

# Tips for using EMS

- ✓ Check your organization email *often*.
- ✓ Be thorough and accurate in your initial requests. Be sure to include multiple alternate dates & locations.
- ✓ Note that you are submitting *requests*. Not everything will be granted.
- ✓ Remember that what you see on the EMS calendar isn't everything—and it certainly doesn't mean your event will happen when you want it to.
- ✓ Limit who has access to your EMS account—one or two people should be all (i.e. President & Secretary).
- ✓ Remember to prioritize your events. Submit the most important thing first.
- ✓ Ballrooms will still happen the way they always have—we'll process one ballroom request per org before granting multiple ballroom dates.
- ✓ Note the special times for classrooms & sound in the SC Quad—*before* you submit the request.
- ✓ Submitting before or after the designated time means that request won't be processed. 8:59am is too early on the first day, and 5:01pm is too late on the last.
- ✓ The two week rule still applies—requests need to be submitted following the same time lines as before.
- ✓ Use the template! Type up your events and save the file *before* you submit them on EMS.
- ✓ PRINT your receipt after each submission.
- ✓ Refer to the CSI website and/or email [csi@mail.montclair.edu](mailto:csi@mail.montclair.edu) with any questions.