ECMS Tip Sheet:  
Create a Reservation for an Event Using the EMS Web App

1. Access the ECMS web page to request an event: [http://ecms.miami.edu](http://ecms.miami.edu)

2. Log in to the ECMS Web Application System using your UM Single Sign-On (CaneID).  
   Note: If you do not have a CaneID, you can “Request a Room” as a Guest.

3. Once logged in, on the main page, there are a group of “Reservation Templates” that help complete the process of a reservation.

4. For example, select the template named “Book an Event Space for a Student Organization,” and press “Book now.”
First Step: Rooms

5. On the “1 Rooms” tab, select the desired Date and Time, then press the “Search” button.

6. A list of available rooms will appear.
7. When you find the room from the list that meets your need, press the plus sign to enter the number of attendees expected. After that, press the “Add Room” button. Once pressed, the room has been added to the reservation and the plus sign has changed to a minus sign.

Second Step: Services

8. Press the “2 Services” tab or “Next Step” button to go to the second step of the process.

9. If your reservation requires some facilities – like moving services, parking officer, any equipment, etc. – select the required facilities from the list. All services selected will appear in the “Service Summary” box.
Third Step: Reservation Details

10. **Press the “3 Reservation Details” tab or “Next Step” button** to go to the third and final step of the process.

11. You’ll need to document all details about your event, **fill out all required fields** with “*” next to them. When you finish, **press the “Create Reservation” button**.

12. **The reservation has been created**, and an email has been sent to the host.