



# Event Management System



...

(EMS)

# Accessing EMS

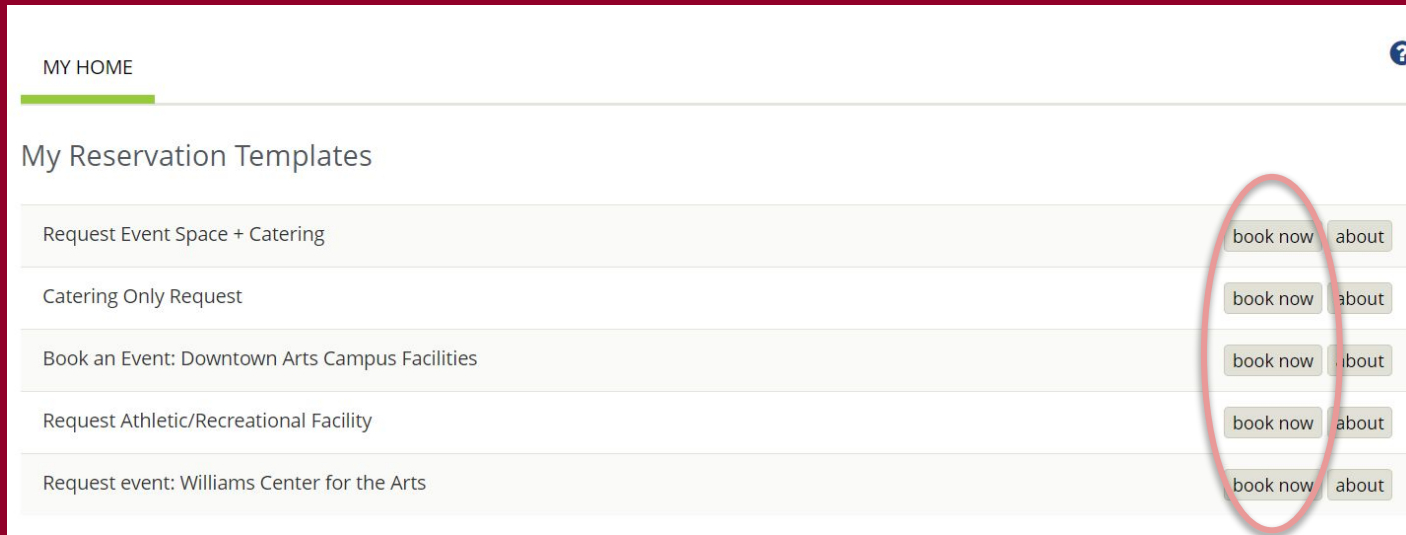
- Proceed to the following web page
  - <https://lafscheduling.emscloudservice.com/web/>
- Log in with your Lafayette College credentials

You are logging into using single sign-on. Please enter your Lafayette credentials.

	<input type="text" value="netid"/>
	<input type="password" value="password"/>
<input type="button" value="Login"/>	

# Choosing a Reservation Template

- Select “book now” next to the appropriate form
  - See slide 4 for descriptions



MY HOME ?

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## My Reservation Templates

Request Event Space + Catering	book now	about
Catering Only Request	book now	about
Book an Event: Downtown Arts Campus Facilities	book now	about
Request Athletic/Recreational Facility	book now	about
Request event: Williams Center for the Arts	book now	about

The screenshot shows a user interface for selecting reservation templates. At the top left, there is a 'MY HOME' link with a green underline. To the right is a help icon (a question mark in a blue circle). Below this is the heading 'My Reservation Templates'. A list of five reservation options is displayed, each with a 'book now' button and an 'about' link. A red oval highlights the 'book now' buttons for all five options.

# Reservation Template


- Request Event Space + Catering
  - **NOTE: Even if you will not require catering, utilize this reservation template if you want to reserve an event space**
- Catering Only Request
  - Used for requesting food to a non-reservable space, such as an office


# Submitting a Reservation (Rooms Section)


- Fill out “Date,” “Start Time,” and “End Time.” Click “Search”
- Pay attention to AM and PM differentiations


New Booking for Fri Aug 11, 2023

Date & Time

Date \*  
Fri 08/11/2023  [Recurrence](#)





Start Time \*  
2:00 PM 

End Time \*  
7:00 PM 

Create booking in this time zone  
Eastern Time 

# Submitting a Reservation (Rooms Section)

- Select the room you would like to reserve by clicking the green +

Room ^	Location	Floor	TZ	Cap
Rooms You Can Request				
	1st Floor Lobby/Atrium, Farinon	Farinon College Center	First floor	ET 250
	003 Seminar Room - Smart, Kirby HCR	Kirby Hall of Civil Rights	(none)	ET 22
	017 Classroom - Smart, Hugel	Hugel Science Center	Ground Floor	ET 22
	28 Computer Lab, Pardee	Pardee Hall	Ground Floor	ET 30
	100 Gagnon Auditorium - Smart, HUGEL	Hugel Science Center	First floor	ET 72
	100 Interfaith Chapel, Hogg Hall	Hogg Hall	First floor	ET 80

# Submitting a Reservation (Rooms Section)

- Enter the number of attendees and setup requested
- Click the “next step” button to proceed

Attendance & Setup Type ×

To continue, please enter the number of attendees and desired setup type for this Room.

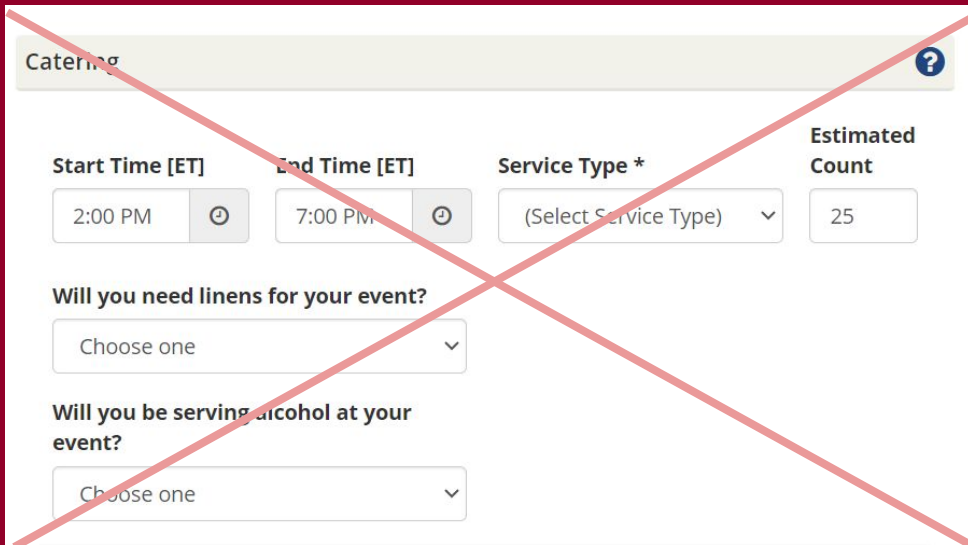
**Number of Attendees \***

  
**Setup Type \***  
Add Room Cancel



# Non-Catering Request

- If catering is **NOT** required, skip this section by selecting the “next step” button



Catering ?

Start Time [ET] End Time [ET] Service Type \* Estimated Count

2:00 PM 7:00 PM (Select Service Type) 25

Will you need linens for your event?

Choose one

Will you be serving alcohol at your event?

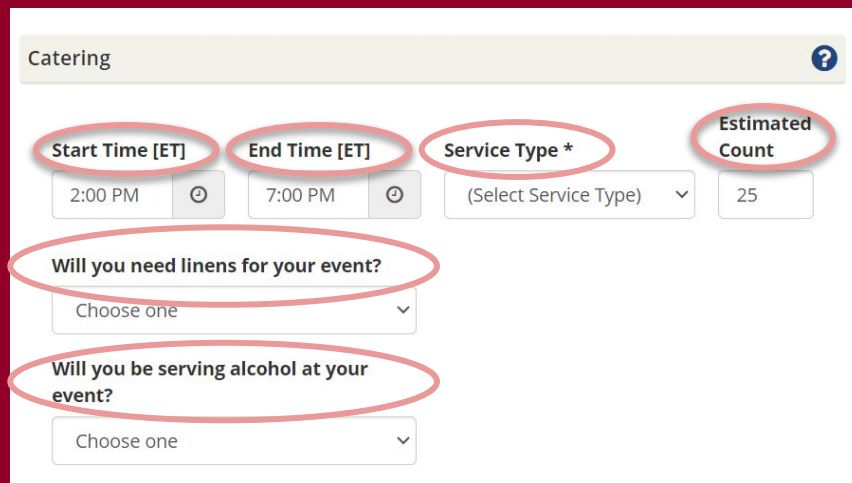
Choose one





# Submitting a Catering Request

- If catering is requested, fill out the circled fields
- Note: The start and end time is for when you catering to be delivered and cleaned up, not the event time(s)



The image shows a screenshot of a web form titled "Catering" with a help icon. The form contains several fields, some of which are circled in red to indicate they must be filled out. The circled fields are: "Start Time [ET]" (set to 2:00 PM), "End Time [ET]" (set to 7:00 PM), "Service Type \*" (a dropdown menu currently showing "(Select Service Type)"), and "Estimated Count" (set to 25). Below these are two more circled dropdown menus: "Will you need linens for your event?" and "Will you be serving alcohol at your event?", both currently set to "Choose one".

Catering ?

**Start Time [ET]** 2:00 PM ⌚ **End Time [ET]** 7:00 PM ⌚ **Service Type \*** (Select Service Type) ▾ **Estimated Count** 25

**Will you need linens for your event?**  
Choose one ▾

**Will you be serving alcohol at your event?**  
Choose one ▾

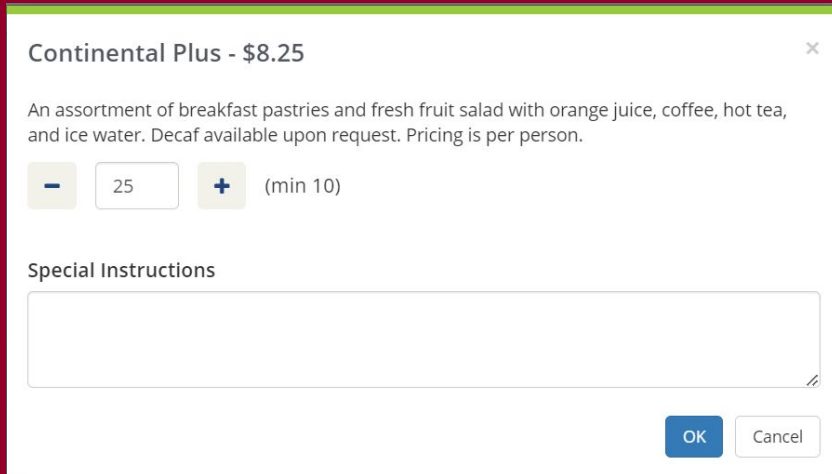
# Choosing Food Options

- Select which meal option you want using the drop down menus

Continental Breakfast		▼
Continental Plus	Healthy Start Continental	
Traditional Continental		
Hot Breakfast Buffet		^
A la carte breakfast		^
Lunch Buffet		^
Lunch Buffet: Salads		^
Lunch Buffet: Sandwiches		^
Bagged Lunches		^

# Choosing Food Options

- Enter special instructions such as allergies or dietary restrictions and click “OK”
- Once all food options are selected, input the billing reference at the bottom of the screen. Click “next step.”



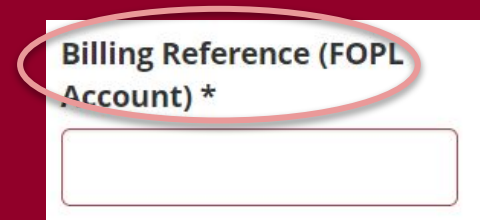
Continental Plus - \$8.25

An assortment of breakfast pastries and fresh fruit salad with orange juice, coffee, hot tea, and ice water. Decaf available upon request. Pricing is per person.

- 25 + (min 10)

Special Instructions

OK Cancel



Billing Reference (FOPL Account) \*



Next Step

# Reservation Details

- Fill out all required fields marked with \* in both event and group details

## Reservation Details

### Event Details

**Event Name \***  
Test Event

**Event Type \***  
Athletic Event

### Group Details

**Group \***  
Finance Administration

**1st Contact**  
(temporary contact)

**1st Contact Name \***  
(temporary contact)

# Reservation Details

- Attach documents if applicable
- Answer “additional information” questions
- Include the billing reference FOPL account
- Agree to terms and conditions
- Click “create reservation”

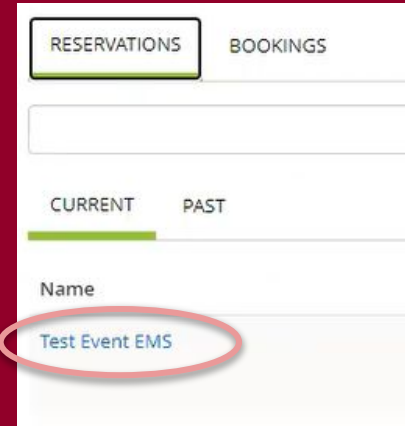
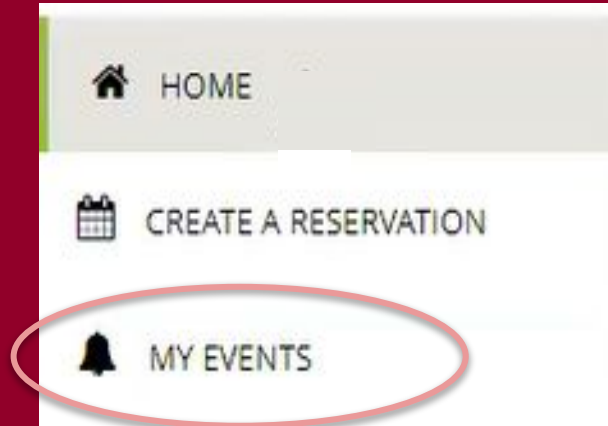
The screenshot shows a web form for creating a reservation. It is divided into several sections:

- Attachments:** Contains a button labeled "Select your files" and a text area "Drag and drop your files here".
- Additional Information:** Contains two dropdown menus. The first is labeled "Do you need to reserve a projector?" and the second is "Will your event need external A/V support?". Both dropdowns currently show "Choose one".
- Comments or questions?:** A text input field.
- Billing Information:** Contains a text input field labeled "Billing Reference (FOPL Account) \*". This field is circled in red in the image.
- Terms and Conditions:** A checkbox labeled "I have read and agree to the Terms and Conditions".

Create Reservation

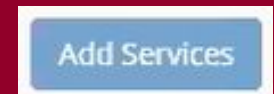
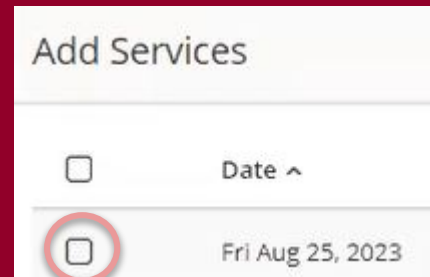
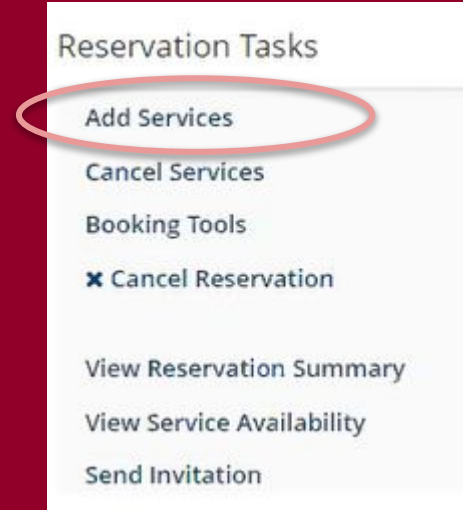
# Adding Catering Post-Reservation

- Select the event you want to update



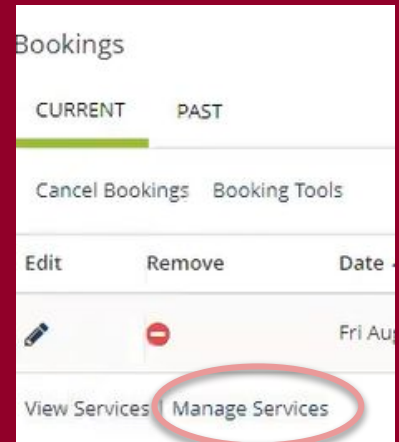
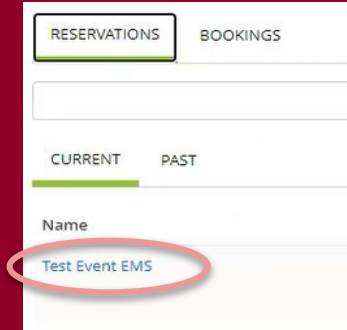
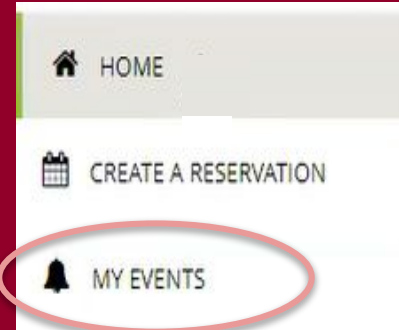
# Adding Catering Post-Reservation

- Add Services
  - Select your services and be sure to select your service type
- Click “next step”
- Select the location/date that you want to add these services
- Click “add services”



# Modify Catering Post-Reservation

- Select the event you want to update
- Click “manage services” beneath the date/location on the date/space which requires service





# Modify Catering Post-Reservation

- On the far right under services summary select the edit icon at the catering level to modify the menu choices
  - Remove items by selecting the red minus. Add items following the steps from the previous slides.

