

Event Management System (EMS)

Log Onto EMS



Faculty & Staff: TWU Pioneer Portal credentials

Student Organizations: Log-in provided by Center for Student Development, Dallas Student Life, or Houston Student Life

Make A Reservation

Step 1: Select Space

1. Click **Create A Reservation** (*left menu*)
2. Select appropriate Reservation Template
3. Click **Book Now** (next to template)
4. Select date and time of event
Click **Recurrence** for an event series
5. Select set-up/room type filters (*optional*)
6. Enter estimated attendance for set-up
7. Click **Search** to view rooms
8. Click **blue + icon** next to desired room(s)
9. Click blue **Next Step** button (*top, right*)

Step 2: Add Services

Note: Some facilities do not have service options.

1. Click the "down" arrow next to desired resource category
2. Click on the resource you would like to add
3. Enter quantity of resource
4. Enter special instructions
5. Click "OK"
6. Enter department account number

Step 3: Enter Event Details

1. Enter Name and select event type
2. Select group - click **magnifying glass icon** to search for group and add it to your list
3. Select (**temporary contact**) as "Contact 1"
4. Enter primary contact's information
5. Add secondary contact information (*optional*)
6. Upload attachment(s) (*optional*)
7. Answer each question beneath "Additional Information"
8. Enter special requests for the facility scheduler in the final field
9. Click Create Reservation (*bottom, right*)

Note: Requests are not confirmed until the primary contact receives a confirmation email.

Change A Reservation

Edit Reservation Details

1. Click **My Events** (*left menu*)
2. Click the reservation name
3. To edit details for entire reservation, click **Edit Reservation Details** (*top, left*)
4. To edit details for a single occurrence, click **blue pencil icon** next to booking

Add Services

1. Click **My Events** (*left menu*)
2. Click **Add Services** link (*top, right*)
3. Select service and quantity
4. Click **Next Step**
5. Select the booking occurrences you would like to add service(s) to

Cancel/Manage Services

1. Click **My Events** (*left menu*)
2. Cancel all services by clicking the **Cancel Services** link (*top, right*)
3. Edit existing services or cancel select services by clicking **Manage Services** beneath each booking

Cancel Reservation

1. Click **My Events** (*left menu*)
2. Cancel entire reservation by clicking **Cancel Reservation** (*top, right*)
3. Cancel single booking occurrence by clicking the **blue - icon** next to the booking

Terminology

Reservation

Event Umbrella: Who & What

Booking

Individual Occurrences: When & Where



Questions?



Contact a Facility Scheduler:

Student Union: Student Union Office – 940-898-3641 (studentunion@twu.edu)

Pioneer Hall: Pioneer Hall Facility Office – 940-898-2561 (mpalmer@twu.edu)

Fitness and Recreation: Fitness and Recreation - 940-898-2900 (jkarnes1@twu.edu)

Dallas Student Life Space: Student Life – Dallas – 214-689-6696 (studentlifedallas@twu.edu)

Houston Student Life Space: Student Life – Houston – 713-794-2157 (dunruh@twu.edu)

All Other Reservations: Conference Services – 940-898-3644 (conferenceservices@twu.edu)

Trouble with your EMS account? Contact Conference Services – 940-898-3644 (conferenceservices@twu.edu)

Reservation Templates

Reservation templates are based on types of locations. Select the template that fits your needs.

*Classrooms & Lobbies (Dallas, Denton, & Houston)

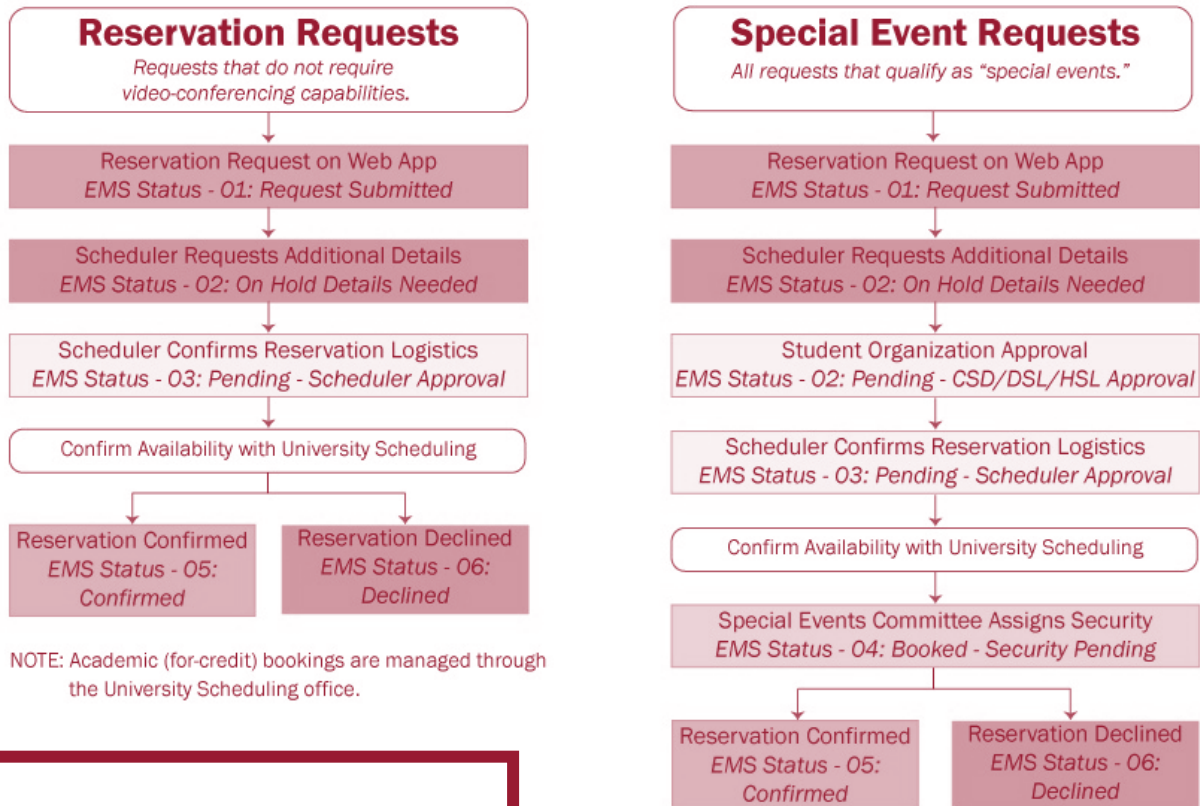
Availability will be checked upon reservation request due to the academic class schedule. If room is not available an alternative location will be assigned.

REQUEST CUT OFF

How far in advance to request a space...

- Chapel & Alumni House - 21 days
- Dallas Classrooms & Lobbies - 7 days
- Dallas Student Life Space - 7 days
- Denton Classroom Buildings - 7 days
- Fitness & Recreation - 14 days
- Houston Classroom & Lobbies - 7 days
- Houston Student Life Space - 7 days
- Hubbard Hall - 21 days
- Outdoor Space - 14 days
- Pioneer Hall - 7 days
- Student Union - 7 days

EMS Approval Process



NOTE: Academic (for-credit) bookings are managed through the University Scheduling office.

Log into EMS and click **My Events** (left menu) to check your request status!

Special Event Qualities:

- Cash Exchanged at the Event
- Estimated Attendance Over 100
- Alcohol is Served
- Amplified Sound Outdoors

Student Organization Qualities:

- Guests in Public Office
- High Profile Guests
- Opposition in Subject Matter
- VIP Presence
- Movie Showing