Overview
The Event Management System (EMS) is the GSM event management, calendaring, and room reservations system. The “Virtual EMS client” provides web access to scheduling functions. This document provides step-by-step on how to make a simple room reservation through the Virtual EMS client. Note: These instructions only cover one simple scenario. Additional training materials on the EMS system can be found at: http://emssoftware.com

Instructions
1) Open a browser and go to http://ems-web.gsm.ucdavis.edu
2) Click on the “Login” button and log in with your Campus Computingkerberos username and password when prompted.
3) Select the “Reservations” option from the menu and select the appropriate event type:
   a) External Event: An event where a room reservation is not required
   b) Meeting Room Requests: An event where a meeting room is required (does not include classrooms)
   c) Classroom Requests: An event where a classroom is required.
   d) Equipment Pick-up Request: A request for loaner audio/visual equipment. Event will not appear on the master calendar and no meeting rooms will be reserved.
4) Identify the basic information for your event and locate available rooms
   a) Event date, start-time, end-time, building name, and number of people attending.
   b) Special room “Features” required for your event
   c) Click “Find Space” button to find available rooms:
5) Select room: A grid/list should appear on the right side showing any available rooms. Click the Green “+” icon next to the desired room to select the room. Then click the Continue button.
6) Enter event details: Select the details page. Fill in all the required fields (marked with a red “*”), then click submit reservation:
7) You will be provided a summary of your reservation. Make note of the reservation ID to keep track of the reservation. To edit the reservation details, click on “Edit Reservation.” To edit the reserved room or event time, click on the small round icon under actions (shown below).
8) You should receive a confirmation email for the reservation.