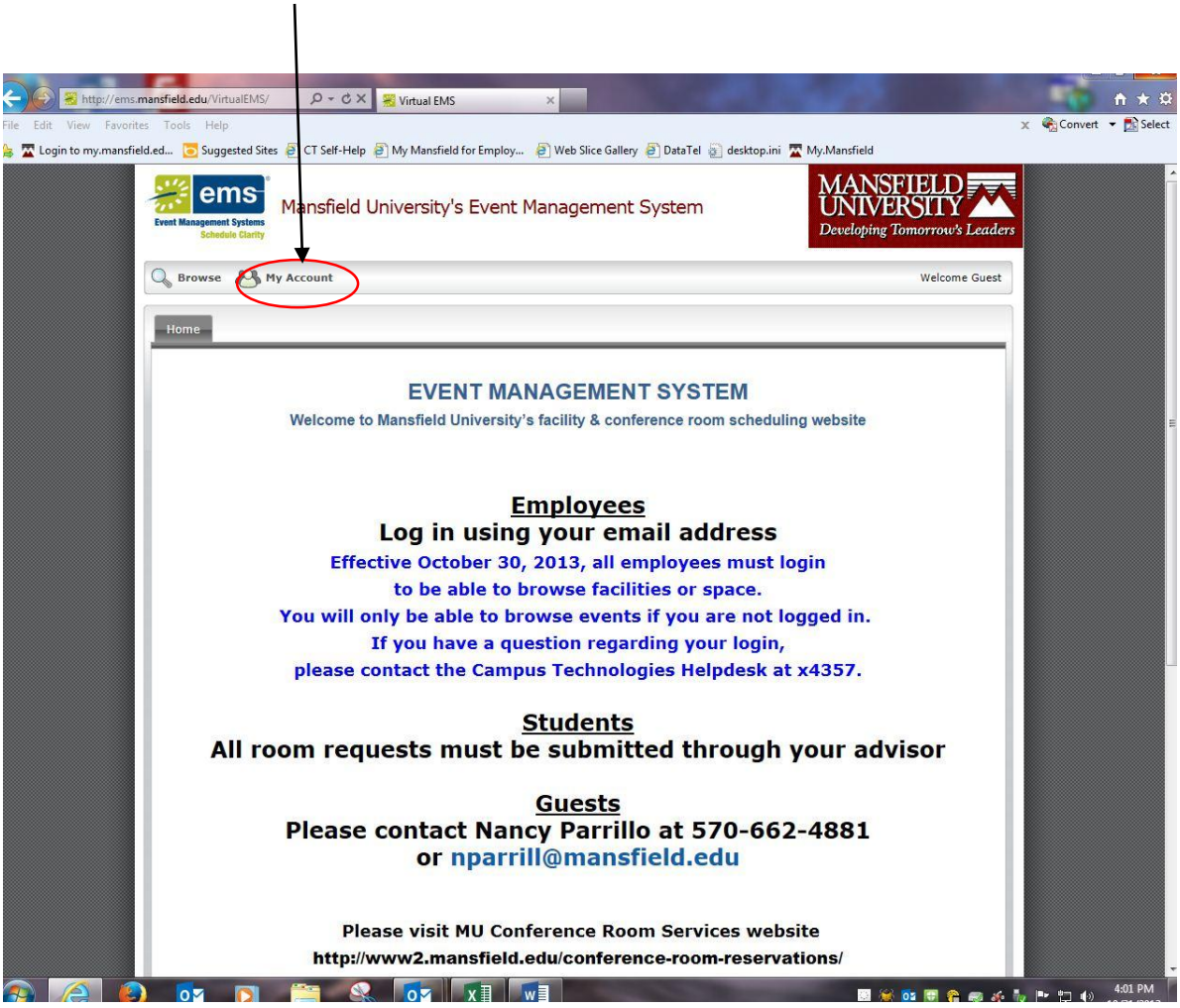
PROCEDURES FOR RESERVING ROOMS THROUGH EMS

December 2013

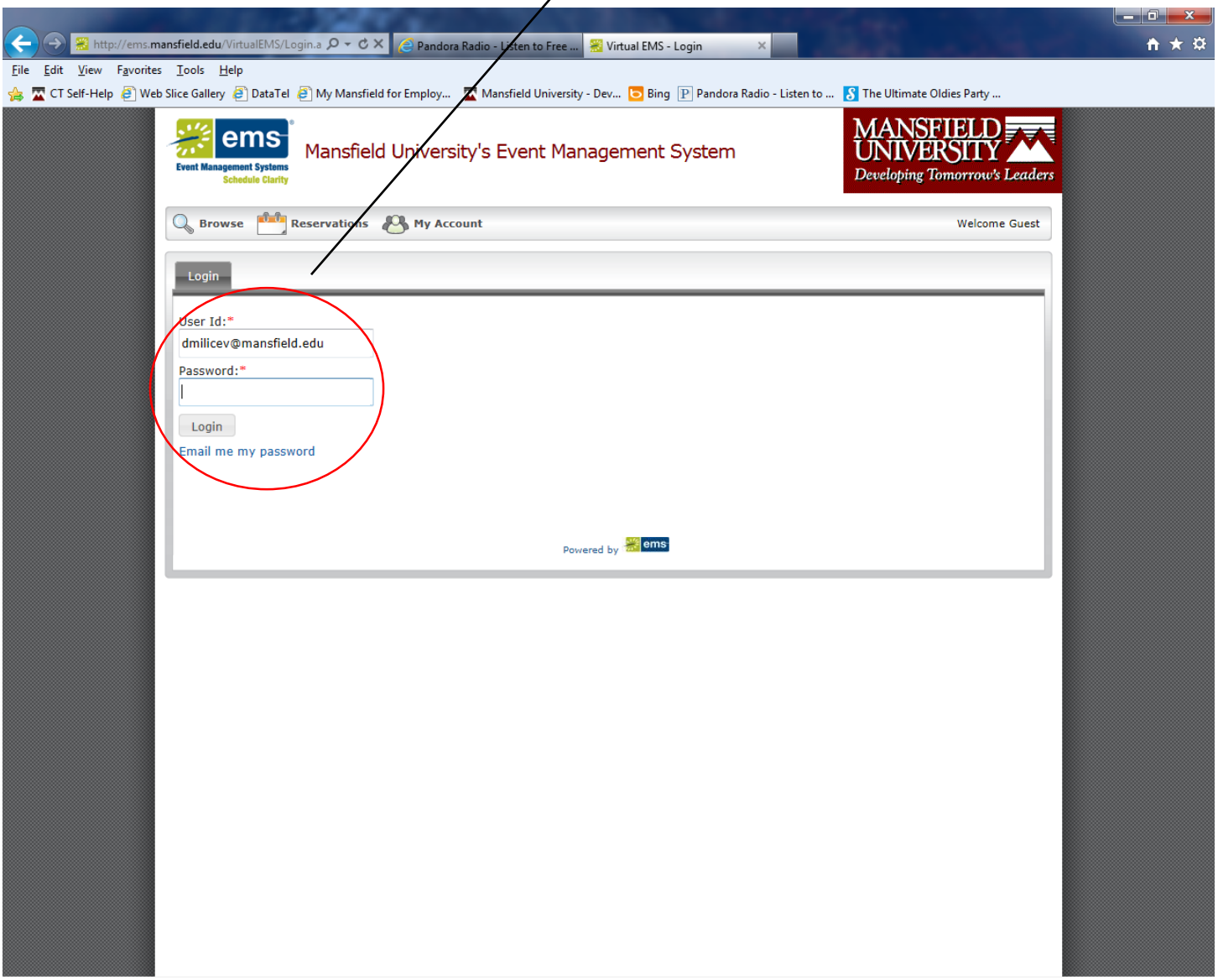


Click here

You must sign in to make your room reservation request.

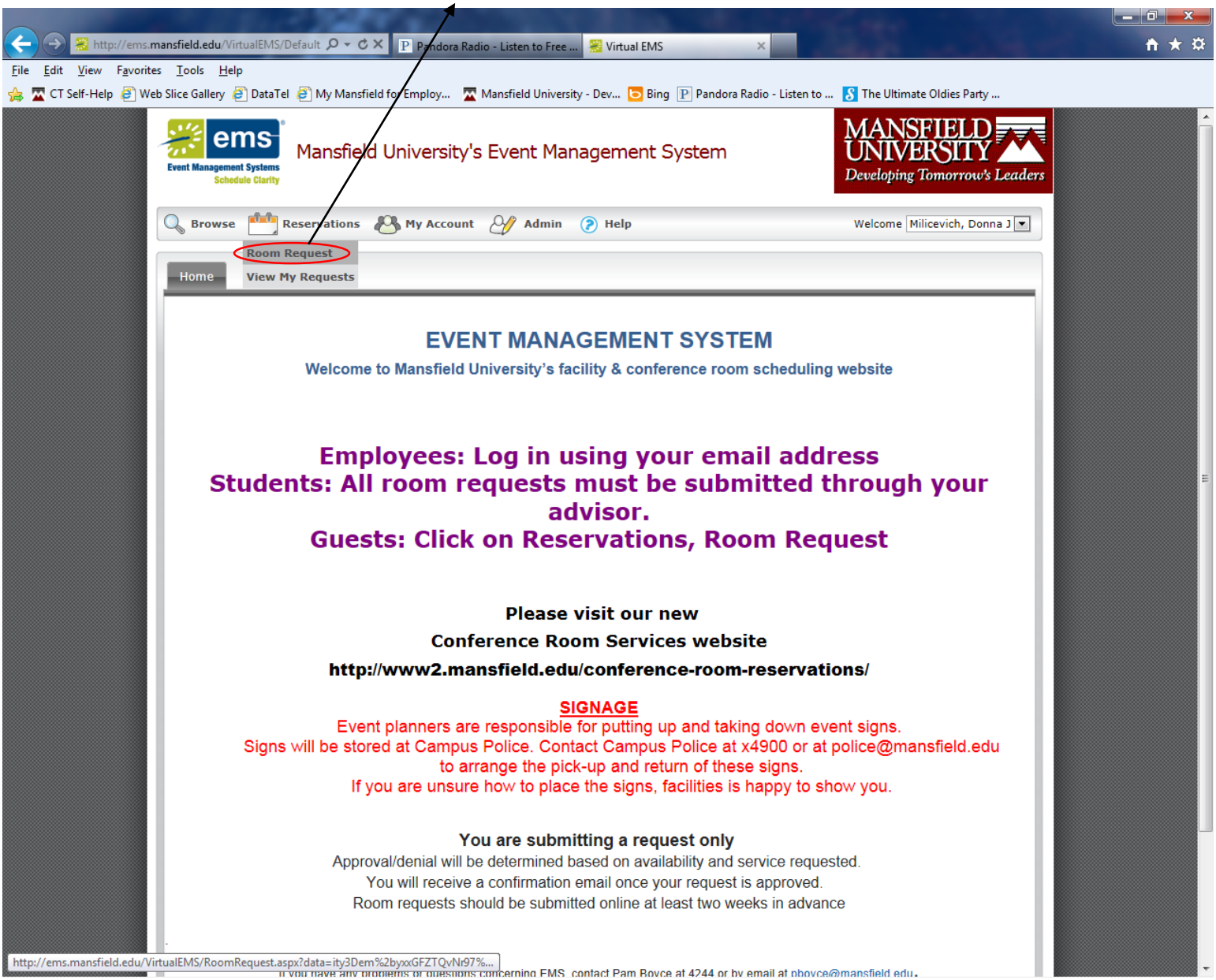


Your User ID is your complete Mansfield university e-mail address.
Your Password is the first letter of your first name, the first 3 letters of your last name, the first 4 numbers of your SS# followed by the dollar ($) sign.



Note: Requests for academic classrooms are reserved by Michelle Novitske by email at mnovitsk@mansfield.edu or by phone at extension 4874.

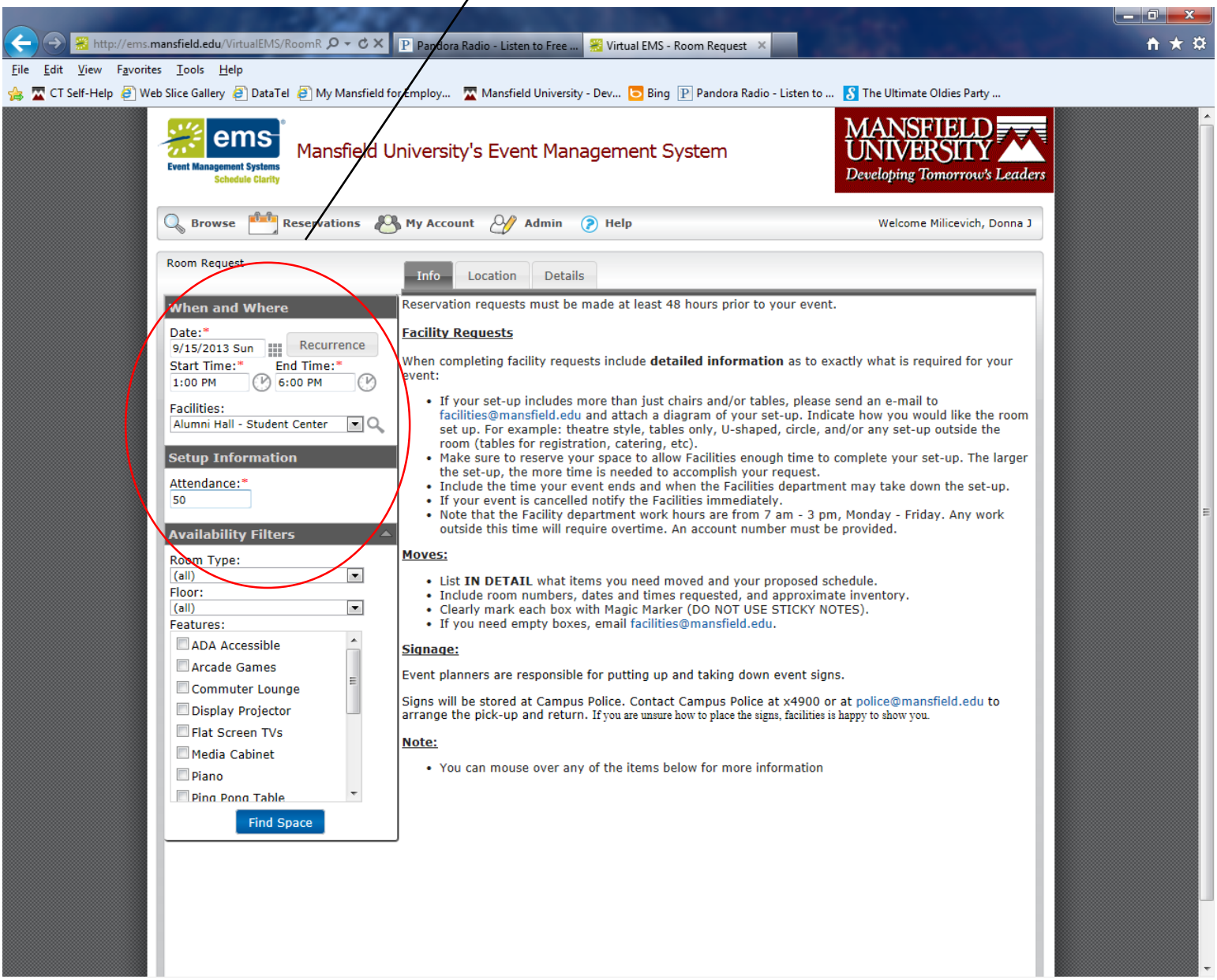
Under Reservations
Select "Room Request"



Directly under "When and Where" you will choose the date, times, facilities you are requesting and rooms you are requesting along with the number of participants attending your event.

Use the Availability Filters to narrow your search.

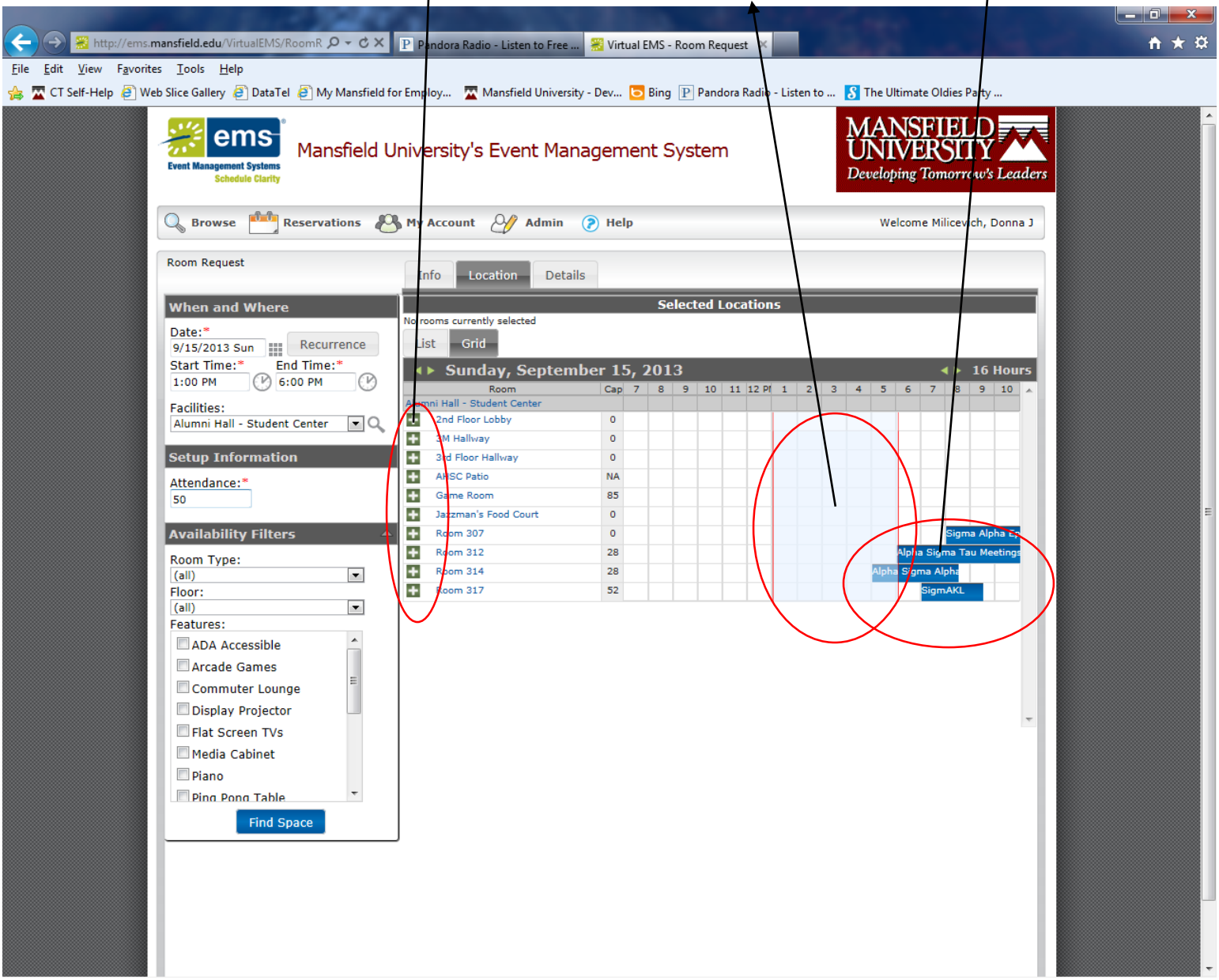
Click on the "Find Space" blue button at the bottom.



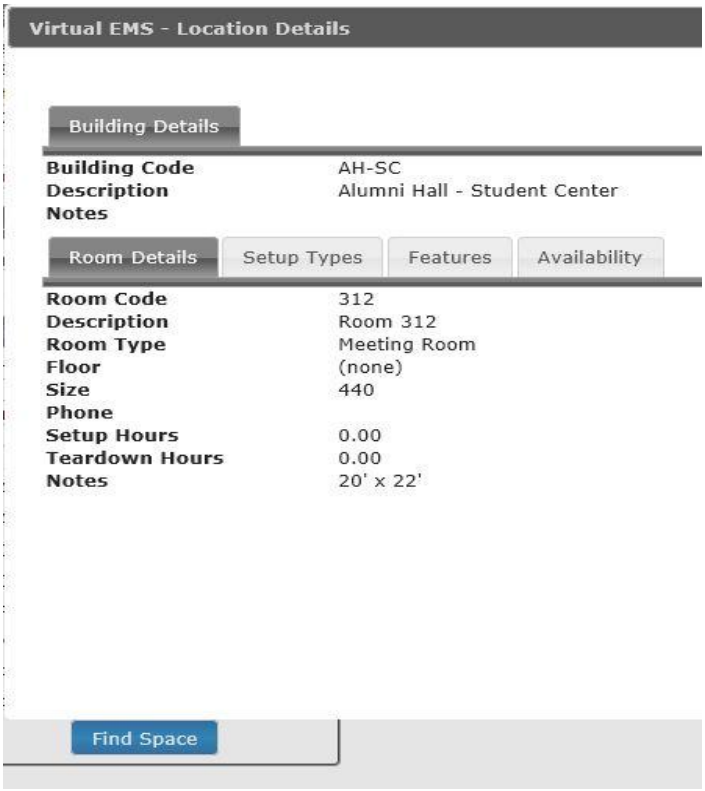
When you find the room you want, click on the GREEN "plus" sign

This shows you the timeframe you are looking at (w/the red vertical lines)

This shows space that is already occupied

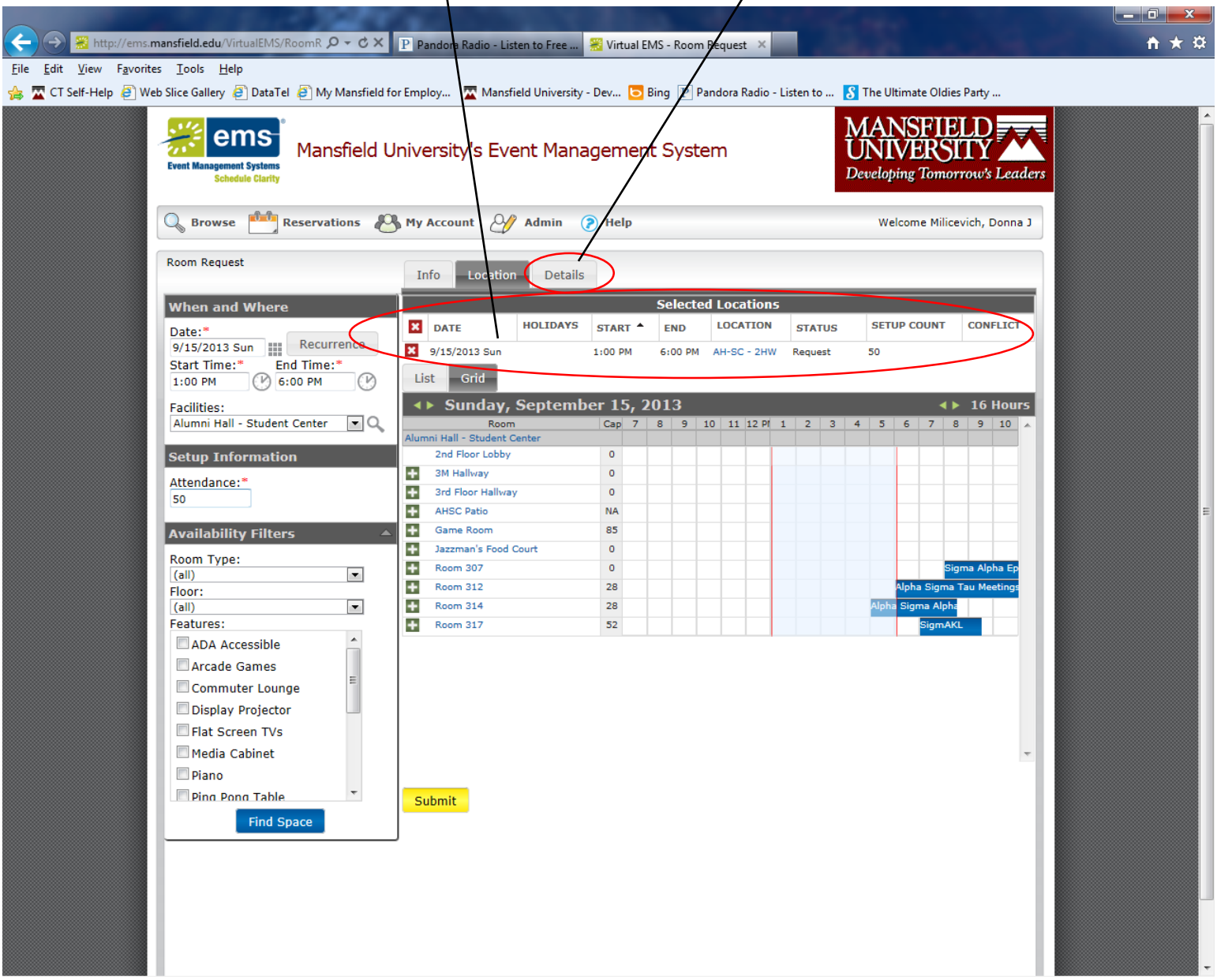


If you would like to see room details, click on the room

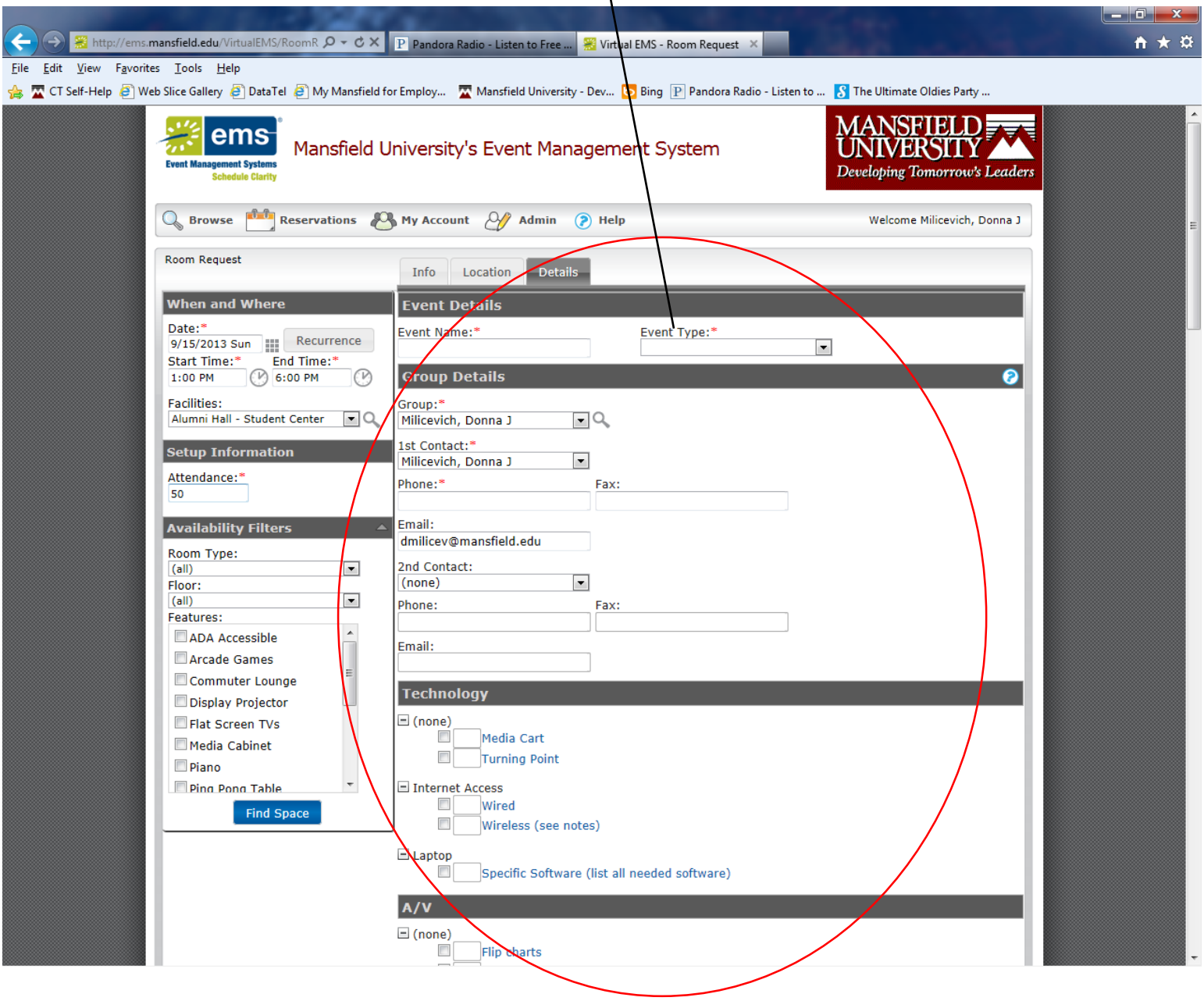


Based on your room selection after you click on the green "plus" sign, it will pull your selection to the top as a "Selected Location".

If the location is correct, you will then click on the "Details" tab.



At this point, you will need to complete all information under "Event Details", "Group Details" and any additional requests you need for your space (i.e., Technology, AV, Facilities, Catering, etc.) Once you have finished making your reservation, click on the "Submit" button (not shown in this picture).



Once you SUBMIT your reservation, you will receive a "Web Request" e-mail that states your request has been received. Your reservation request is not approved until the building administrator has sent you a confirmation email. If you do not receive a confirmation email within 48 hours of your request, please contact the building administrator directly.

For assistance in making room reservation requests, visit the Conference Room Reservation website at: http://www2.mansfield.edu/conference-room-reservations/. A complete list of building administrators who approve reservation requests is available at: http://online.mansfield.edu/room-reservations.cfm.

Signage:

Event planners are responsible for putting up and taking down event signs. Signs will be stored at the Printshop. Contact the Printshop at 4955 or at printshop@mansfield.edu to arrange the pick-up and return of signs. If you are unsure how to place the signs, facilities is happy to show you.