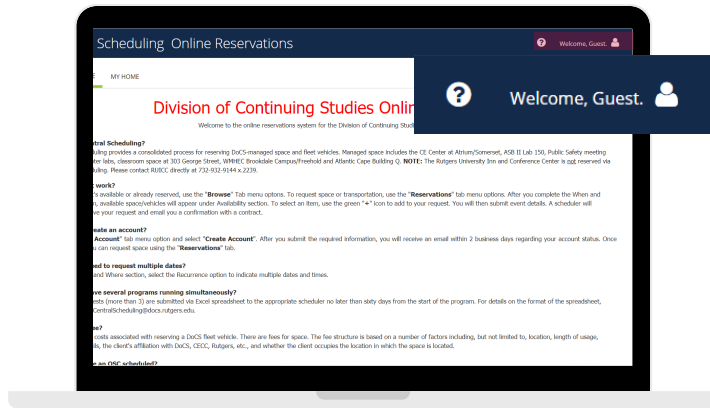


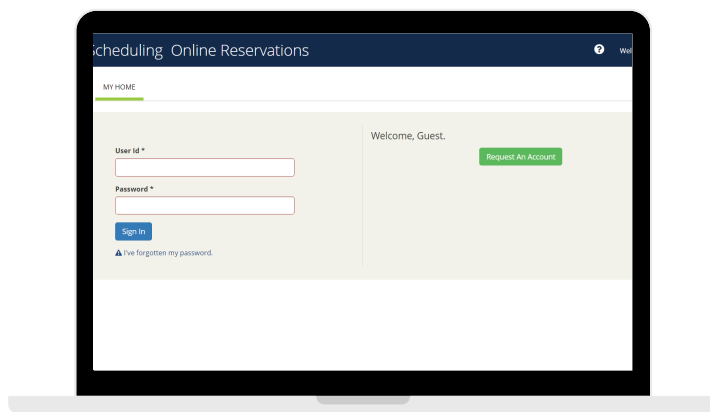
EMS GUIDE

RESERVING A ROOM OR VEHICLE



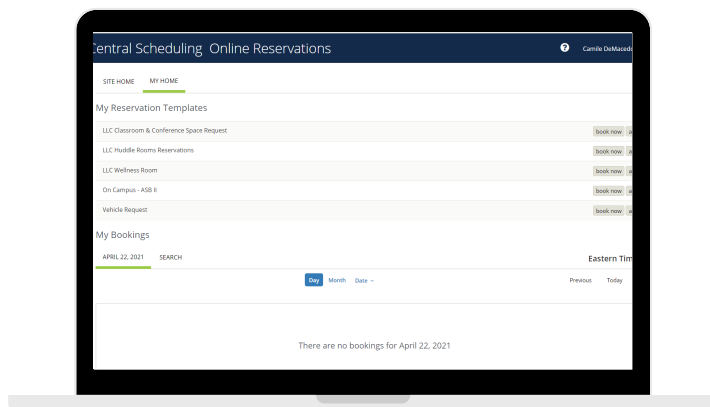
Step 1

Go to ems.rutgers.edu.
Select **"Welcome, Guest."**



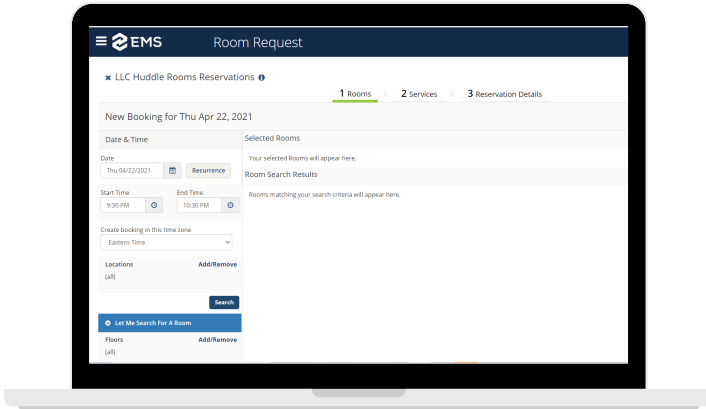
Step 2

Sign in to your EMS account



Step 3

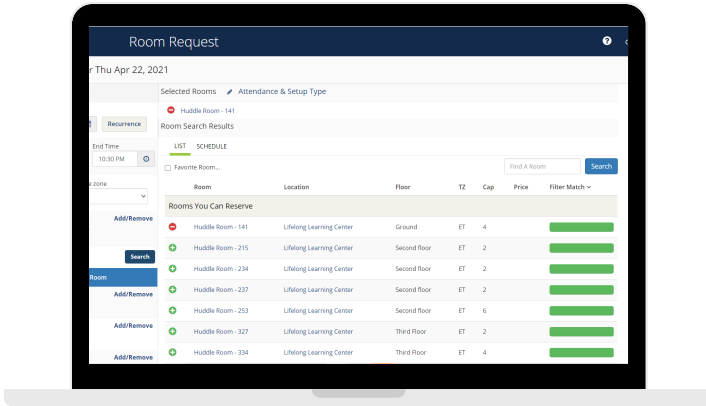
Select **"book now"** for the appropriate reservation template (room or vehicle) for your request



Step 4

Select the **Date**, **Start Time** and **End Time** for your reservation.

You may search from all rooms or transportation available, or you may select specific criteria to narrow your search



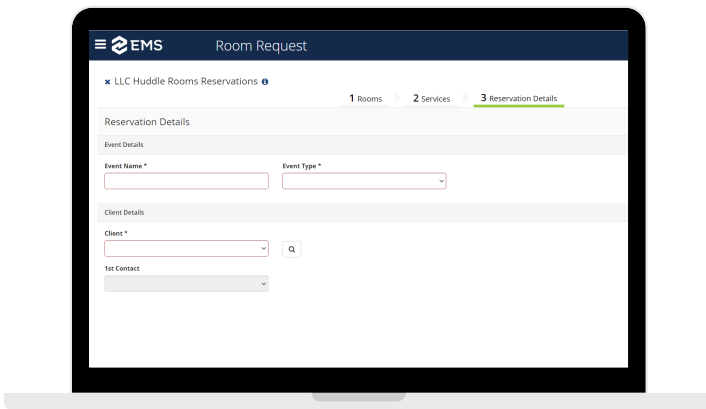
Step 5

Select the "+" button for the room or vehicle you wish to reserve.

Your selection will auto-populate to the Selected Rooms section

Step 6

Select "Next Steps"



Step 7

Event Details

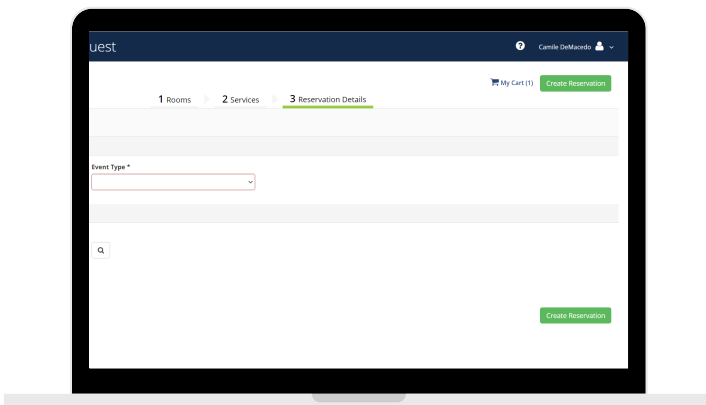
Fill in **Event Name**

Choose **Event Type** from the list

Client Details

Choose the client from the **Client** list, e.g., Division of Continuing Studies.

Select a 1st contact for the event from the **1st Contact** drop-down list



Step 8

Select "**Create Reservation**" button to complete your reservation.

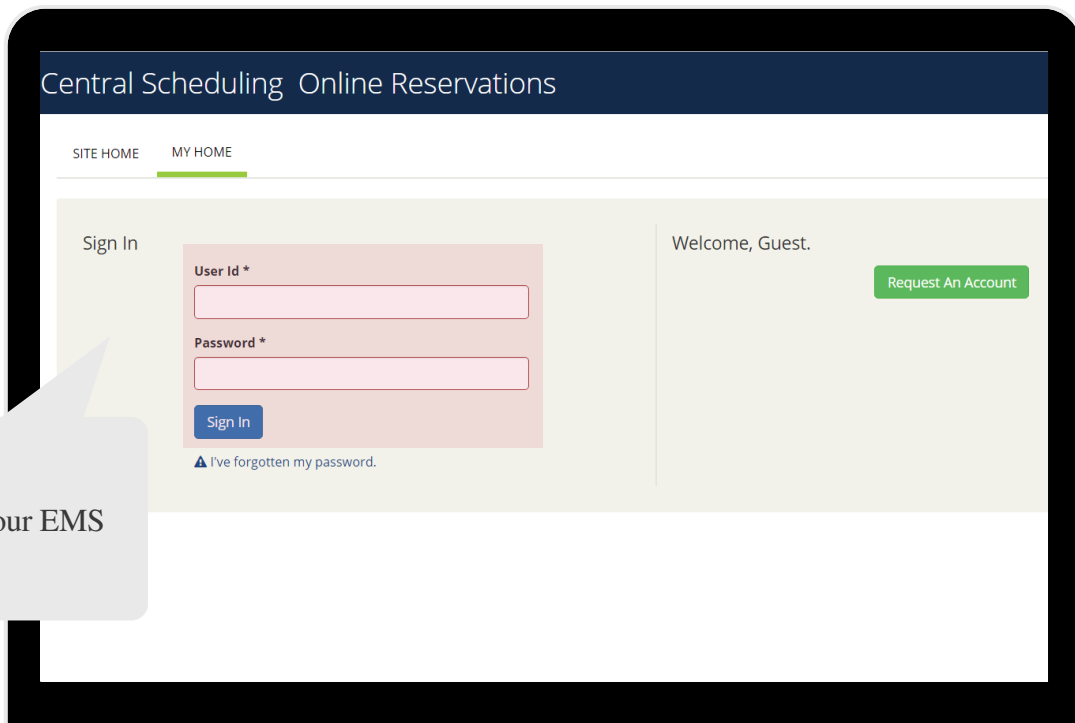
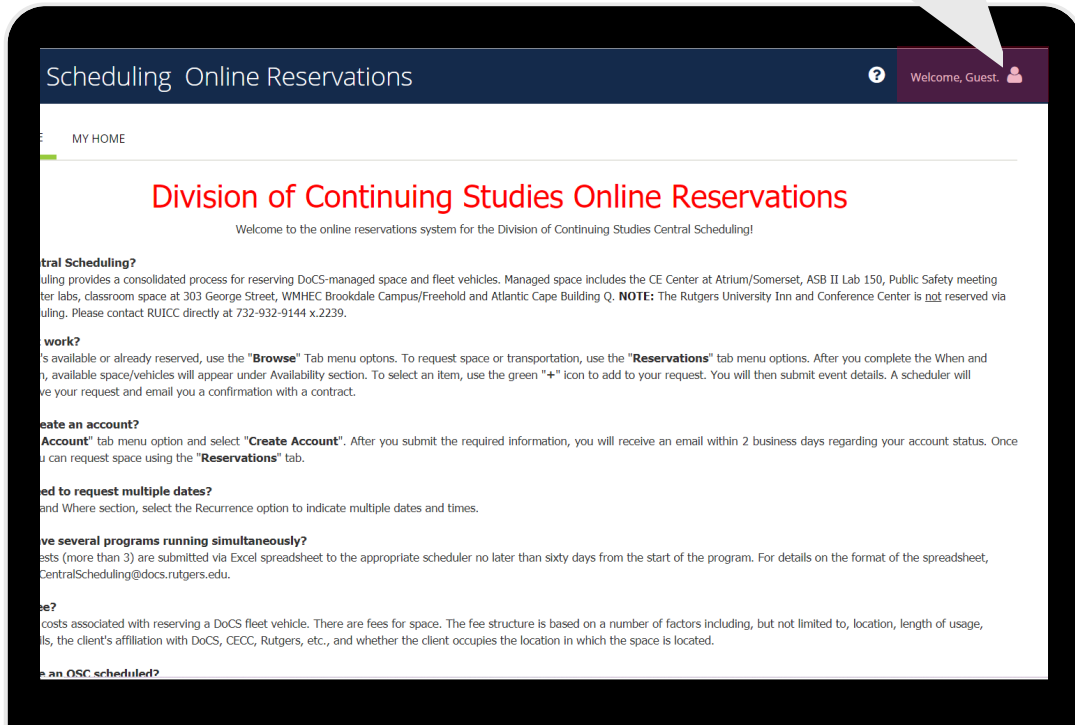
Once your reservation is reviewed, you will be sent an email with the details and the contract will be attached

EMS GUIDE

RESERVING A ROOM OR VEHICLE

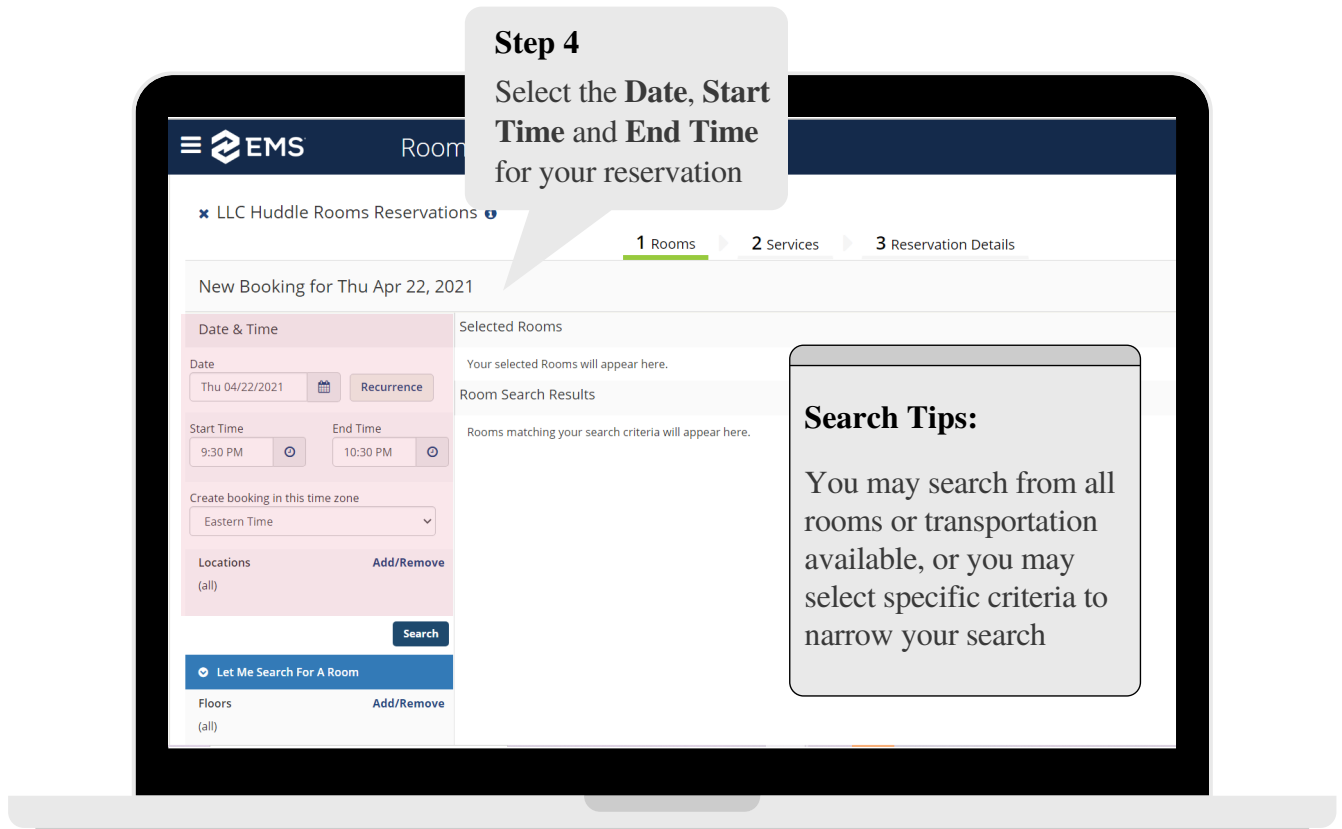
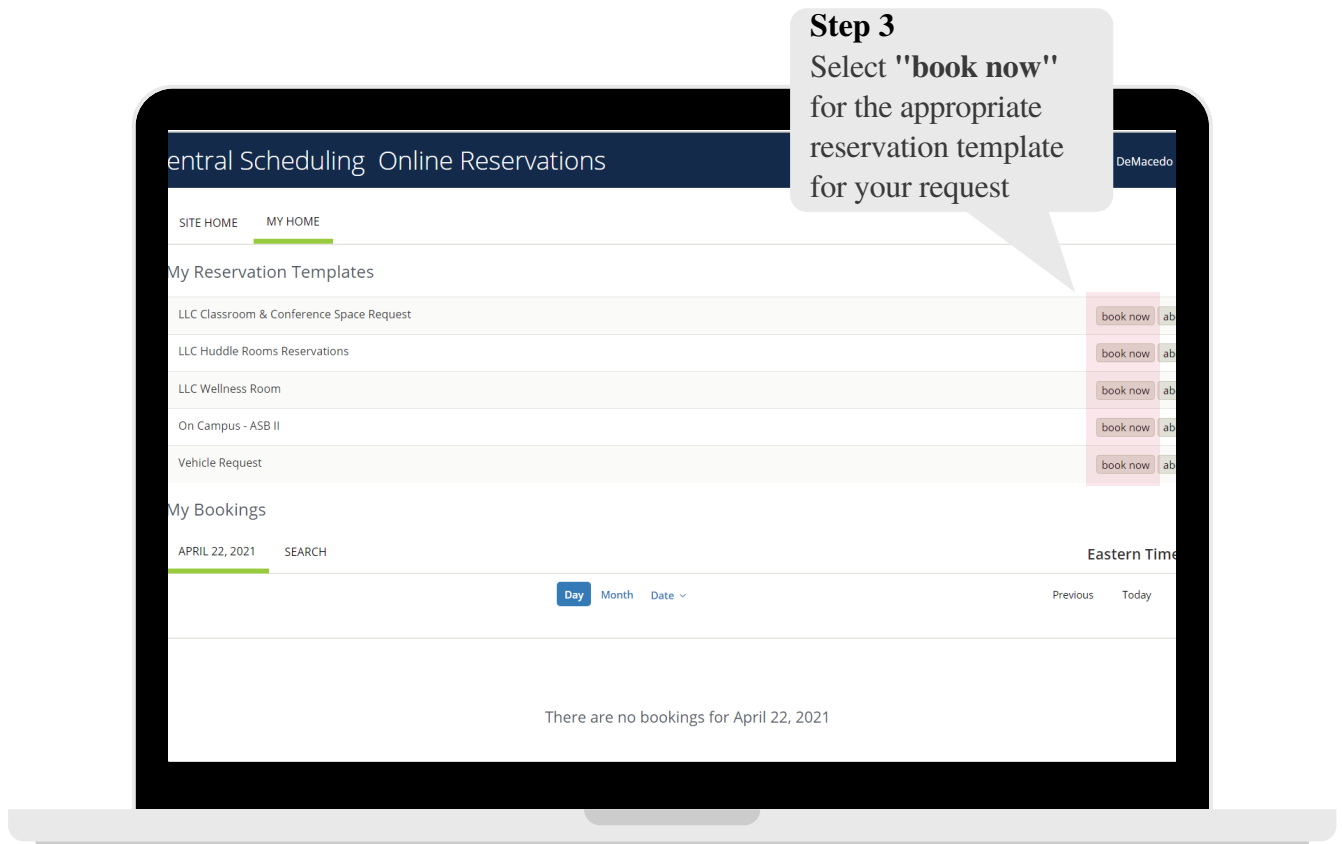
Step 1

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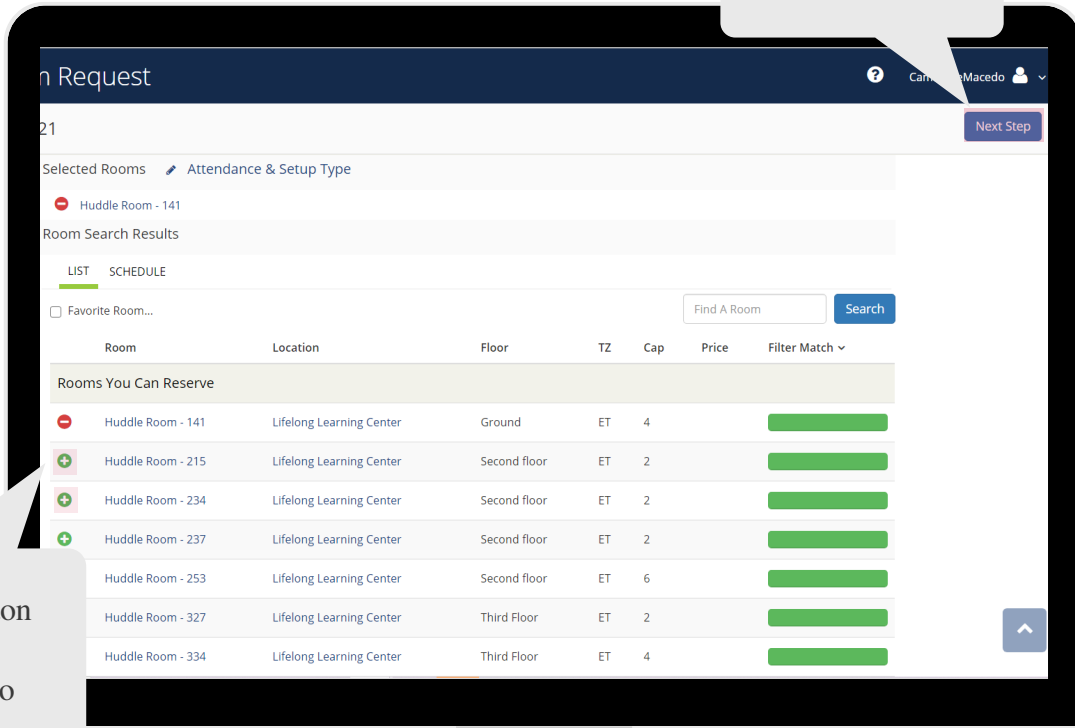
Step 2

Sign in to your EMS
account



Step 6

Select "Next Steps"

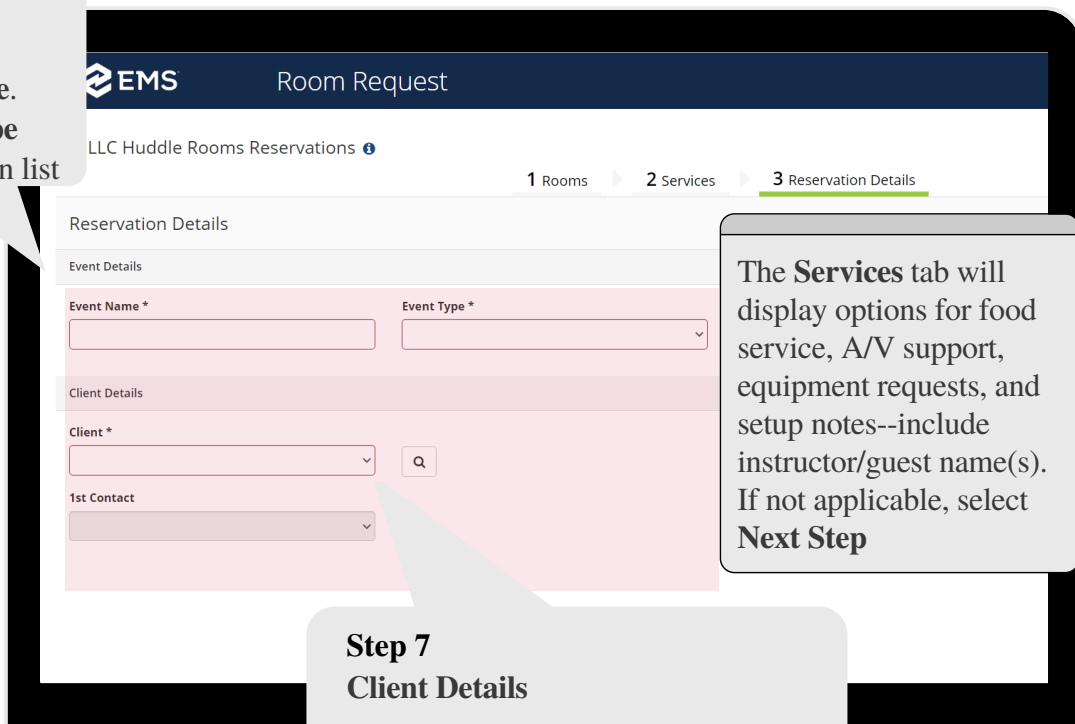


Step 5

Select the "+" button for the room or vehicle you wish to reserve

**Step 7
Event Details**

Fill in **Event Name**.
Choose **Event Type**
from the drop-down list



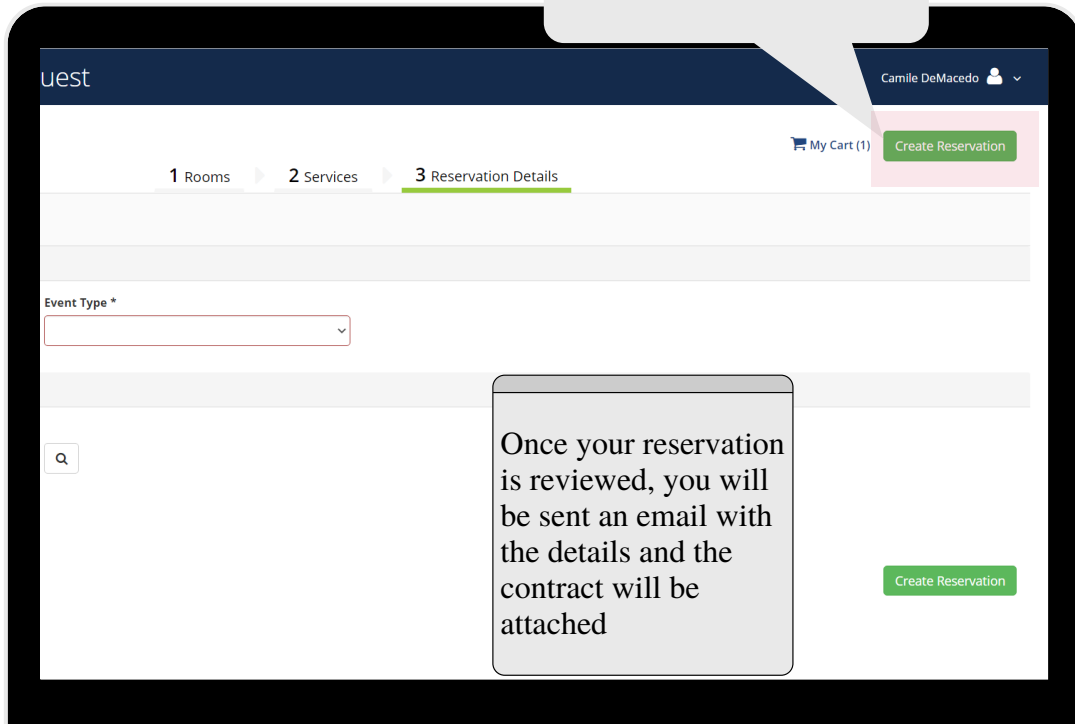
The **Services** tab will display options for food service, A/V support, equipment requests, and setup notes--include instructor/guest name(s). If not applicable, select **Next Step**

**Step 7
Client Details**

Choose the client from the **Client** drop-down list, e.g., Division of Continuing Studies.
Select a 1st contact for the event from the **1st Contact** drop-down list

Step 8

Select "**Create Reservation**" button to complete your reservation



Once your reservation is reviewed, you will be sent an email with the details and the contract will be attached