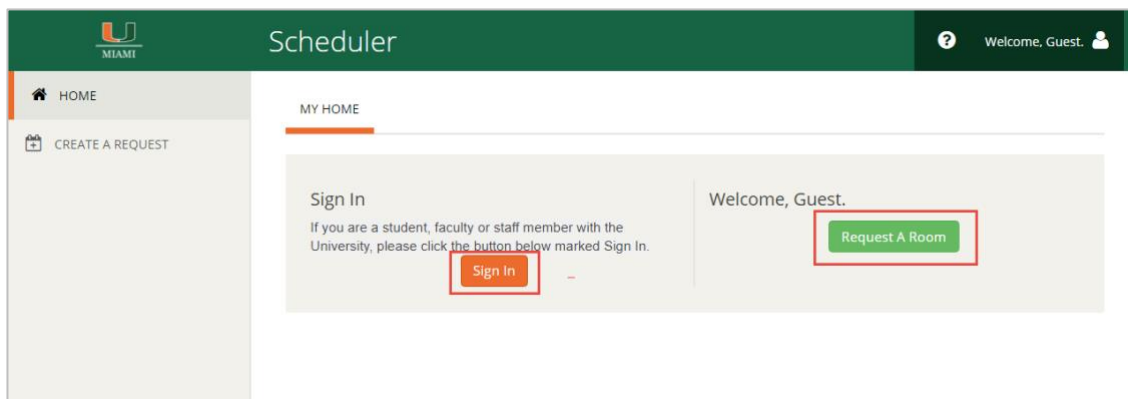
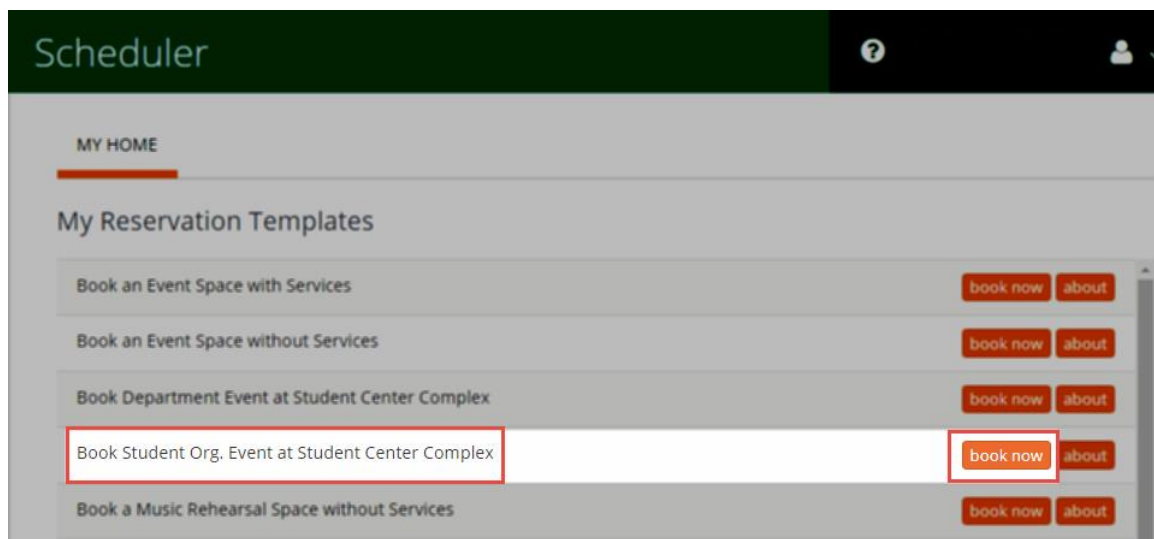


ECMS Tip Sheet: Create a Reservation for an Event Using the EMS Web App

1. Access the **ECMS web page** to request an event: <http://ecms.miami.edu>
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

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

The screenshot shows the 'Room Request' application interface. At the top, there is a navigation bar with the 'U MIAMI' logo and the title 'Room Request'. Below the navigation bar, there are three tabs: '1 Rooms', '2 Services', and '3 Reservation Details'. The '1 Rooms' tab is selected. The main content area is titled 'New Booking for Wed Aug 29, 2018'. On the left side, there is a form for entering search criteria. The 'Date' field is set to 'Wed 08/29/2018'. The 'Start Time' is '11:00 AM' and the 'End Time' is '12:00 PM'. The 'Create booking in this time zone' dropdown is set to 'Eastern Time'. The 'Locations' section shows 'Student Center Complex'. A 'Search' button is located at the bottom of the form. On the right side, there is a 'Selected Rooms' section with the text 'Your selected Rooms will appear here.' and a 'Room Search Results' section with the text 'Rooms matching your search criteria will appear here.'

- A list of **available rooms** will appear.

The screenshot shows the 'Room Request' application interface displaying search results. The 'LIST' and 'SCHEDULE' buttons are highlighted. The 'Room Search Results' section shows a table of available rooms. The table has columns for Room, Location, Floor, TZ, Cap, Price, and Filter Match. The table is titled 'Rooms You Can Request' and contains the following data:

Room	Location	Floor	TZ	Cap	Price	Filter Match
Whitten UC 1220 Biscayne	Whitten UC	01	ET	50		
Shalala Student CTR 210D Citizens Board	Shalala Student CTR	02	ET	12		
Whitten UC 2300H	Whitten UC	02	ET	45		
Whitten UC 2300J	Whitten UC	02	ET	20		
Whitten UC 2420A	Whitten UC	02	ET	10		

- 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.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees

20

Add Room Cancel

Second Step: Services

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

Room Request

Book an Event Space for a Student Organization

1 Rooms > 2 Services > 3 Reservation Details

Services For Your Reservation

Facilities Management

Facilities Management

Facilities Management Requests

Services Summary

Next Step

- 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.

Room Request

Book an Event Space for a Student Organization

1 Rooms > 2 Services > 3 Reservation Details

Services For Your Reservation

Facilities Management

Facilities Management

Facilities Management Requests

Guest Speaker/Performer

I have read and agree to the terms and conditions

Guest Speaker/Performer

Guest Speaker/Performer Details

Parking and Transportation

Services Summary

Parking and Transportation

1 Shuttle Service

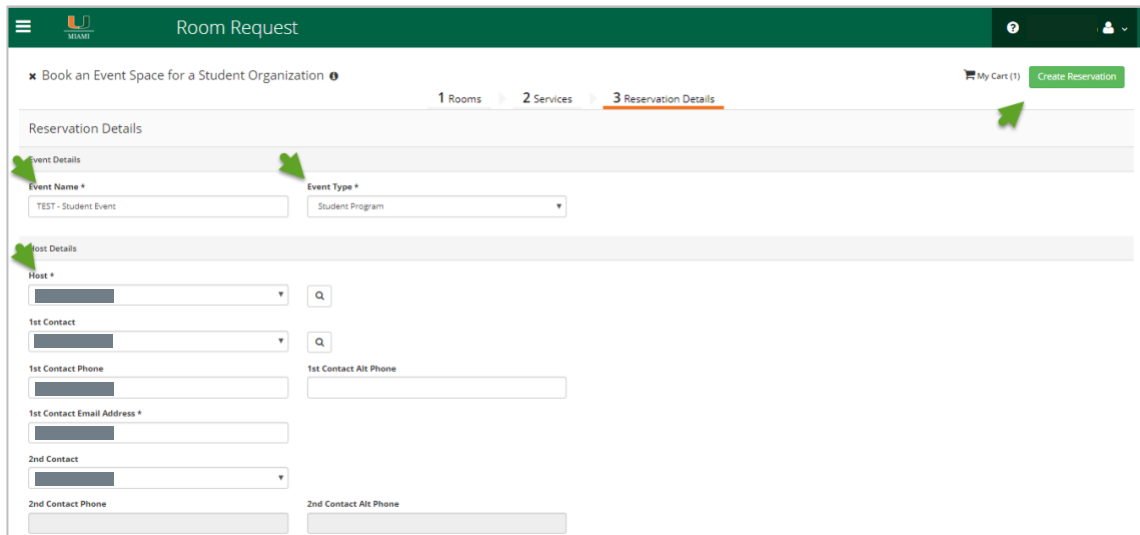
Coach Type: Mini Coach

Type of Shuttle Service: On Campus

Next Step

Third Step: Reservation Details

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



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

