

BOOKING A ROOM IN VIRTUAL EMS:

Go to website: schedule.siena.edu

Enter Siena username **without** @siena.edu, Enter password then select **Login**

For New Reservations: In the middle of the page, you will see “My Reservation Templates.” Select one of the following 3 Forms by click “**Book Now**”:

- **Express Book (Room Only)**
Use for meetings and reservations that **DO NOT** require any set-up, catering, and have no room restrictions. This form will let you book within a 24 hour period, but it will not let you go back and edit the event.
- **Student Room Request or Faculty/ Staff/ Administrators**
Use for all reservations that require setup instructions, catering, and any other resources.
A minimum of 72 hours is needed in order to reserve a room with this form. This does not include weekend or holiday hours

On the Left side, fill in the following information:

1. **Date:** Must be a minimum of 72 hours before the event
2. **Start Time:** Enter the actual start time for the event without set-up
3. **End Time:** Enter the actual end time for the event without breakdown
4. **Keep the Time Zone:** Eastern Time

Once you finish entering this information, under “**Locations,**” click “**Add/Remove.**”

A pop-up window will appear on your screen. Please check all of the locations you are interested in booking. The locations are located in alphabetical order. There is also the option to “Select All Buildings,” to look at every space on campus.

Once you have selected your locations, click “**Update Locations**” on the bottom right of the pop up window

The Pop-up window will close and a list of rooms will appear on the middle/right of your screen

The two red lines will indicate the timeframe you have selected to book.

The space between the red lines will be blank if there is not an event already booked in this space.

To reserve the space, click on the **Blue Plus sign** directly to the right of the space name.

Another pop-up window will appear saying **“Attendance & Setup Type”**

- **Enter in the number of attendees** (room selected must be able to accommodate number of people)
- **Enter Set-up Type:** type of set-up offered will depend on the space requested (ex.) Classrooms can only be set-up standard or academic classroom.
- Click **“Add Room”** at the bottom of the pop-up window

Pop-up window will disappear, in the middle of the page will be **“Selected Room”** underneath will be the room you just selected. To remove the room, click on the minus sign next to the room.

Click **“Next Step”** in the middle right corner

Services for your Reservation:

Set-up instructions:

- This is the area where the set-up **NEEDS** to be described.

(ex.) We will need 10 round tables with 7 chairs around each table. 3 banquet tables in the far right corner of the room for AVI catering. Podium, microphone, soundboard, speakers, and stage for four people needed in the front of the room facing the windows.

- If nothing is entered in this section, facilities will not know the type of set-up that is needed for the event.

Facilities:

Click on the following options to enter required equipment

General, Sound Packages, Sound Package Support Items, and Tables

Drop down menus will appear for each of these options with different equipment.

Click on the equipment you would like to request

Pop-up window will appear asking for the number of equipment you would like and if you have any special instructions. Once filled in, click **“ok”** in the pop-up window.

*All requested equipment needs to be entered **3 business days prior** to the event. Facilities cannot accommodate last minute set-up requests. Never assume something is in the room, always request what you need for the event.

ITS:

Click on the following options to enter AV needs:

General, Laptop, Set-up

Drop down menus will appear like the facilities options.

Select the equipment that you need for your presentation.

*Remember to reach out to ITS Helpdesk directly to ensure that equipment is reserved.

Catering:

*Contact Siena Fresh catering at chowley@siena.edu

Once Facilities and ITS have been entered, click **“Next Step”** again in the middle right corner.

Reservation Details:

Enter **event name** and **event type**

- Event type will give you options such as meeting, party, lecture, etc.

Organization and Department Details:

This may be already generated depending on what department or club you belong. If you do not have the option to book for the group you need, please contact campusscheduler@siena.edu

Enter in the contact info for the first and second contact for the event

There is an option to add “Temporary Contact” if you do not see the name of the person you are looking for.

*Contact information is very important because it allows Scheduling, Facilities, and Public Safety to know who to reach in the event of a question or issue.

Attachments:

- It is very helpful to facilities to upload a diagram of what you would like your set-up to be. You can upload this document on the Reservation Details page.

FOAPAL/Budget Code:

Required for all reservations

On the Bottom of the page, review **the terms and conditions** and click “I have read and agree to the terms and conditions.”

Click **“Create Reservation”** on the bottom right of the page

To edit the reservation, click on **“My Events”** on the left side of the home page

- A list of all of your booked events will appear
- Services and facilities can only be edited 3 business days in advance
- Express book will not allow you to edit the event
- The person who created the reservation will be the only user able to edit the event