

HOW TO MAKE A RESERVATION REQUEST USING EMS WEBAPP

1. Go to EMS Web App at eventschedulig.tiffin.edu
2. Login using your network login username and password.
3. Click Create Reservation located at the top left of your screen.
4. Click Book Now for the correct user template. If you are a student, you must use the Student Event Request.
5. Fill in the sections with the information for your event:
 - Date: Fill in your desired date(s). Online requests must be made 48 hours in advance. If your event is less than 48 hours away then you must contact the Event Services Department at eventservices@tiffin.edu or 419.448.3323 to make the request.
 - Time: Fill in the actual time of your event. DO NOT include setup/teardown time. Event Services will add setup/teardown time based on what is needed for your event. Excessive blocking of time may result in a fee that will be billed to your department and/or student organization.
 - Click on blue box – Let Me Search For A Room
 - Fill in the appropriate Number of People then click Search. Entering the number of people will allow Virtual EMS to filter rooms based on your needs.
6. A list of available rooms will appear on the right side of the screen.
7. Click the blue + to add the room to your cart.

You are able to add additional rooms/spaces to a current request by repeating steps 5 through 7
8. After you have selected the room click “next step” ***SKIP STEP 2 AND PROCEED TO STEP 3***
9. Here you will fill in the details of your event:
 - Event Name:
 - Event Type: Select the type of event it will be: Meeting, Banquet, Athletic Event, etc.
 - Group Details:
 - Group – select your group from the drop down menu. If you do not see your group click on the magnifying glass; type in your group in the search bar and close the window.
 - 1st Contact: select your name from the drop down menu. If your name does not appear in the list you are able to enter a “temporary contact” with the appropriate information that is required.
 - Phone: This will prepopulate if you are a member of this group. If not then please enter a phone number where you can be reached
 - Fax: if available
 - Email: This will prepopulate if you are a member of this group. If not then please enter an email that you check regularly where we can send a confirmation outlining the details of your reservation
 - 2nd Contact: This is only needed if you have two (2) contacts for the event or if you would like a second party copied on correspondence with regard to this event
 - Attachment: You are able to attach a document to the reservation. The following attachment files are accepted: .csv,.doc,.jpeg,.pdf,.tif,.txt,.xls,.xlsx
 - Additional Information: Please answer the following 5 questions:
 - Is this as student organization event? (Yes/No)
 - Has the event been approved by your supervisor? (Yes/No)

- Is this a TU sponsored event? (Tiffin University Event or Private Event)
- Does your event require a setup? (Yes/No)
 - If you enter yes you will need to add the required amenities after you submit the reservation request.
- Does your event require Audio Visual equipment and or assistance? (Yes/No)
 - If you enter yes you will need to add the required amenities after you submit the reservation request.

10. Once all fields are filled in click "Submit."

After you submit:

- Confirmation of your request is based on availability at the time of processing at Event Services. *****Submission does not guarantee a reservation*****
- If you do not receive a confirmation within 72 business hours please check to be sure that your submission was not declined due to lack of availability.

Adding amenities to your event:

- Open your event under "my events",
- click on "add services" located under "Reservation Tasks" on the right side of the screen.
- A window will open that will display all amenities that you can request. Select the needed items and amounts, be sure to click the "I have read and agree to the [terms and conditions](#)"
- Click "next step" on the top right corner of the screen.
- Click the small box on the left of the screen to apply it to the desired reservation
- click "add services" on the right side of the screen