

EMS WEB APP REFERENCE GUIDE

Making Reservations is as easy as A, B, C!

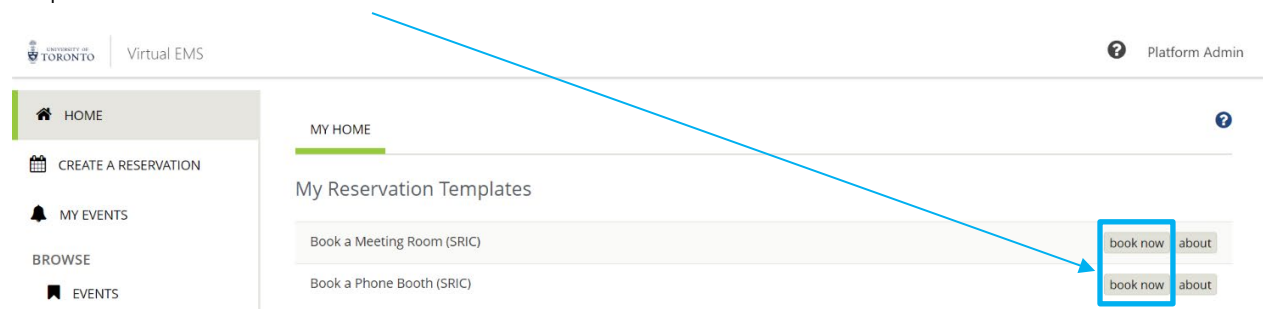
To make a reservation, click the URL below, select a Reservation Template, and follow the 3 steps.

Click the URL

University of Toronto Reservation site: <https://utorontobooking.emscloudservice.com/web/>

Select a Reservation Template

From the Home Page of the Web App, choose the Reservation Template you wish to use to book a space. Click **BOOK NOW**.



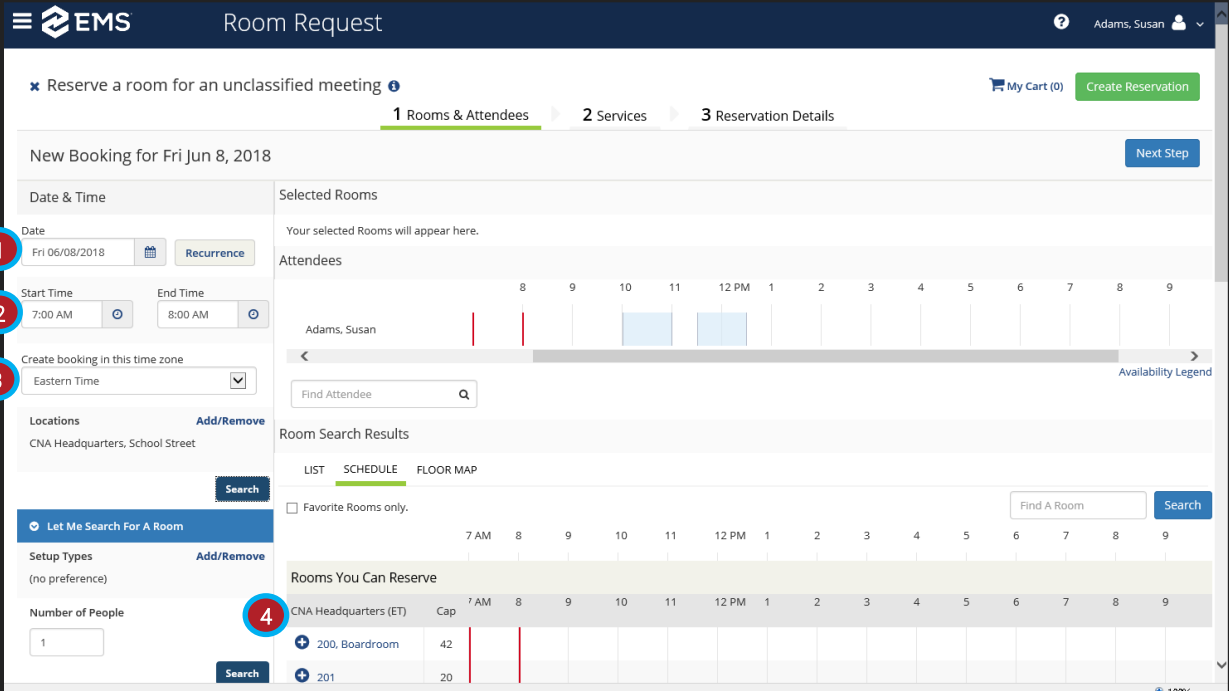
Follow the 3 Steps

Step A: Rooms & Attendees

1. Select the date of your event (If there are recurrences, click the 'Recurrence' button to add additional dates)
2. Enter the start and end times of your event,
3. Select location(s) and click 'Search'
 - After clicking Search, select the List, Schedule or Floor Map view:
 - List returns a list of rooms available for the date and time selected.
 - Schedule returns all rooms with a schedule of reserved and available times.
 - Floor Map provides a visual display of space locations and availability
4. Click on the + button to add rooms to your Reservation.

- Rooms You Can Reserve = Self serve, no additional approval is necessary
- Rooms You Can Request = Additional approval is needed

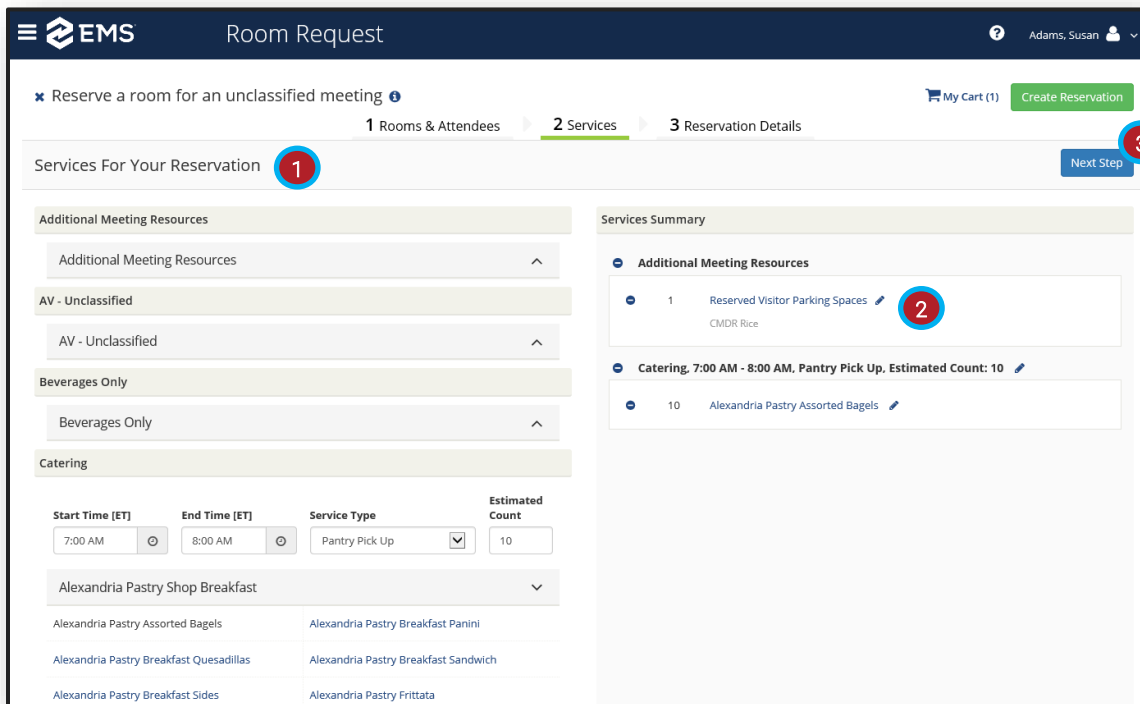
Proceed to Step 2 by clicking 'Next Step' or the '2 Services' tab on the top header.



Step B: Services

Add services to your Reservation (AV equipment) – Only available on certain process templates

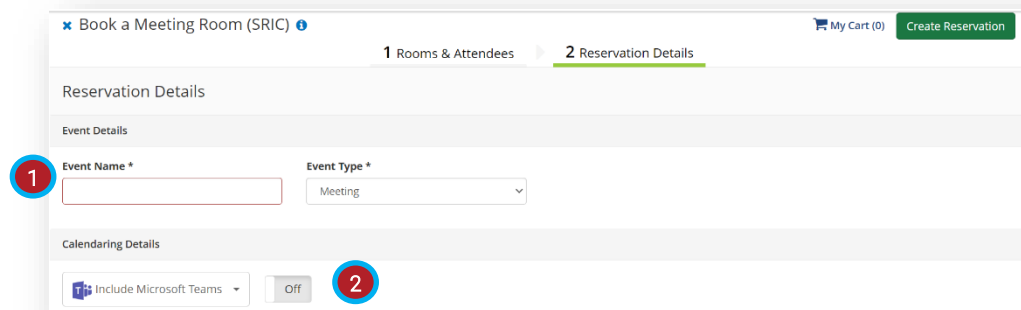
1. Select the service(s) you need
 - Indicate the start and end times for your service, the service type and estimated count
2. Edit selections by clicking on the pencil, plus or minus icons
 - Agree to the terms and conditions (if applicable)
 - Input Project Number number at the bottom of this screen (if applicable)
3. Proceed to Step 3 by clicking on 'Next Step' or '3. Reservation Details' on the top



Step C: Reservation Details

Add reservation details:

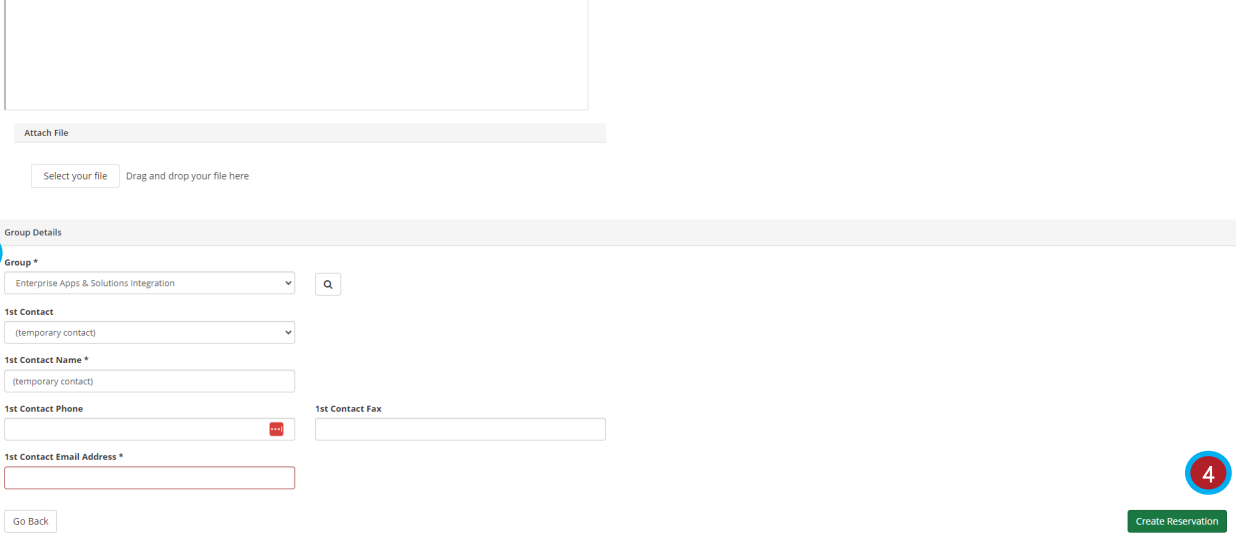
1. Enter the Event Name and select the Event Type
2. Enable Teams (if applicable)



3. Input Host and Contact information

- Required fields are indicated with an asterisk *

4. Click 'Create Reservation' and you are done!



Attach File

Select your file Drag and drop your file here

3 Group Details

Group *
Enterprise Apps & Solutions integration

1st Contact
(temporary contact)

1st Contact Name *
(temporary contact)

1st Contact Phone
1st Contact Fax

1st Contact Email Address *

Go Back **4** Create Reservation