



HAVERFORD
COLLEGE

Event Management System (EMS)

EMS Web App

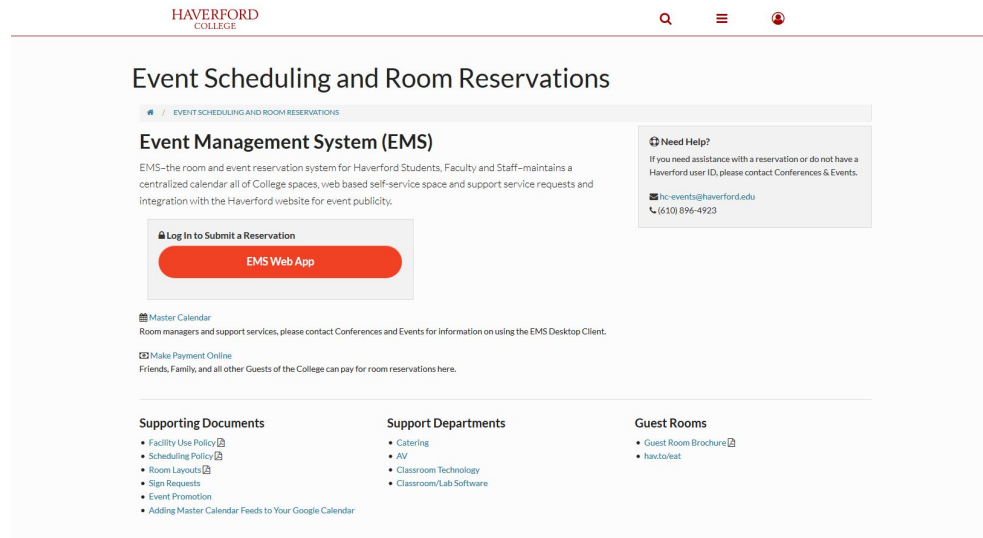
Event Management System (EMS)

- Maintain a centralized and transparent calendar for all campus spaces and users
- Web based, self service, space, and support service requests (EMS Web App)
- Integration with Master Calendar and Haverford website for event publicity
- Centralized and consistent communication



www.haverford.edu/reserve

- Website landing page for everything EMS related at Haverford
- Portal to EMS Web App (to make reservation) and support documentation
- Click “EMS Web App” button on haverford.edu/reserve

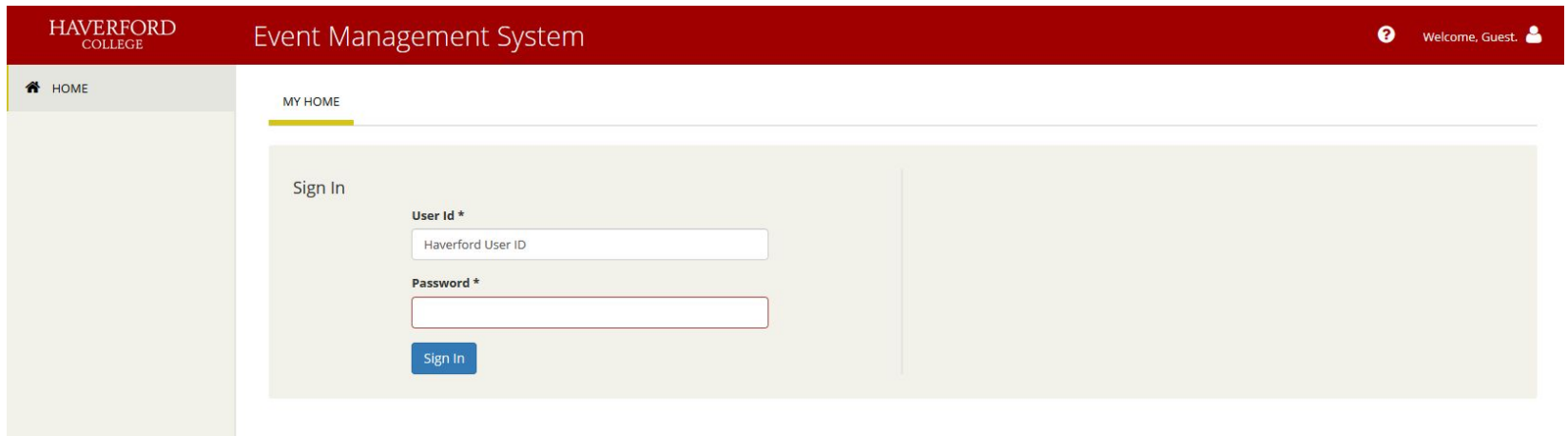


The screenshot shows the Haverford College website for Event Scheduling and Room Reservations. The header includes the Haverford College logo and navigation icons. The main heading is "Event Scheduling and Room Reservations". Below this, there is a breadcrumb trail: "/ EVENT SCHEDULING AND ROOM RESERVATIONS". The main content area is titled "Event Management System (EMS)" and includes a description: "EMS—the room and event reservation system for Haverford Students, Faculty and Staff—maintains a centralized calendar all of College spaces, web based self-service space and support service requests and integration with the Haverford website for event publicity." A prominent red button labeled "Log In to Submit a Reservation" with "EMS Web App" text is visible. To the right, a "Need Help?" section provides contact information: "If you need assistance with a reservation or do not have a Haverford user ID, please contact Conferences & Events." with email "hc-events@haverford.edu" and phone "(610) 896-4923". Below the main content, there are three columns of links: "Master Calendar" (Room managers and support services, please contact Conferences and Events for information on using the EMS Desktop Client.), "Make Payment Online" (Friends, Family, and all other Guests of the College can pay for room reservations here.), "Supporting Documents" (Facility Use Policy, Scheduling Policy, Room Layouts, Sign Requests, Event Promotion, Adding Master Calendar Feeds to Your Google Calendar), "Support Departments" (Catering, AV, Classroom Technology, Classroom/Lab Software), and "Guest Rooms" (Guest Room Brochure, havtoeat).



Submitting a Reservation

- Login using Haverford user ID and password



The screenshot shows the Haverford College Event Management System interface. At the top, a dark red header contains the Haverford College logo on the left, the text "Event Management System" in the center, and a "Welcome, Guest." message with a user icon on the right. Below the header is a navigation bar with a "HOME" link. The main content area is titled "MY HOME" and features a "Sign In" section. This section includes two input fields: "User Id *" with the text "Haverford User ID" and "Password *". A blue "Sign In" button is positioned below the password field.



Submitting a Reservation

- **Menu Options:**
 - **Home** - View and manage upcoming bookings
 - **Create a Reservation** - forms to submit bookings
 - **My Events** - Past, present, and future reservations
 - **Browse Locations** - Locations on campus, to see what is and isn't reserved



Submitting a Reservation

- Click “book now” next to appropriate form under “My Reservation Templates” menu



The screenshot displays the 'Event Management System' interface. At the top, a dark red header contains the text 'Event Management System' on the left, a question mark icon in the center, and a user profile icon on the right. Below the header, a navigation menu includes 'MY HOME' with a yellow underline. The main content area is titled 'My Reservation Templates' and lists five reservation options, each with a 'book now' button and an 'about' button:

Reservation Template	book now	about
Room/Event Reservation Request (Faculty/Staff)	book now	about
Guest Room Reservation	book now	about
Request Housekeeping (Office/Non-Public Space)	book now	about
Request Catering (Office/Non-Public Space)	book now	about
Post Off Campus Event to Calendar	book now	about

Below the templates section, the heading 'My Bookings' is visible.



Submitting a Reservation

- Complete “Date & Time” details to search for available spaces:
 - **Date** - date of request
 - Reoccurrence - select this option for events with multiple dates
 - **Start / End Time** - time of the actual event
 - Additional setup and breakdown times will be added by Support Services
 - **Locations** - search for rooms in specific buildings/areas of campus
 - Click “search” below locations when you’ve selected your desired building



Submitting a Reservation

- Select “Find Space”

New Booking for Tue Apr 24, 2018 Next Step

Date & Time

Date: Tue 04/24/2018 Recurrence

Start Time: 7:00 PM End Time: 11:00 PM

Create booking in this time zone: Eastern Time

Locations: KINSC Hillies Add/Remove Search

[Let Me Search For A Room](#)

[I Know What Room I Want](#)

Room Name:

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

[LIST](#) [SCHEDULE](#)

Favorite Rooms o... Search

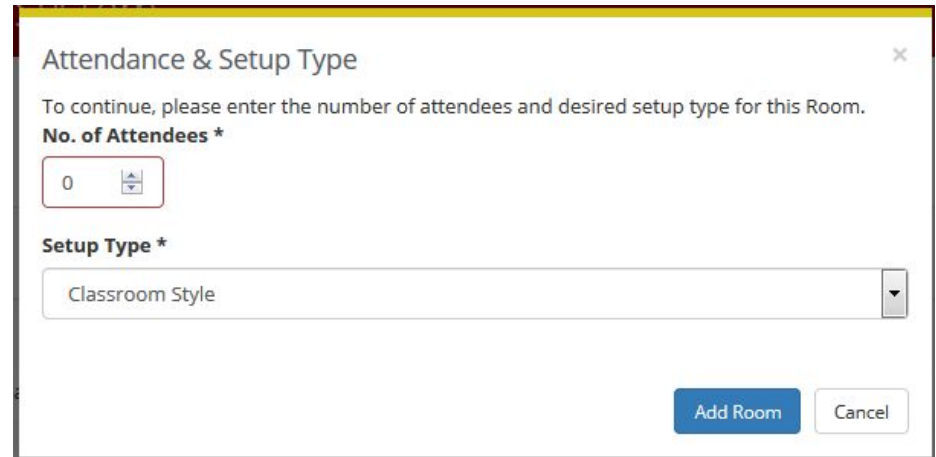
	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Rooms You Can Request														
KINSC Hillies (ET) Cap														
+ KINSC H011 Math ... 35		Private	Private		Private	Private								
+ KINSC H012 Math ... 28		Private			Private	Private								
+ KINSC H107 Physi... 10														
+ KINSC H108 Classr... 40		Private	Private		Private	Private								
+ KINSC H109 54		Private	Private		Private									
+ KINSC H111 Lounge 5														
+ KINSC H204 Classr... 25			Private		Private							Private		
+ KINSC H208 Math ... 22														
+ KINSC H304C 10														
+ KINSC H304D 10														
+ KINSC H305C 10							Private							

Availability Legend



Submitting a Reservation

- Select blue “+” next to room(s) you would like to select
- Enter the number of Attendees
- Select the Setup Type
- Click the blue “Next Step” button at the top right hand corner



The screenshot shows a dialog box titled "Attendance & Setup Type" with a close button (X) in the top right corner. Below the title, there is a prompt: "To continue, please enter the number of attendees and desired setup type for this Room." The form contains two fields: "No. of Attendees *" with a numeric input field showing "0" and a spinner control, and "Setup Type *" with a dropdown menu currently set to "Classroom Style". At the bottom right, there are two buttons: a blue "Add Room" button and a white "Cancel" button.



Submitting a Reservation

- Select the services required for your event
 - Housekeeping, AV, Catering, etc
- Click the blue “Next Step” button on the top right hand corner to proceed

Services For Your Reservation Next Step

Housekeeping Inventory ?	Services Summary
Chairs ^	
Tables ^	
Easels/Flip Charts ^	
Trash Cans ^	
Other Services ^	
AV Inventory ?	
What time should the AV Tech arrive, if one is required (start of the event): <input type="text"/>	
Microphones/Podiums ^	
Other Services ^	
Conference Phone	
Conference Phone ^	
Catering Menu ?	

Estimated



Submitting a Request

- **Support Service Requests**
 - Available based on location of reservation
 - Only requestable 7 or more business days prior to event
 - Within 7 business days please contact Conferences & Events
- **Support Services**
 - Housekeeping
 - AV
 - Conference Phone
 - Catering
 - Campus Safety



Submitting a Reservation

- Complete information about event
- Event Details:
 - **Event Name**
 - **Event Type:** type of event for reporting purposes
- Group Details
 - **Group:** Department supporting event
 - Students should select name or club
 - **Phone/Alt. Phone:** contact number during event
 - **Email:** contact email for event and confirmation
- Additional Information
 - **Publicity Setting:** Whether the event appears on Master Calendar
 - **Department Account:** Select the department you are reserving the room for
- Attachments: diagrams, additional event information



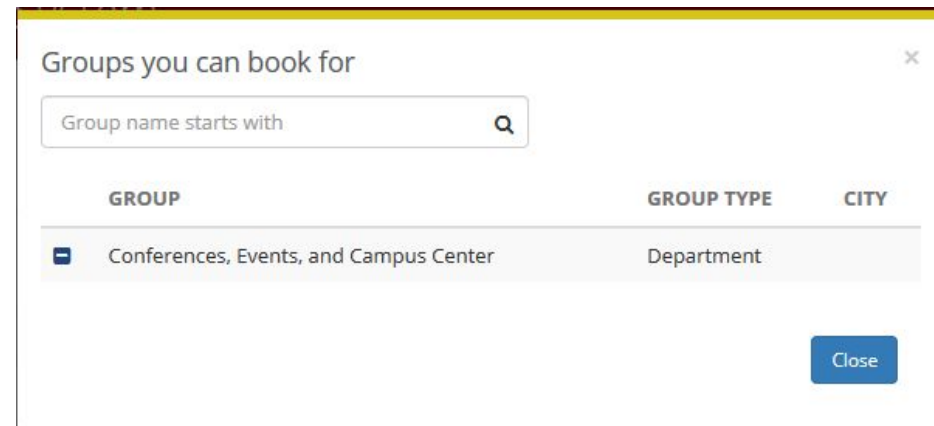
Submitting a Reservation

- **Calendar Visibility (Other Information)**
 - Linked with Haverford site calendar for publicity
 - Visibility Options:
 - General Public: visible to anyone visiting website
 - No one: not shown on calendar
 - Loop Mobile App: Student mobile app for event publicity




Submitting a Reservation (on behalf of another department)

- Select the magnify glass next to the “Groups” field
- Search for the department you would like to add
- Select name
- New department now appears in your group drop down menu.
- Contacts for that department will display under first contact.



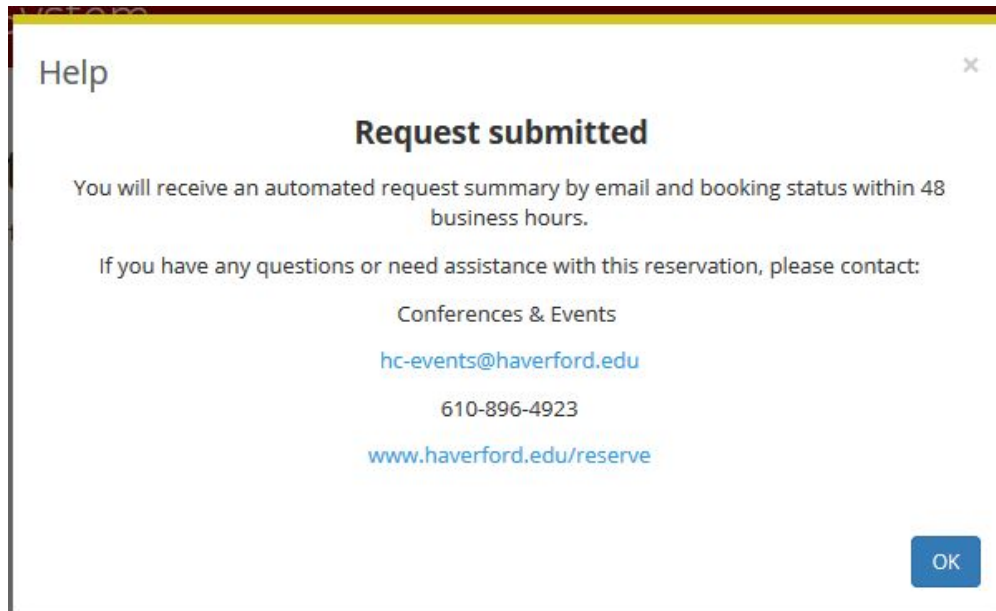
The screenshot shows a search interface titled "Groups you can book for" with a close button (X) in the top right corner. Below the title is a search input field with the placeholder text "Group name starts with" and a magnifying glass icon. Below the search field is a table with three columns: "GROUP", "GROUP TYPE", and "CITY". The table contains one row with a minus sign icon, the text "Conferences, Events, and Campus Center", and the text "Department". A blue "Close" button is located in the bottom right corner of the interface.

GROUP	GROUP TYPE	CITY
 Conferences, Events, and Campus Center	Department	



Request Submitted

- **Review summary page**
 - Log back in 7 or more business days prior to event to make changes



Event Request Summary Email

- Sent after submitting a booking (has not be reviewed)

Conferences and Events 4:05 PM (0 minutes ago) ☆ ↶ ▾
to me ▾

Conferences and Events

[370 Lancaster Avenue](#)

[Haverford PA 19041](#)

hc-events@haverford.edu

[610-896-4923](tel:610-896-4923)

Summary of request

Group	Reservation 28995
Schafsnitz, Alexis M Conferences, Events, and Campus Center	Event Name: Meeting Phone: Email Address aschafsnit@haverford.edu Department Account CC2247

bookings **Quantity**

Thank you for submitting your reservation request using the Haverford Event Management System. Your reservation is being reviewed. Please allow two business days for a response.

You can change the details of your reservation, including date, time and requested location and/or services 7 or more days prior to the reservation start time. Visit www.haverford.edu/reserve and, under the Reservations menu, select View My Requests.

Important Notes:

If the event you're scheduling is in the next 7 days or if you have questions about your request, please contact Conferences & Events on hc-events@haverford.edu.

Requests to use classrooms during class time are subject to cancellation at any time at the discretion of the Registrar. If your reservation is cancelled by the Registrar, Conferences & Events will contact you to find an alternative location.

For complete event, room reservation and support services information visit www.haverford.edu/reserve

Tuesday, April 24, 2018

7:00 PM - 11:00 PM Meeting (Request, Fac/Staff) HLS KINSC H108 Classroom


Classroom Style for 13



Confirmation Email

- Sent with 48 hours of submitting reservation
 - Includes room and support service approval

Confirmation for Meeting for Conferences, Events, and Campus Center beginning 4/24/2018 (Reservation 28995) Inbox x

 **hc-events@haverford.edu** 4:14 PM (2 minutes ago) ☆
to me, me

Your reservation has been **confirmed**.

Please see below for a summary of your bookings. Attached is a detailed confirmation, including booking details, services and estimated charges.

You can change the date, time, location and/or services of this booking 7 or more business days prior to the reservation start time by logging into EMS. If the booking is in the next 7 business days or if you have any questions please contact Conferences & Events: hc-events@haverford.edu.

Complete event/room reservation and support services information:
www.haverford.edu/reserve

Please note: Event reservations for classrooms during class time may be cancelled at any time as required by the Registrar. If your reservation is cancelled by the Registrar, Conferences & Events will contact you to find an alternative location.

Reservation No: 28995
Group: Conferences, Events, and Campus Center

Summary of Bookings

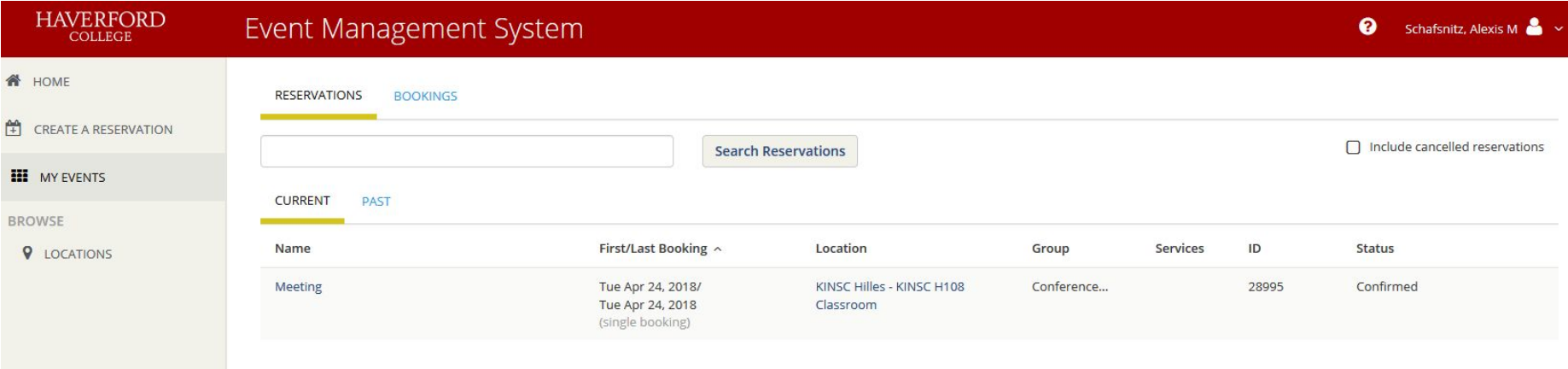
Date	Start	End Building	Room	Status
4/24/2018 Tue	7:00 PM	11:00 PM KINSC Hillies	KINSC H108 Classroom	Confirmed

Conferences & Events
[Haverford College](http://www.haverford.edu)
370 Lancaster Avenue • Haverford, PA 19041
(610) 896-4923 • hc-events@haverford.edu
www.haverford.edu/reserve



Edit Event

- 7 or more business days prior to event
 - Select “My Events” on the left side of the screen
 - Click on the title of the event to edit details



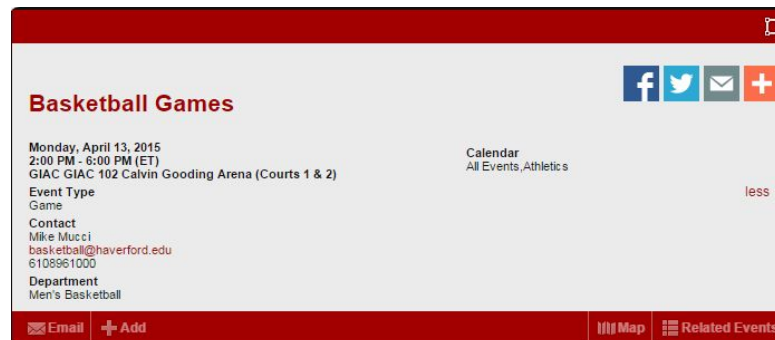
The screenshot displays the Haverford College Event Management System interface. The top navigation bar is dark red with the college logo on the left, the system name in the center, and a user profile on the right. A left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS (highlighted), and BROWSE LOCATIONS. The main content area shows a 'RESERVATIONS' tab selected, with a search bar and a 'Search Reservations' button. Below the search bar, there are tabs for 'CURRENT' (selected) and 'PAST'. A table lists a reservation with the following details:

Name	First/Last Booking ^	Location	Group	Services	ID	Status
Meeting	Tue Apr 24, 2018/ Tue Apr 24, 2018 (single booking)	KINSC Hillies - KINSC H108 Classroom	Conference...		28995	Confirmed



Event Publicity

- If you select “General Public” for calendar viewing, the event will appear on appropriate calendar within 4 hours with the event title, contact name, and email.
- Conferences & Events will send an email 48 hours after reservation confirmation with a link to enter publicity details (description, image, etc...)
- All public events will receive publicity email



The screenshot shows a web interface for an event titled "Basketball Games". The event is scheduled for Monday, April 13, 2015, from 2:00 PM to 6:00 PM (ET) at the GIAC GIAC 102 Calvin Gooding Arena (Courts 1 & 2). The event type is "Game". The contact information is Mike Mucci, with email basketball@haverford.edu and phone number 6108961000. The department is Men's Basketball. The page includes social media icons for Facebook, Twitter, Email, and a plus sign for more options. There is also a "Calendar" link and a "less" link. At the bottom, there are buttons for "Email" and "Add", and a "Map" button with a location pin icon. The page is styled with a dark red header and footer.



Feedback

- Reservations questions and support service requests:
 - Conferences & Events
 - hc-events@haverford.edu
 - #610-896-4923 (x4923)
 - Office located in Campus Center, Office 007

