

Requesting functions through EMS

1. Go to <http://sdclwb1.montclair.edu/VirtualEMS/> or Montclair.edu/csi to access EMS.
 - a. Please note that submissions are time stamped. Requests submitted prior to or after appropriate submission times will not be considered.
2. Hover over 'My Account' and click 'Log In'
3. Enter User Id & Password
 - a. Both are provided by CSI after completion of training and registration.
 - b. Neither can be changed by user.
 - c. Passwords will change every semester

To Schedule an event

4. Hover over 'Reservations', click 'Function Request'
5. Fill out '**When & Where**'
 - a. **Date**
 - i. Must be at least two weeks from request date (For events requiring CSI approval)
 - b. **Recurrence**
 - i. One time event-do not click 'Recurrence'
 - ii. Daily-every day, every weekday
 - iii. Weekly-every week on the same day of the week
 - iv. Monthly-every # day of the month (i.e. 4th, 23rd) or the (1st, 2nd, etc.) specific day (i.e. 1st Monday of every month)
 - v. Random-no pattern, select each date on calendar that comes up
 - vi. Range of Recurrence
 1. Start date: enter 1st date
 2. End options:
 - a. End after number of occurrences (i.e. after 3 times)
 - b. End by specific date (last date of event)
 3. Must end by day before final exams begin for that semester
 - vii. Click 'Apply Recurrence'
 - c. **Start Time**: Event start time (not including setup)
 - d. **End Time**: Event end time (not including clean up)
 - e. **Facilities**: Select desired building from drop-down menu
 - f. **Room**: Select desired room from drop-down menu
 - i. **Please note**: Classroom spaces can only be reserved during the Common Hour on Wednesday (2:30-5pm), after 8:15pm Monday through Thursday, and any time Friday, Saturday and Sunday.
 - ii. Amplified sound is permitted in the SC Mall (Quad) during the Common Hour on Wednesday (2:30-5pm) and on weekends.
6. Fill out '**Setup Information**'
 - a. **Attendance**: Must be accurate to ensure appropriate space allocation. Number must include members, helpers, performers, and audience/attendees.
 - b. **Setup Type**: Select from drop-down list. See the EMS Glossary for definitions and sample diagrams.
7. Fill out '**Event Details**' (under 'Details' tab)
 - a. **Event Name**: Accurate and appropriate, will be used on calendars and advertising
 - b. **Event Type**: Select from drop-down list. See the EMS Glossary for definitions.
8. Fill out '**Group Details**'
 - a. **Group**: type group name
 - b. **1st Contact**: automatically filled in
 - c. **Phone**: automatically filled in
 - d. **Email**: automatically filled in
9. Fill out '**Other Information**'

- a. **Requested Setup time**
 - i. Options for setup time are:
 1. 1 hour prior to event start time
 2. 2 hours prior to event start time
 3. 3 hours prior to event start time
 4. N/A: room as is
 - b. **SGA Class**
 - i. Select Class I, II, III, IV, V, Non-SGA org
 - c. List any **Co-sponsors**
 - d. Will you be **servicing food** at your event?
 - i. Select yes or no
 - e. If yes, who will be providing the food?
 - i. Sodexo
 - ii. Potluck (authorization required)
10. Enter detailed **description of event**.
 - a. Please provide a detailed description of your event. The description will be included on the web events calendar.
 - b. Failure to provide a detailed description of your event will result in delay of processing your request.
 11. List **Alternate Dates**: list as many as possible
 12. List **Alternate Locations**: list as many as possible
 13. **SC Equipment**: Please note this list is only applicable to the Student Center and Quad. All other spaces outside of the Student Center will be as is. Details regarding other spaces must be listed in 'Setup Notes'. Also note that any items that must be requested from the Office of Information Technology (OIT) must be requested through your faculty/staff advisor. These items include computers and projectors.
 - a. **Media Equipment**: Check off items and indicate quantity.
 - b. **SC Furniture**: Check off items and indicate quantity.
 - c. Hovering over item will give description of that item.
 14. **Setup Notes**:
 - a. Please write out explicit set up instructions.
 15. Review all information carefully—it cannot be changed once submitted
 16. Click '**Submit Reservation**'
 17. **PRINT** the 'Web Request Details' page that comes up automatically after you click 'Submit Reservation'.

To Review Requests/Check Status of Submitted Requests

18. Hover over 'Reservations' and click 'View My Requests'
19. 'Current' Tab shows upcoming events and their status
 - a. See EMS Glossary for status definitions
 - b. To view details of a particular event, click on the event name
 - c. Booking Tools button does not allow for any changes, please disregard
20. 'Historical' tab shows past/completed events, for your information

Please refer to the EMS glossary for definitions.

Email csi@mail.montclair.edu with questions.