Event Management System

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(EMS)

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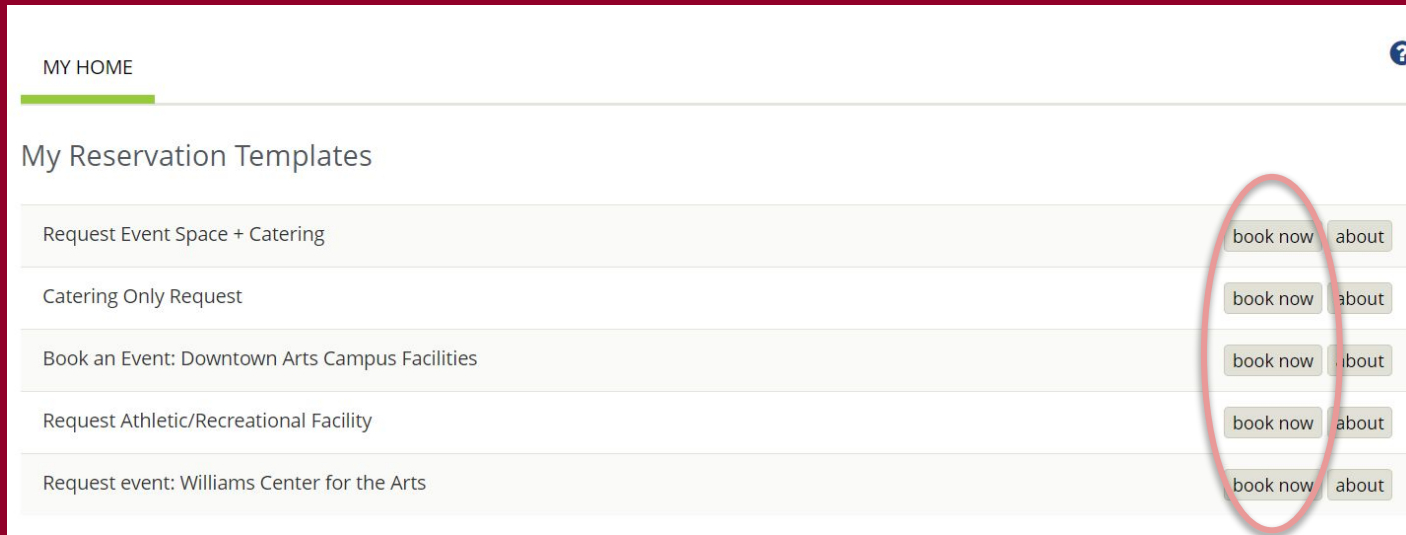
- Proceed to the following web page
  - https://lafscheduling.emscloudservice.com/web/
- Log in with your Lafayette College credentials

Choosing a Reservation Template

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

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 *   End Time *

2:00 PM   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
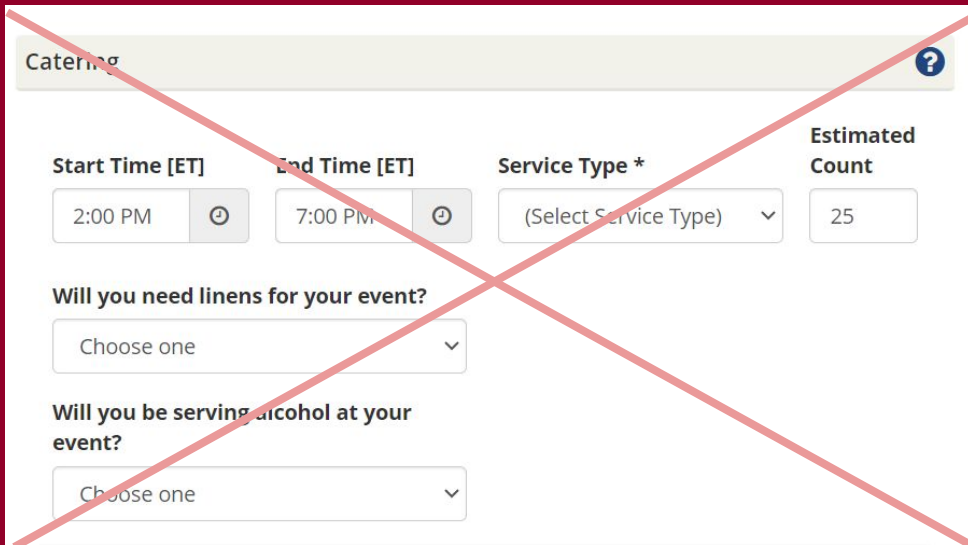
Non-Catering Request

- If catering is **NOT** required, skip this section by selecting the "next step" button
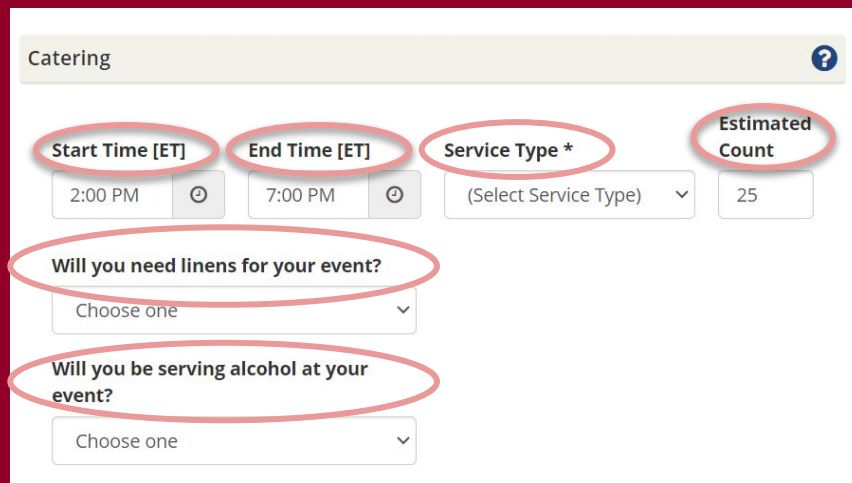
Submitting a Catering Request

- 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)

Choosing Food Options

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

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."
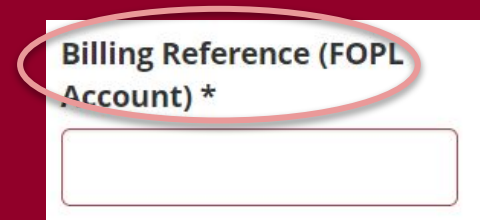

Continental Plus - $8.25

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

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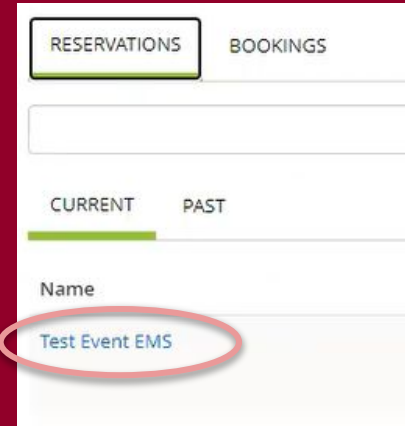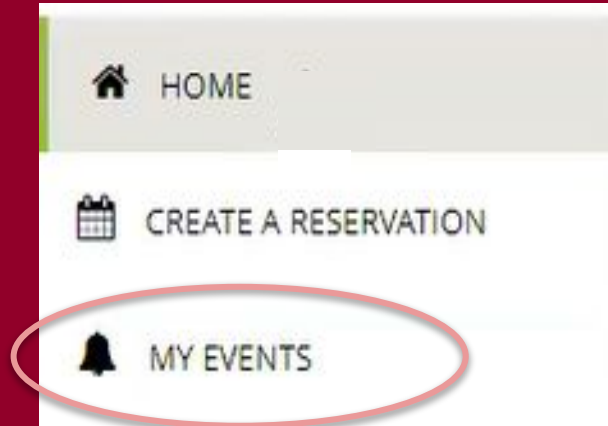- Agree to terms and conditions
- Click "create reservation"

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"

Reservation Tasks

Add Services

Cancel Services

Booking Tools

✖ Cancel Reservation

View Reservation Summary

View Service Availability

Send Invitation

Next Step

Add Services

Add Services

☐	Date ⌃
☐	Fri Aug 25, 2023

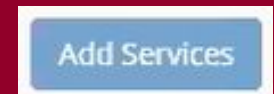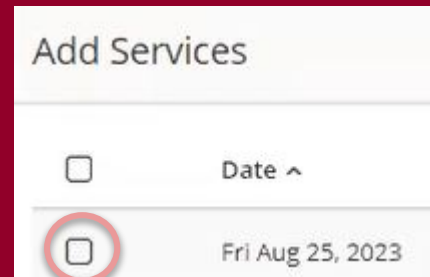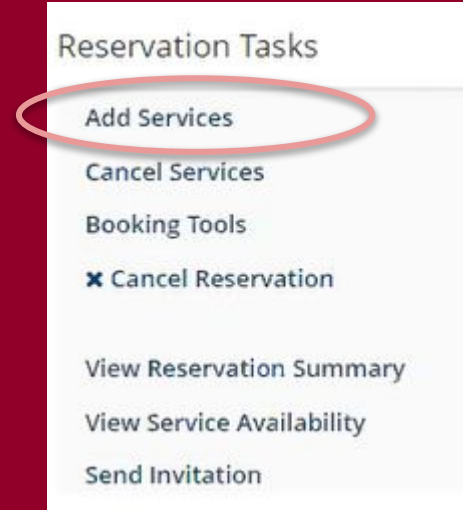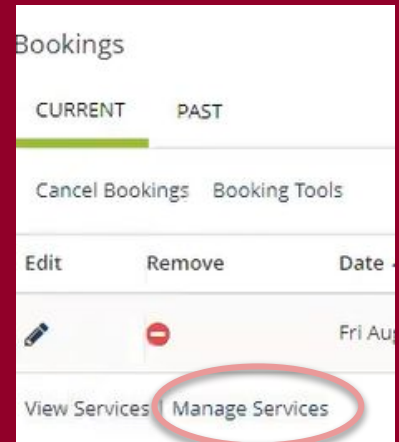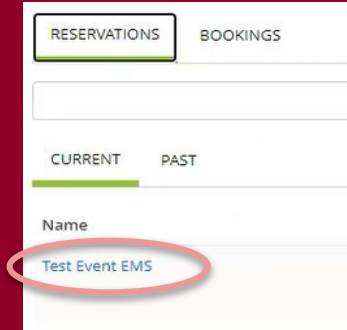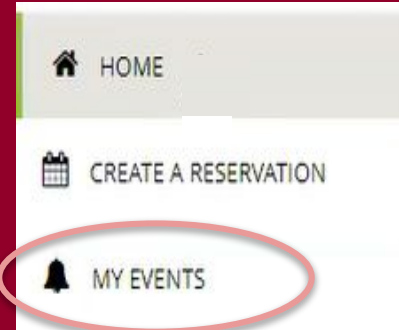# Modify Catering Post-Reservation

- 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.