EMS Web App Reservation Request Instructions

Once your account request has been approved follow these instructions if you wish to request a reservation using our facilities in Kerckhoff Hall and Ackerman Union

1. Go to the EMS Web App home page and login using the email that is associated with your account and password. The link for the homepage can be found [here](#).

2. Click the "**CREATE A RESERVATION**" tab found on the left side of the page.
   a. This will then show you three options: you can "**Book an Event Venue**," "**Book a Meeting Room,**" or **"Book a Zoom Webinar**." Choose one by clicking "**book now**" on the right side of the page.

3. You will first be brought to the "Room Request" page. Please fill out the date and time you would like the event or meeting to occur. If you have more than one date/time for your event or meeting click on "**Recurrence**" and fill out the information.

4. Optional: If you would like to search an event venue or meeting room based on a filter you can select various filters below the "Date & Time" section.
   a. Click on the "**Let Me Search for a Room**" tab and you will be given the option to filter a room based off setup types, room types, features, and/or number of people. C
   b. lick on the "**I Know What Room I Want**" tab if you would like to search the event venue or meeting room by name.

5. Click "**Search**" to see the facilities that are available. If you would like to see more information about the room such as room details, setup types/capacities, images, features, and availability then click on the name of the event venue or meeting room highlighted in blue.

6. To add an available event venue or meeting room to your reservation, click the ⊕ next to it. If the facility does not have a green plus next to it then it is not available to request.
   a. After you have clicked the ⊕ you will be prompted to put in the number of attendees and setup type. Once added the venue or meeting room should appear under "**Selected Rooms**". If you would like to remove one of the facilities you've added simply press the ⊖ next to it.

7. Once you have added the facilities you want to request you must click the "**Reservation Details**" tab at the top of the page and fill out the required additional information.

   a. **Event and Client Details:** For all reservations, enter the name of the event/meeting/webinar and the type of event. **The name of the client will be the organization you are making the reservation on behalf of**. You will be the 1st contact and entering a 2nd contact is optional.
   b. **Additional Information:**
      i. For all events and meetings, you have the option of selecting an alternative date/time in the event that your first choice is not available.
      ii. For Zoom Webinars, please enter a brief description of the event, such as the purpose of the event, any planned activities, and the intended audience. Select whether or not you would like attendees to register for the webinar ahead of time and if you would like the webinar to have a passcode.

iii. For Meetings, please note if you will have any audio/visual needs, including projectors, microphones, etc. You may also request snack services through ASUCLA Catering.

iv. For Events, please provide a brief description of the event, such as the purpose of the event, any planned activities, and the intended audience. Note if you will have any audio/visual needs, including projectors, microphones, etc. You may request catering services through ASUCLA catering, as well as any alcohol service. Please note if you plan on filming the event and the intended use of the video. You may request parking arrangements through ASUCLA. Lastly, please indicate of you have any printing needs, including t-shirts, programs, posters, etc.

8. Click the green "**Create Reservation**" button that can be found either at the top or bottom of the page.

This will notify ASUCLA Event Services about your reservation request. **PLEASE NOTE** that this is only a reservation **REQUEST** and ASUCLA Event Services will send a follow up email to notify you if the request has been changed to pending, denied, or under review. If the request is pending, we will inform you of next steps in the planning process. If the request is denied we will inform you of the reason of denial and see if there's any other way we can accommodate your needs. If the request is under review that means we need additional information about your reservation request before it can be confirmed or denied.

To see your reservation requests, click on the "Home" tab and you should see your requests below "My Bookings". You may log in at any time to see your previous reservation requests.

We hope this information helps and if you have any questions please contact our office. You can reach us via phone at (310)-206-0832 or via email at reserve@asucla.ucla.edu.

We look forward to assisting you.

Warmest regards,
ASUCLA Event Services