

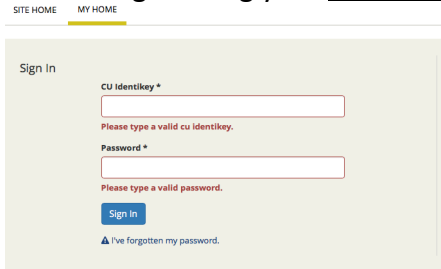
EMS

Making A Reservation - Computer

To login from your computer: <https://vems1.colorado.edu/login.aspx>

- If you have not used EMS, please “Sign In” using your **IDENTIKEY**. Once your account is created, the admin of the EMS system will add you to the THDN Scheduling page. **This could take up to 24 hours**. If you have not been added after that, please email thdnreservations@colorado.edu
- Once added to the THDN scheduling page, follow the steps below.

- Log in using your **IDENTIKEY**



Sign In

CU identikey *

Please type a valid cu identikey.

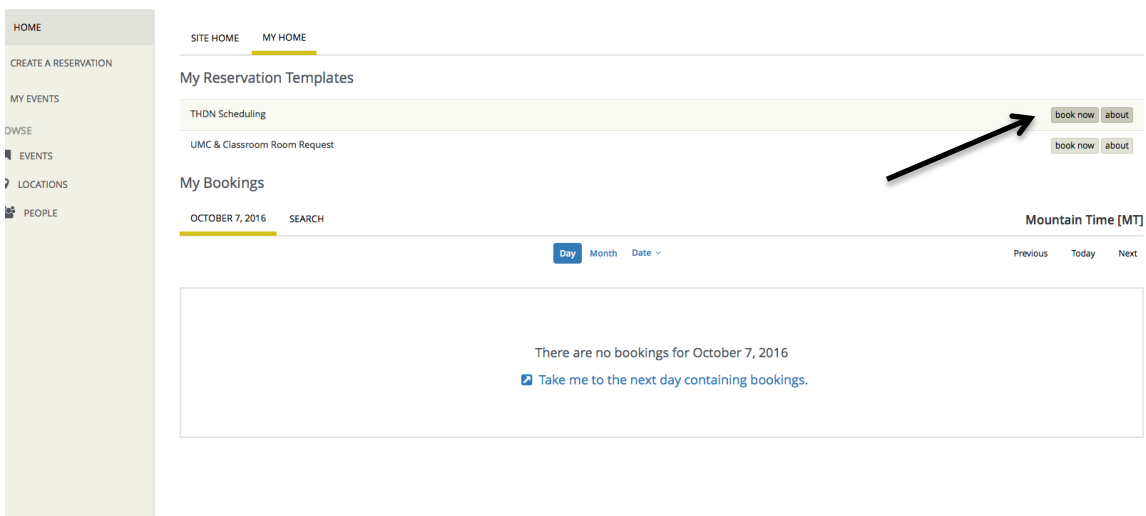
Password *

Please type a valid password.

Sign In

I've forgotten my password.

- At the right side of the page, click “book now” to start your reservation.



HOME

SITE HOME MY HOME

CREATE A RESERVATION

MY EVENTS

DWSE

EVENTS

LOCATIONS

PEOPLE

My Reservation Templates

THDN Scheduling

book now about

UMC & Classroom Room Request

book now about

My Bookings

OCTOBER 7, 2016 SEARCH

Mountain Time [MT]

Day Month Date

Previous Today Next

There are no bookings for October 7, 2016

Take me to the next day containing bookings.

- Fill out the “Date”, “Start” and “End Time”. Click “search”. The calendar you see on the right, is the day that you have picked. This makes it easy to see what is available that day.

THDN Scheduling

1 Room

New Booking for Sat Oct 8, 2016

Date & Time

Date: Sat 10/08/2016

Start Time: 7:00 AM

End Time: 7:00 AM

Locations: (all)

Search

Rooms You Can Request

Room Name	Cap	7 AM	8
Carlson Gymnasium (MT)			
CARL 1B12 Dance ...	49		
CARL 304 Acting S...	20		
Theatre and Dance (MT)	Cap	7 AM	8
THTR C1B40 Move...	30		
THTR C240 Acting ...	25		
THTR C340 Design...	35		
THTR C342 Semin...	26		
THTR C370 Loft	50		Direct
THTR W150 Charl...	50		
THTR W305 Dance...	10		
THTR W325 Dance...	20		

- The time you requested shows up between the red lines. Click on the blue “+” sign to select the room you want. Keep in mind; studios are restricted by degree program. To view restrictions, please visit our website at <http://www.colorado.edu/theatredance/about-us/calendars>.

LIST SCHEDULE

Favorite Rooms only.

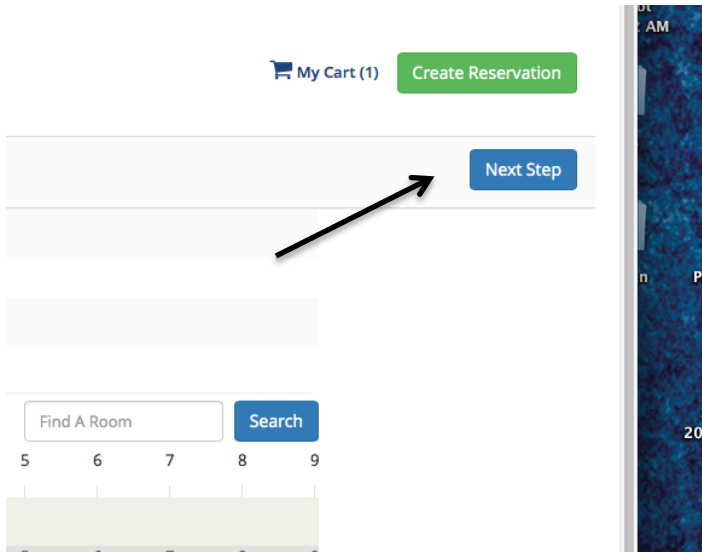
Find A Room Search

7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9

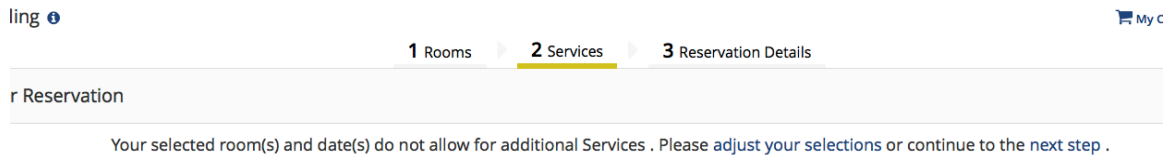
Rooms You Can Request

Room Name	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9
Carlson Gymnasium (MT)	Cap															
CARL 1B12 Dance ...	49				Bushin Kan	L. Southall	Grassroots									
CARL 304 Acting S...	20															
Theatre and Dance (MT)	Cap															
THTR C1B40 Move...	30				CSF Edu c Killer wigs rehearsal											
THTR C240 Acting ...	25								Acting 1 c							Tech Rehearsal DISTRACTED
THTR C340 Design...	35															
THTR C342 Semin...	26															
THTR C370 Loft	50				Directing Scene Rehearsal				Rehearsal SERVANT							
THTR W150 Charl...	50				MFA show space prep											
THTR W305 Dance...	10								Directing Scen							
THTR W325 Dance...	20															
THTR W350 Dance...	30				Aaron Allen Jr				Ophelia I Leaves							

- Your room choice will show at the top of the page. Click “Next Step” on the right hand of the page



- Ignore the next screen. We do not have set up options for any of our rooms.



- Fill out everything with an asterisks (*). If your name is not listed under “requestor”, use “temporary contact”.
- The “Customer” will always be Theatre and Dance

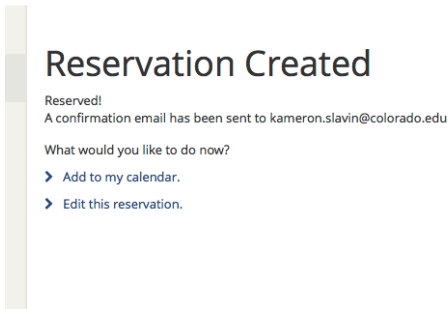
 A screenshot of a 'Reservation Details' form. At the top, there is a breadcrumb trail: '1 Rooms' > '2 Services' > '3 Reservation Details'. The form is titled 'Reservation Details' and is divided into several sections:

- Event Details:** Contains 'Event Name *' (text input with 'Testing EMS') and 'Event Type *' (dropdown menu with 'REHEARSAL').
- Customer Details:** Contains 'Customer *' (dropdown menu with 'Theatre and Dance'), a search icon, 'Requestor' (dropdown menu with 'Kammie Slavin'), 'Requestor Phone *' (text input with '2-7355'), and 'Requestor Fax' (text input with '2-7722').
- Requestor Email Address *:** Text input with 'kameron.slavin@colorado.edu'.
- Additional Information:** Contains 'Online Room Request Submitted.' (text input), 'What is your position with THDN? *' (dropdown menu with 'THDN Faculty/Staff'), and 'Description *' (text input with 'Testing email').

- Click on “Create Reservation” to submit



- When you submit your request, you will get a confirmation page and the status will say “requested” Once the request is approved, the status will change to confirmed. If unable to confirm reservation, the booking will be denied.

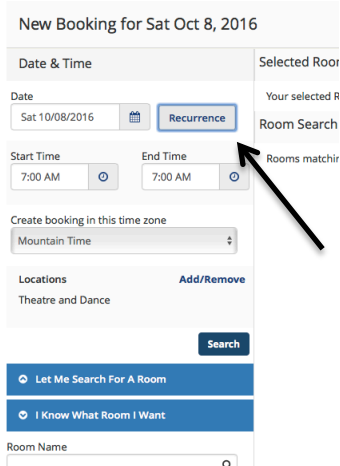


- To cancel a reservation, click “ Cancel Bookings”. You may also cancel bookings from the reservations tab – “View My Requests”

You will receive an email confirmation once the booking has been confirmed

To request more than one day at a time

- Log in using your Identikey.
- At the right side of the page, click “book now” to start your reservation.
- Click on “Recurrence” to select multiple dates.



- Pick between a daily, weekly, monthly or random recurrence.
- Click on “Apply Recurrence”

- You will be given a list of spaces that best fit your request. Keep in mind; studios are restricted by degree program. To view restrictions, please visit our website at <http://www.colorado.edu/theatredance/about-us/calendars>.

Room	Available	Location	Floor	TZ	Cap	Price	Match
THTR C240 Acting Studio (8 of 8 occurrences)							
THTR C1840 Movement Room	8/8	Theatre and Dance	Third	MT	30		
THTR C340 Design Studio	8/8	Theatre and Dance	Third	MT	35		
THTR C342 Seminar Room	8/8	Theatre and Dance	Third	MT	26		
THTR C370 Loft	8/8	Theatre and Dance	First	MT	50		
THTR W305 Dance Studio	8/8	Theatre and Dance	Third	MT	10		
THTR W325 Dance Studio	8/8	Theatre and Dance	Third	MT	20		
THTR W150 Charlotte York Iney Studio	6/8	Theatre and Dance	First	MT	50		

- Your room choice will show at the top of the page. Click “Next Step” on the right hand of the page
- Fill out everything with an asterisks (*). If your name is not listed under “requestor”, use “temporary contact”.
- The “Customer” will always be Theatre and Dance
- Click on “Create Reservation” to submit

You will receive an email confirmation once the booking has been confirmed