EMS Training

Purpose: In this training, you will learn how to request and use facilities for your events. You will also learn about the policies and procedures for using facilities on campus, including guidelines for cancellations, scheduled hours of operation, and preparing the facilities for the next group. It is important that you follow these guidelines to ensure the safe and efficient use of our facilities. Please pay close attention to the information provided in this training, as it is essential for the successful operation of your club sports team.

EMS Step-By-Step
Here is a step-by-step guide on how to make an EMS reservation:

1. Go to haverford.edu/reserve and click the "EMS Web App" button.
2. Login using your Haverford user ID and password.
3. From the menu options on the left side of the screen, select "Create a Reservation."
5. In the "Date & Time" section, choose the date of your request and select the "Reoccurrence" option if your event has multiple dates. Then, enter the start and end times of your event. Additional setup and breakdown times will be added by Support Services.
6. In the "Locations" section, search for rooms in specific buildings or areas of campus by clicking on the building name and then clicking "search" below the locations.
7. Click "Find Space" to see a list of available rooms.
8. Select the blue "+" next to the room or rooms you would like to reserve and enter the number of attendees. Choose the setup type and click the blue "Next Step" button at the top right.
9. Select the services you need for your event, such as housekeeping, AV, or catering. Click the blue "Next Step" button to proceed.
10. In the "Support Service Requests" section, choose any additional support services you need for your event. These are only requestable at least 7 business days prior to the event.
11. In the "Event Details" make sure to include as much information as possible.
12. Navigate to the "Create a Reservation" menu on EMS.
13. Click on the appropriate form under the "My Reservation Templates" menu.
14. On the "Event Details" section, enter the name of your event in the "Event Name" field.
15. In the "Event Type" field, select the appropriate type of event from the dropdown menu.
16. In the "Group Details" section, select the department that is supporting the event in the "Group" field. If you are a student, select your club or group name.
17. Enter the phone number and email that should be used as a contact during the event in the "Phone/Alt. Phone" and "Email" fields.
18. In the "Additional Information" section, select whether the event should be displayed on the Master Calendar in the "Publicity Setting" field.
19. In the "Department Account" field, enter the account that will cover any costs associated with this reservation.
20. If you have any attachments, such as diagrams or additional event information, you can upload them in the "Attachments" field.
21. Click the "Next Step" button at the top right corner to proceed to the next step.

What to do after submitting reservation:
1. Review the summary page of your reservation to ensure all details are correct. You can make changes to your reservation up to 7 or more business days prior to the event by logging back into the EMS system.
2. You will receive an Event Request Summary Email after submitting your booking, which has not yet been reviewed.
3. Within 48 hours of submitting your reservation, you will receive a Confirmation Email which will include the room and support service approvals for your event.
4. If you need to make changes to your event, you can do so up to 7 or more business days prior to the event by selecting "My Events" on the left side of the screen and clicking on the title of the event to edit the details.
5. If you have selected "General Public" for calendar visibility, your event will be displayed on the appropriate calendar within 4 hours with the event title, contact name, and email. Conferences & Events will also send an email 48 hours after reservation confirmation with a link to enter publicity details such as a description and image. All public events will receive a publicity email.
6. If you have any questions or need support with your reservation, you can contact Conferences & Events at hc-events@haverford.edu or by phone at #610-896-4923 (x4923). Their office is located in the Campus Center, Office 007.