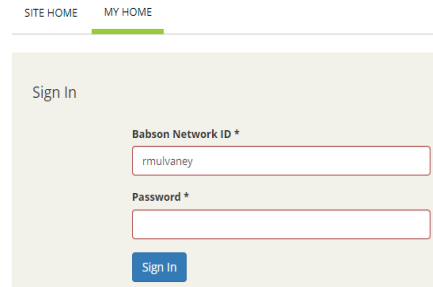


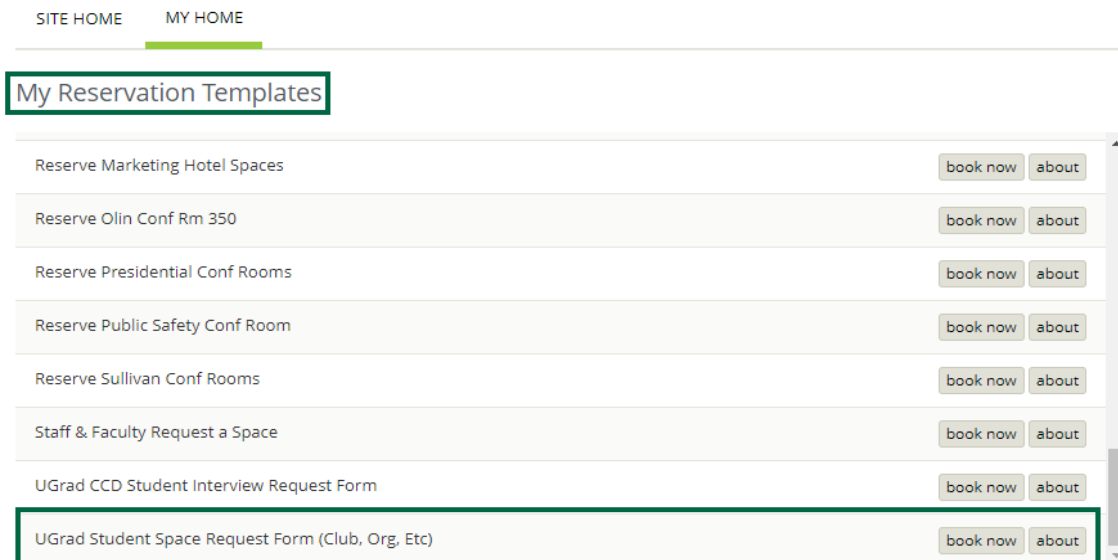
EMS Booking Guide

The following instructions show you how to book on campus space through the EMS Web App. If you need assistance with EMS, please contact Campus and Community Events at 781-239-5265 or campusevents@babson.edu

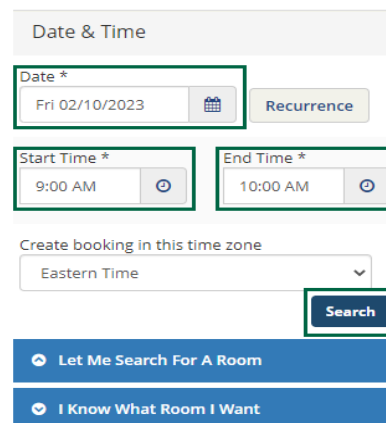
1. Visit ems.babson.edu.
2. Log in with your Babson Network ID and password.
3. Choose your reservation template.
 - a. *Note: different templates allow you to book different rooms, students and staff will have different room booking permissions.*



4. Click 'book now' when you have determined what template to use.



5. Enter the date and time you are looking to book a room and click 'Search'.
 - a. **Important: If you are trying to book an event that spans multiple bookings, click 'Recurrence' next to the date. This will allow you to make one reservation instead of multiple.**
 - b. *Note: if you know which room you would like to search for, you can also enter the room name in the search bar under 'I Know What Room I Want'.*



6. Scroll down to find a room that fits your needs. If the room is available, there will be nothing between your time barriers next to the room, and if it is booked, it will be blocked out in blue.
 - a. *Note: room capacity is listed to the right of the room. You can click on the room to pull up images, features and setup types if you are unsure the room will meet your needs.*

The screenshot shows a web interface for room selection. At the top, there are tabs for 'LIST', 'SCHEDULE', and 'FLOOR MAP', with 'SCHEDULE' being the active tab. Below the tabs is a search bar with the text 'Find A Room' and a 'Search' button. A checkbox labeled 'Favorite Rooms o...' is also visible. The main area displays a calendar grid for 'Rooms You Can Request'. The grid has columns for days of the week (7 AM, 8, 9, 10, 11, 12 PM, 1, 2, 3, 4, 5, 6, 7, 8, 9) and rows for room names. The first row is 'Babson Commons (ET)' with a 'Cap' column. The second row is 'Classroom-101' with a '42' capacity. The 'Classroom-101' row shows blue blocks indicating booked times on days 1, 2, 3, 6, and 7. A green plus sign is visible next to the 'Classroom-101' name.

7. Click the **green +** next to the room name to add that room to your booking.
8. Click 'Next Step' in the top right corner of the screen.
9. Click 'Next Step' a second time **only if you are booking a room that does not allow for additional services. If you require additional services, please read the instructions at the bottom of this page before moving on to the Reservation Details page.**
10. Complete the required information of the 'Reservation Details' page.
11. Click 'Create Reservation'.

****IMPORTANT****

For Events Involving Facilities Setup, Catering, Media Services or Public Safety: go to the services page as part two of the reservation at the top of the page

Facilities Setup - Any Facilities or Facilities Setup Notes will automatically create a Work Order with Facilities. Facilities will notify you via email from the Work Order system of your status of your request. **You must enter your setup in the Facilities Setup Notes section in addition to the setup dropdown.**

Babson Catering - will receive an email at catering@babson.edu if you will have food at your event. **Additionally, you will need to place your order using: <https://babson.catertrax.com/>**

Media Services - will receive an email that is sent to support@babson.edu which creates a request ticket that you require their services; Media Services will follow-up with you directly to gather additional information and schedule your services provided they have the equipment and staff to meet your needs.

Public Safety - will receive an email notification at publicsafety@babson.edu if you need their services for an event. Make sure to fill out a Detail Request online form separately on the Public Safety website, refer to EMS Home Page for additional details around timing and requests and a link to their website.