How do I Create a Room Reservation on EMS?

The Event Management System (EMS) is an online room and facility reservation app which allows Haas students, faculty, and staff to book available facilities in the Faculty (F), Student Services (S), Cheit (C), and Chou Hall (N) buildings.

Note: You must have a Haas login in order to access EMS.

<table>
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<tr>
<th>Step</th>
<th>Procedure</th>
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<tbody>
<tr>
<td>1</td>
<td>Go to EMS: <a href="https://ems.haas.berkeley.edu/">https://ems.haas.berkeley.edu/</a>  (Haas login required)</td>
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| 2    | Once logged on, go to the left-hand side navigation and click on Create a Reservation.  

Note: If you are using Chrome browser and the Create a Reservation link leads you to a blank page, you may need to clear cache and temporary files. To learn how to do this, follow this link to a quick instructional video. |
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<td>3</td>
<td>In <em>My Reservation Templates</em>, choose the kind of room/facility you would like to reserve.</td>
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<td>4</td>
<td>On the ensuing page, in the left-hand side menu, choose the <strong>Date</strong> of your booking.</td>
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<tr>
<td>5</td>
<td>Then choose the <strong>Time</strong>.</td>
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<tr>
<td>6</td>
<td>After choosing the date and time, scroll down and <strong>Search</strong> for available facilities.</td>
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How Do I Create a Room Reservation in EMS? (Continued)

### Step 7A

You will be taken to a list of rooms and their schedules. Available rooms are unmarked in white or light gray boxes, while reserved rooms are marked in dark gray. Your preferred time slot will be blocked by the red vertical lines.

Once you find the room you would like to book, click on the (+) to select it.
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<td>7B</td>
<td>If you are trying to book the <strong>Chou Hall Group Study Rooms</strong> but <em>do not</em> see them populated in your EMS instance, go to the left-hand side menu and click on the <strong>Add/Remove</strong> link. A <strong>Locations</strong> dialog box will appear. Check the &quot;Chou Hall – (North Academic Building)&quot; option and then click <strong>Update Locations</strong> to add these rooms to your EMS.</td>
</tr>
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</table>
### Step 8
After you’ve chosen your room, scroll back to the top and go to **Reservation Details**.

On this tab, enter the requested details (Event Name, Contact Phone, etc.)

### Step 9
When you’ve completed your reservation details, go to the upper right hand corner and click **Create Reservation**.
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<td>10</td>
<td>You should receive a confirmation that your room has been booked.</td>
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