

# Virtual Reservation walk through

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Please click on the Virtual Event Management link <https://mnsu.scheduling.mnscu.edu/Default.aspx>

Virtual reservation submissions are organized and controlled by “[Reservations Templates](#)”. They are pre-configured questions and boundaries that can be changed according to user requirements.

Requesting reservations can be done with 7 easy steps. Please click on the **Step number** to receive more information regarding each step.

[Step 1](#) – Log in with a [star ID](#) or appropriate credentials

[Step 2](#) – Select an appropriate virtual reservation template on the “Reservations” drop down menu

[Step 3](#) - Understand the rules and options on the selected template

[Step 4](#) - Enter mandatory event details

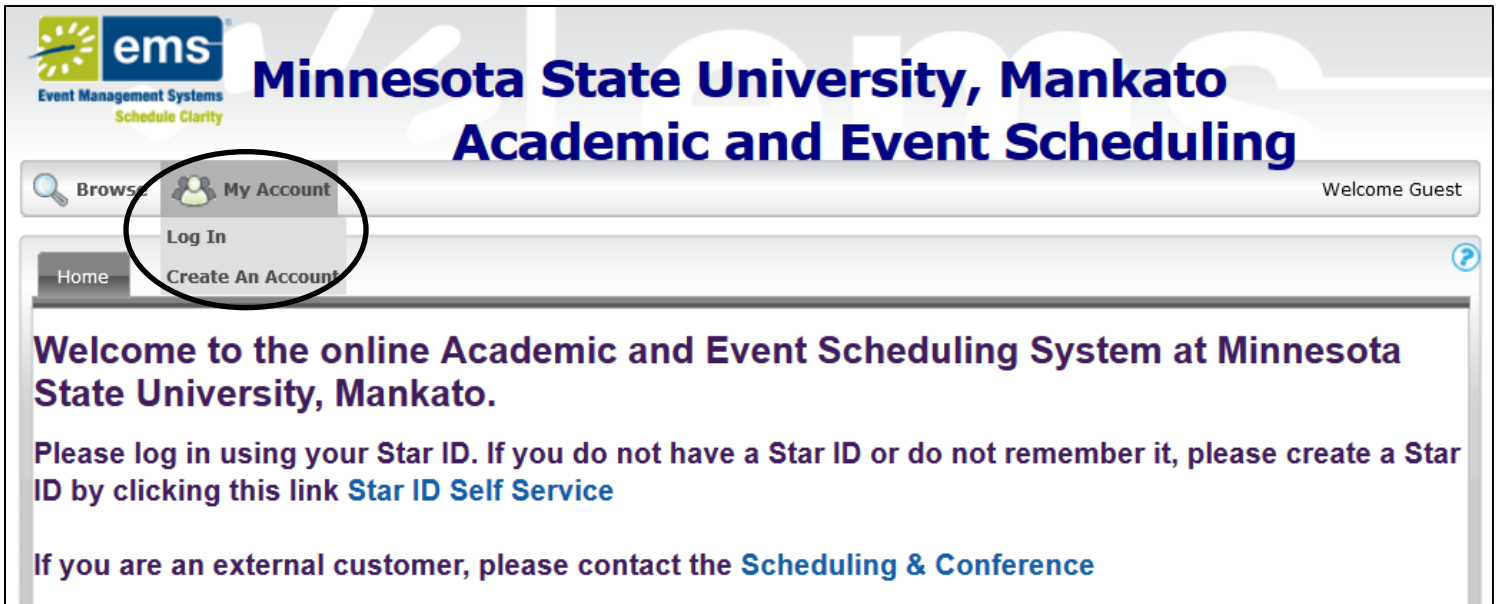
[Step 5](#) – Select desired locations for the event

[Step 6](#) – Enter event and group details

[Step 7](#) – Submit your request

Use the [Browse Template](#) to locate a desired date for the meeting.

1. If you already know the desired date please log in using a [star ID](#). For Recognized Student Groups, please log in using RSO credentials.



**ems**  
Event Management Systems  
Schedule Clarity

# Minnesota State University, Mankato Academic and Event Scheduling

Welcome Guest

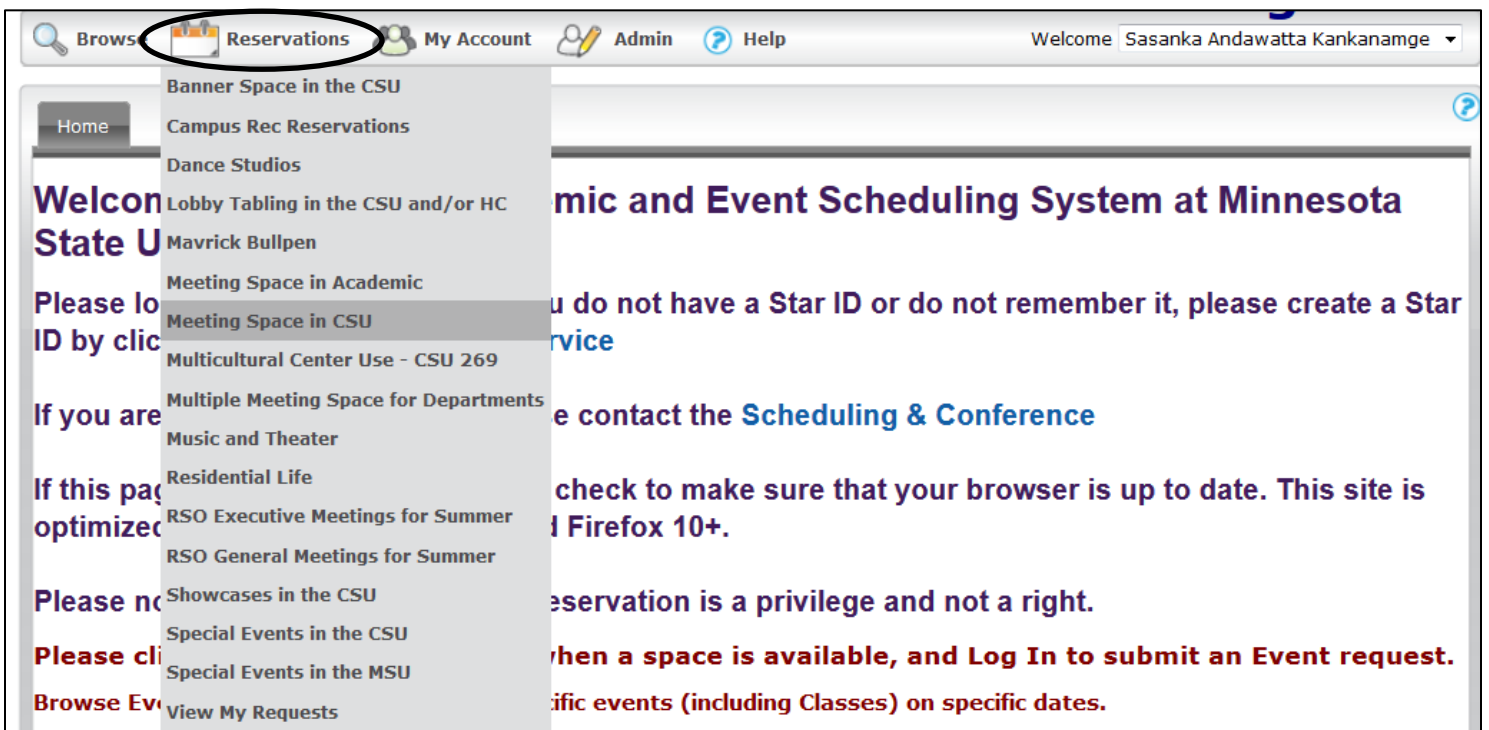
Home **Log In** Create An Account

Welcome to the online Academic and Event Scheduling System at Minnesota State University, Mankato.

Please log in using your Star ID. If you do not have a Star ID or do not remember it, please create a Star ID by clicking this link [Star ID Self Service](#)

If you are an external customer, please contact the [Scheduling & Conference](#)

2. Once you login, place the cursor over Reservations. Depending on your credentials, you will be presented with one or many reservation Templates\*. Please select the most appropriate template.



Home **Reservations** My Account Admin Help

Welcome Sasanka Andawatta Kankanamge

- Banner Space in the CSU
- Campus Rec Reservations
- Dance Studios
- Lobby Tabling in the CSU and/or HC
- Mavrick Bullpen
- Meeting Space in Academic
- Meeting Space in CSU
- Multicultural Center Use - CSU 269
- Multiple Meeting Space for Departments
- Music and Theater
- Residential Life
- RSO Executive Meetings for Summer
- RSO General Meetings for Summer
- Showcases in the CSU
- Special Events in the CSU
- Special Events in the MSU
- View My Requests

Welcome to the online Academic and Event Scheduling System at Minnesota State University, Mankato.

Please log in using your Star ID or do not remember it, please create a Star ID by clicking this link [Star ID Self Service](#)

If you are an external customer, please contact the [Scheduling & Conference](#)

Please check to make sure that your browser is up to date. This site is optimized for Firefox 10+.

Reservation is a privilege and not a right.

When a space is available, and Log In to submit an Event request.

Specific events (including Classes) on specific dates.

Please click on the appropriate template that meets your desire. Once you select a template, it will give brief description about the template along with the rules & regulations associate with it.

<b>Templates for Student Groups *</b>	<b>Templates for Academic/non Academic Departments*</b>
Banner Space in CSU	Meeting Space in Academic
Dance Studios	Meeting Space in CSU
Lobby Tabling	Multiple Meeting Space for Departments
Meeting Space in Academic	Special Events in CSU
Meeting Space in CSU	Special Events in MSU
RSO Executive Meetings	Banner Space in CSU
RSO General Meetings	Lobby Tabling
Showcases in CSU	Showcases in CSU
Sign Holder Frames in CSU	Sign Holder Frames in CSU
Special Events in CSU	Departmental TelePresence Room
Special Events in MSU	

\*Depending on your credentials, templates may vary.

**3. Each template has a different set of boundaries. This document is a generic guide for all templates. Specific details about the templates are available on the front page. If you have any questions please click on the help (?) menu of each template.**

Please read the unique guidelines for each template. Guidelines will vary. Ability to select a date or location depends on the boundaries.

Browse Reservations My Account Admin Help Welcome Sasanka Andawatta Kankaname

Meeting Space in CSU

Info Location Details

**When and Where**

Date:\* 7/21/2013 Sun

Start Time:\* 7:30 AM End Time:\* 11:59 PM

Facilities: Centennial Student Union(SU)

Time zone:\* Central Time

**Setup Information**

Attendance:\* 0

Setup Type:\* Standard Setup

**Availability Filters**

Room Type: (all)

Features:  Built-in Media

Find Space

**Meeting Spaces in Centennial Student Union**

- Meeting spaces are limited to 4 hours per reservation. Please contact the University Scheduling office if you need to **extend the time**.
- For multiple booking days, please use [RSO Priority](#) or [Multiple Bookings for Departments Templates](#).
- Depending on space availability, you will receive a confirmation once you complete this form.

Please click for more information

- [University Scheduling and Conference Services](#)
- [CSU Open/Close Hours](#)
- [CSU Virtual Tour](#)
- [Building Floor Plans](#)
- [Facilities and Furnishings](#)

University Scheduling and Conference Services  
219 Centennial Student Union  
phone 507-389-2223  
fax 507-389-5363  
university.scheduling@mnsu.edu

**4. To reserve space on the Virtual Event Management system, please enter the following information.**

*\* Asterisk denotes required information's.*

Required information (Click on the name for more details)

[When and Where](#) – Event date, Event Time and specific building (EX – CSU, Armstrong, Morris, etc...)

[Setup Information](#) – Number of expected attendees, set up style (EX – Theater, Round table, Standard, etc...)

[Location](#) – Specific room in your selected building (EX – Ballroom, AH 101, etc...)

[Event Details](#) – Name of the event & event type (EX- Meeting, Conference, Special Event, etc...)

[Group Details](#) – Contact details for the group or department (EX – Phone number, and Email address. Etc...)

Optional information (Click on the name for more details)

[Recurrence Templates](#) – Select dates to reserve multiple bookings/dates (EX – Every Monday, 2<sup>nd</sup> day of the month, etc...)

[Availability Filters](#) – Assists to narrow down any specific rooms with furniture (EX – white board, blackboard, Classroom media, etc...)

[Other Information](#) – Questions related to MSU/CSU policies, security, etc...

[Audio Visual](#) – Any special technical needs (EX – microphones, sounds systems. etc...)

[Booking Specific Notes](#) – Your special instructions for CSU Operations crew

[Furniture](#) – Special Set-up needs (EX- chairs, tables and podiums, etc...)

[Staff](#) – Technical personnel

## When and Where

When choosing the **Start** and **End** time, do not exceed the allowed time or the allocated number of hours stated in the **Info** tab.

Be aware of the **building opening** and **closing times**. You will **not** be allowed to request any rooms beyond the building operational hours.

If your event extends beyond the normal operation hours, please contact the Scheduling Office Directly at 507-389-2223.

**When and Where**

Date: \*  
7/18/2013 Thu

Start Time: \*  
7:30 AM

End Time: \*  
7:30 AM

Facilities:  
(all)

Time zone: \*  
Central Time

**Recurrence**

**Start Time: \***  
7:30 AM

**End Time: \***  
7:30 AM

7:30 AM  
7:45 AM  
8:00 AM  
8:15 AM  
8:30 AM  
8:45 AM  
9:00 AM  
9:15 AM  
9:30 AM  
9:45 AM  
10:00 AM  
10:15 AM

Facilities:  
(all)  
(all)

**Buildings**

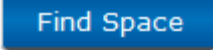
- Armstrong Hall(AH)
- Centennial Student Union(SU)
- Ford Hall(FH)
- Highland Center(HC)
- Morris Hall(MH)
- Nelson Hall(NH)
- Pennington Hall(PH)
- Taylor Center(TC)
- Trafton Science Center East(TE)
- Trafton Science Center North(TN)
- Trafton Science Center(TR)
- Wiecking Center(WC)
- Wissink Hall(WH)

To Select Multiple days

## Setup Information

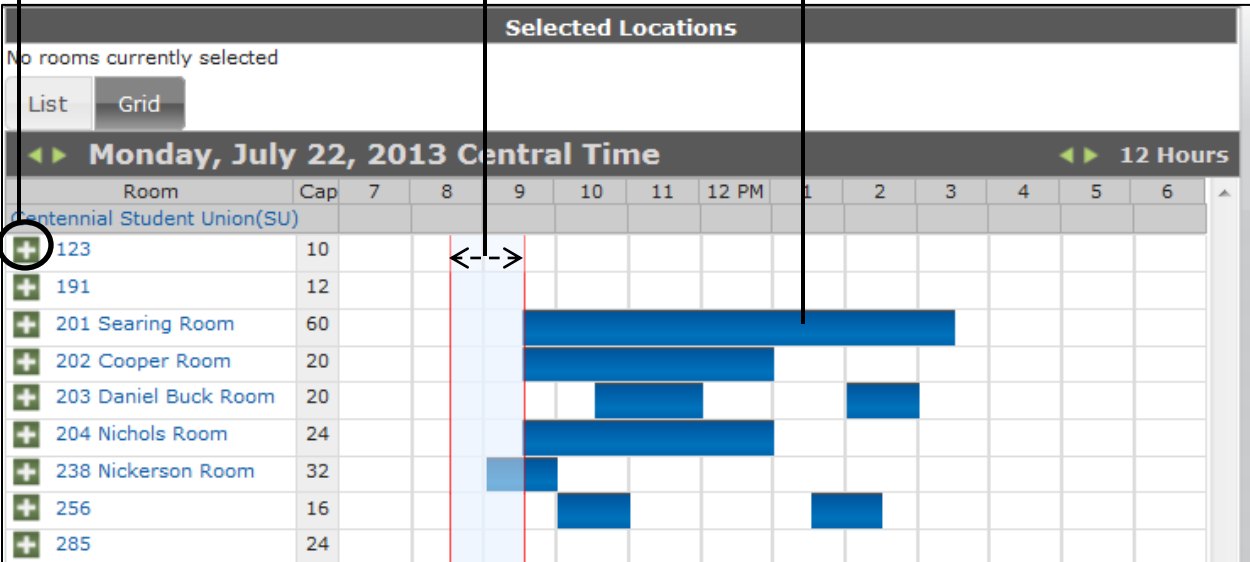
Enter the number of expected guests. EMS will show the **location results** depending on the attendance number and set-up type.


The image shows a screenshot of a software interface with two main components. On the left is a form titled "Setup Information" with a dark header. It contains two fields: "Attendance: \*" with a text input box containing the number "0", and "Setup Type: \*" with a dropdown menu. A circular arrow icon is positioned to the right of the dropdown menu. An arrow points from the "Attendance" field to a text box above it, and another arrow points from the dropdown menu to a list of options on the right. The list of options includes: Academic Use Only, Banquet Style, Classroom Style, Fair Style (number of tables), Lobby Table, No Setup, Round Tables Style, Square Style, Standard Setup, Theatre Style, and U-Shape Style.










5. After entering the desired data, click on Find Space (  )

## Location

If the room you desired is vacant during the time period, please click on .



The screenshot shows a reservation calendar for Monday, July 22, 2013, Central Time. The interface includes a 'Selected Locations' header, a 'No rooms currently selected' message, and a 'List' button. The calendar grid shows rooms and their availability from 7 AM to 6 AM. A plus sign is circled next to room 123. A vertical gray bar highlights the time period from 8 AM to 9 AM. Blue and gray bars represent other reservations. Callout boxes provide instructions: 'Click on the  button to add the location', 'Time that you requested is shaded in Gray', and 'Other Reservations are highlighted in blue and Gray; Place the cursor on top of a highlighted area to get more information about that event.'

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Centennial Student Union(SU)													
 123	10												
 191	12												
 201 Searing Room	60												
 202 Cooper Room	20												
 203 Daniel Buck Room	20												
 204 Nichols Room	24												
 238 Nickerson Room	32												
 256	16												
 285	24												

6. After selecting the room, please click on  button located at the bottom of the page. This will bring you to the event details tab.

## Event details

Name and the event type needs to be entered. Please keep in mind the details that you enter will be visible on the event calendar. Therefore, please be professional when entering data (Check for spelling, start with an upper case letter EX-Welcome Week).

\* Asterisk denotes required information's.

## Group Details

Please click on the drop down menu (). If the appropriate group is listed please select it and continue to [step 7](#).

If the appropriate group is not listed, please click on . This will bring you to the "Item Lookup page".

Item Lookup
✕

Groups you can book for

You currently do not have any Groups for which you can book

Group name starts with:

Top 100 matching Groups

ADD	GROUP NAME	GROUP TYPE	CITY
+	Abdo Eick & Meyers	Private, For-Profit	Mankato
+	Academic Affairs, Office of	Non-Academic	
+	Academic Computer Center	Non-Academic	
+	Academic Success, Center for	Non-Academic	
+	Accounting & Business Law Department	Academic	
+	Accounting Club	Student Life	

To search for a group please type the **first name** of the group on the search box and click the button.

Group name starts with:

*If you couldn't find the desired group you can always scroll down and search manually.*

Once you find the desired groups please click on button to add them to the list.

Item Lookup
✕

Groups you can book for

REMOVE	GROUP NAME	GROUP TYPE	CITY
✕	University Scheduling and Conference Services	Non-Academic	

Group name starts with:

Top 6 matching Groups

ADD	GROUP NAME	GROUP TYPE	CITY
+	University Advancement	Non-Academic	
+	University Development	Non-Academic	
+	University Dining	Non-Academic	
+	University of MN - St. Anthony Falls Lab	Other College or University	Minneapolis
+	University Square Apartments	Individual	

Click on **done** () and the group that you selected will be on the dropdown menu () (Once you complete this procedure it will be saved and you do not need to repeat this).

1<sup>st</sup> contact person **must be the person who is requesting** the reservation. Once that person is selected, all the other details will fill out automatically.



7. If all the details are accurate, please click on **Submit**. The page will be redirected to “[View My Request](#)” page. The reservations that you submitted will be displayed as a web request or web confirmed.

**Web Request** – Scheduling office staff will contact you when the event is confirm

**Web confirmed** – you will receive a confirmation email automatically

Bookings							
ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
		7/31/2013 Wed	9:00 AM - 6:00 PM CT	Dance Email test	SU - Banner Space E	Web Request	(none) (1)

## Optional Information for specific templates

### Recurrence Option

If you want to request for an activity which is recurring in any particular pattern, click

Recurrence

Be aware that under the **Recurrence** menu, the date is the only variable.

Ex: If you choose to request a meeting room for 5 days within a week, but with each meeting beginning at different times, you will have to request them individually.

You may provide us with either the number of occurrence or the date by which you want this recurrence to end. The **Start Date** is required in order to proceed further. If you use the **Recurrence** option and want to disable it, you will have

to go back into the **Recurrence** menu and click **Remove Recurrence** to return back to the default settings.

**Recurrence** ✕

---

Time

Start Time: \*

End Time: \*

---

Recurrence Pattern

Daily  Weekly  Monthly  Random

---

Recur every  week(s) on:

Sun  Mon  Tue  Wed  Thu  Fri  Sat

---

Range of Recurrence

Start Date:

End after:  occurrences

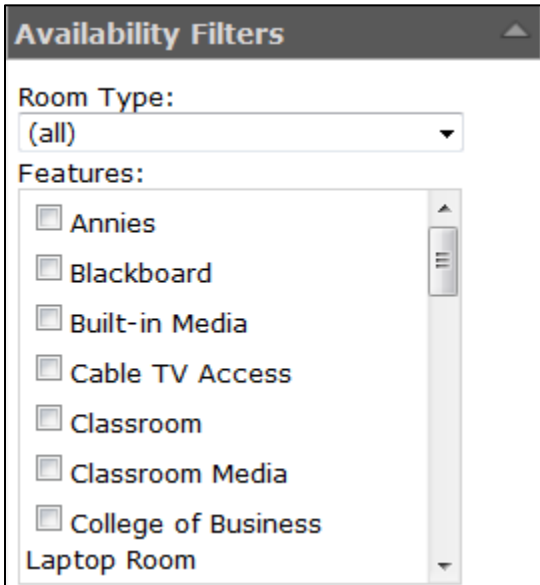
End by:

When choosing the **Start** and **End** time, do not exceed the allowed time or the allocated number of hours stated in the **Info** tab.

Be aware of the building opening and closing times. You will **not** be allowed to request any rooms beyond the building operational hours.

## Availability Filters

This feature is not mandatory to reserve rooms and you can continue without selecting any. However, it will help to narrow down any specific room.



The screenshot shows a window titled "Availability Filters". Inside, there is a "Room Type:" dropdown menu currently showing "(all)". Below that is a "Features:" section with a list of items, each preceded by an unchecked checkbox:

- Annies
- Blackboard
- Built-in Media
- Cable TV Access
- Classroom
- Classroom Media
- College of Business
- Laptop Room

## Other Information

(Only applies to some templates)

Please select the appropriate answer according to the event. These details are mandatory to maintain CSU policies and Security.

Special event checklist is available on the info tab or in University Scheduling and Conference Service Website.

<http://www.mnsu.edu/scheduling/>

## Audio Visual

(Only applies to some templates)

Please select any media equipment's that you will need. If you are not sure please contact CSU Tech Coordinator at 507-327-6885

## Booking Specific Notes

(Only applies to some templates)

Use this space to write down any special instructions or needs.

## Furniture

(Only applies to some templates)

Please select the appropriate furnisher that suites your needs. If you are not sure please contact University Scheduling & Conference Service at 507-389-2223

**Staff**

(Only applies to some templates)

Please select the appropriate Tech Assistant category. Events in Ballroom & Ostrander must have a Technical personal assigned.

# Campus Browsing for Events, Facilities & Space

A Login is not required for the browsing function. However, **in order to request rooms and facilities you must Log in using a valid STAR ID.**

- Once you place the cursor on top of "**Browse**", you will be given four options.
  - [Browse Events](#): Use to locate specific events & classes on campus.
  - [Browse Facilities](#): Use to look up details about a particular room.
  - [Browse for Space](#)\*: *can be used to see when a room is opened to request.*
  - [Locate Group](#): Use to locate any current activities by a group or class Schedule for the present day. (RSO, Departments, etc...)

\*To browse spaces anywhere on campus, click on "Browse for Space" for Event Scheduling. Academic Scheduling also has browsing sub-menus under "Browse for Space".

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## Minnesota State University, Mankato Academic and Event Scheduling

Browse My Account Welcome Guest

- Browse Events
- Browse Facilities
- Browse for Space
- Locate Group

to the online Academic and Event Scheduling System at Minnesota State University, Mankato.

Please log in using your Star ID. If you do not have a Star ID, please create an account using a valid MavMail account.

If this page doesn't load up correctly, check to make sure that your browser is up to date. This site is optimized for Internet Explorer 8+ and Firefox 10+.

Please note that event related room reservation is a privilege and not a right.

**Please click Browse to check if and when a space is available, and Log In to submit an Event request.**

**Browse Events** - can be used to look up specific events (including Classes) on specific dates.

**Browse Facilities** - can be used to look up details about a particular room.

**Browse for Space\*** - can be used to see when a room is available to request.

\*To browse spaces anywhere on campus, click on "Browse for Space" for Event Scheduling. Academic Scheduling also has browsing sub-menus under "Browse for Space".

- Once you are in the desired browsing menu click on the [Filter](#). This option will allow you to customize your search criteria.

**Browse for Space**

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## Minnesota State University, Mankato Academic and Event Scheduling

Welcome Guest

Browse My Account

Browse

Tuesday, July 16, 2013 Central Time 12 Hours Filter

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
7700 France(FR) (CT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
0302 Computer Lab	23												
0303 Classroom	36												
0304 Classroom	36												
0306 Conference Room	8												
0307 Conference Room (12) /Teleprese	6												
0309 Classroom	17												
0315 Classroom	36												
0316 Classroom	35												

Extend the Viewing time

Filter

**Browse for Events**

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## Minnesota State University, Mankato Academic and Event Scheduling

Welcome Guest

Browse My Account

Daily List Weekly List Monthly List Weekly Calendar Monthly Calendar Today | This Week | This Month

Sunday, July 14, 2013 - Saturday, July 20, 2013 Filter

By Date By Location By Group

START TIME	END TIME	TITLE	LOCATION	GROUP NAME
7/14/2013 Sun 48 more Events				
12:00 AM CT	11:30 PM	Minnesota Vikings Training Camp	GRO - PRAC1 Practice Field 1	Minnesota Vikings
12:00 AM CT	11:30 PM	Minnesota Vikings Training Camp	GRO - PRAC2 Practice Field 2	Minnesota Vikings
12:00 AM CT	11:30 PM	Minnesota Vikings Training Camp	GRO - PRAC3 Practice Field 3	Minnesota Vikings

Filter

**Browse for Facilities**

ems Event Management Systems Schedule Clarity

## Minnesota State University, Mankato Academic and Event Scheduling

Welcome Guest

Browse My Account

Browse

By Setup Type By Room

Setup Types and Capacities

ROOM	SETUP TYPE	MIN CAPACITY	MAX CAPACITY
AH - 0001 Classroom	Academic Use Only*	0	18
AH - 0003 Classroom Laboratory	Academic Use Only	0	20
AH - 0003B Research Laboratory	Academic Use Only	0	0
AH - 0003C Research Laboratory	Academic Use Only	0	0
AH - 0003D Research Laboratory	Academic Use Only	0	0

Filter

## Filter Options

Click to select a desired date

Click on the drop down menu to select desired building

Click to select a desired date

July 2013						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Date:  
7/16/2013 Tue

Facilities:  
(all)

Room Type:  
(all)

Time zone:  
Central America

Features

- Airport
- Annies
- Assembly
- Blackboard
- Built-in Media
- Cable TV Access
- Classroom
- Classroom Media
- Class...

Apply Save Reset

Facilities:  
(all)

**Buildings**

- 7700 France(FR)
- Airport(AI)
- Armstrong Hall(AH)
- Centennial Student Union(SU)
- East Building(EB)
- Ford Hall(FH)
- Grounds(GRO)
- Highland Center(HC)
- Highland North(HN)
- Jane Early Center for Performing Arts(PA)
- Margaret A Preska Residence Community(PS)
- Memorial Library(ML)
- Miscellaneous Activities (MA)
- Morris Hall(MH)
- Myers Field House(MF)

3. Once a desired date and location are selected, click on **“apply”** to see the results.

***Please note:*** Selecting any features are not mandatory. However, it can be used to optimize the search for specific rooms.

## Locate Group

Enter the name of the group and click on the “**Locate button**”. It will display any activities of the present-day. This can be used to locate classes as well.

Locate

Group Name:

**Groups matching your search**

GROUP NAME	GROUP TYPE	CITY
Physics and Astronomy Department	Academic	

Locate

Group Name:

**Events for Physics and Astronomy Department**

TIME	TITLE	LOCATION
8:30 AM - 11:20 AM CT	PHYS-211-01 Principles of Physics I	TR - C122 Classroom

# Edit or Cancel Virtual Reservations

Under reservation menu, click on “view my request”

The screenshot shows the top navigation bar with links for Browse, Reservations, My Account, Admin, and Help. The user is logged in as Sasanka Andawatta Kankanamge. A dropdown menu is open under the Reservations link, listing various reservation categories. The 'View My Requests' option at the bottom of the menu is circled in black.

Navigation Bar: Browse, Reservations, My Account, Admin, Help

Welcome: Sasanka Andawatta Kankanamge

Reservations Menu:

- Banner Space in the CSU
- Campus Rec Reservations
- Dance Studios
- Lobby Tabling in the CSU and/or HC
- Mavrick Bullpen
- Meeting Space in Academic
- Meeting Space in CSU
- Multicultural Center Use - CSU 269
- Multiple Meeting Space for Departments
- Music and Theater
- Residential Life
- RSO Executive Meetings for Summer
- RSO General Meetings for Summer
- Showcases in the CSU
- Special Events in the CSU
- Special Events in the MSU
- View My Requests**

Click on the desired event that needs to be modified or cancelled

Current | Historical | Calendar

Reservation Id:  Event Name:  Quick Search  Show Cancelled

Reservations							
ID	NAME	GROUP	FIRST BOOKING ▲	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
23648	<a href="#">Closed for Maintenance</a>	Campus Recreation	5/6/2013 Mon	8/16/2013 Fri	Confirmed	Multiple	No
22546	<a href="#">MMA Club-Early</a>	Campus Recreation	5/13/2013 Mon	8/23/2013 Fri	Confirmed	Pennington Hall(PH) - 0104 Exercise Room	No
22559	<a href="#">Open Recreation-Fitness Trail</a>	Campus Recreation	5/13/2013 Mon	8/25/2013 Sun	Confirmed	Grounds(GRO) - Fitness Trail	No
23013	<a href="#">Open Recreation-Tennis</a>	Campus Recreation	5/13/2013 Mon	8/25/2013 Sun	Confirmed	Multiple	No



## Edit Reservations page





Please click on the name for more information and instructions.

[Editing Tools](#)

Reservation Details    Additional Information    Attachments    [Back to My Requests](#)

<b>Reservation Id</b>	26337	<b>Group Name</b>	Sasanka - TEST Group	<a href="#">Edit Reservation</a>
<b>Event Name</b>	Test for Documents 3	<b>1st Contact Name</b>	Sasanka - TEST	<a href="#">Add Booking</a>
<b>Event Type</b>	Special Event	<b>Phone</b>	507-779-2082	<a href="#">Cancel Services</a>
				<a href="#">Cancel Bookings</a>
				<a href="#">Cancel All Bookings</a>
				<a href="#">View Reservation Summary</a>
				<a href="#">Add booking to personal calendar</a>
				<a href="#">Booking Tools</a>

All    Current    Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
   		8/14/2013 Wed 8:00 AM - 9:00 AM		<a href="#">Test for Documents</a>	<a href="#">SU - Auditorium - Ostrand</a>	Web Request	<a href="#">Standard Setup (50</a>

[Cancel Booking](#)    [Edit Booking](#)    [Add or Edit Service](#)    [View Services](#)    [Details about the Event/Publishing](#)    [Location details](#)    [Set-up or attendance count](#)

## Cancel Booking

Please use this function to cancel any reservations or bookings.

Are you sure you want to cancel this booking?

Cancel Reason: \*

Cancel Notes:

\* Asterisk denotes required information's.

## Edit Booking

After editing the details, please click on **update booking** to apply the changes.

Reservation Details
[Back To Reservation Details](#)

<b>Event Name</b>	Test for Documents 3	<b>Group Name</b>	Sasanka - TEST Group
<b>Date</b>	Wednesday, August 14, 2013	<b>1st Contact Name</b>	Sasanka - TEST
<b>Location</b>	SU - Auditorium - Ostrander	<b>Phone</b>	507-779-2082
<b>Event Time</b>	8:00 AM - 9:00 AM CT	<b>2nd Contact Name</b>	
		<b>Phone</b>	

Special Events in the CSU

**Event Details**

Event Name: \*  
Test for Documents 3

Event Type: \*  
Special Event

---

**When and Where**

Date: \*  
8/14/2013 Wed

Start Time: \*  
8:00 AM

End Time: \*  
9:00 AM

Facilities:  
Centennial Student Union(SU)

Time zone: \*  
Central Time

---

**Setup Information**

Attendance: \*  
50

Location

List Grid

**Wednesday, August 14, 2013 Central Time** 12 Hours

Room	Cap	4	5	6	7	8	9	10	11	12 PM	1	2	3
Centennial Student Union(SU)													
Auditorium - Ostrander	349												

[Update Booking](#)

## Add or Edit Services

Edit any Furniture, Audio or Video, Staff and services.

Booking Details
[Back To Reservation Details](#)

<b>Event Name</b>	Test for Documents 3	<b>Group</b>	Sasanka - TEST Group
<b>Date</b>	Wednesday, August 14, 2013	<b>Setup Type</b>	Standard Setup (50)
<b>Location</b>	SU - Auditorium - Ostrander	<b>Status</b>	Web Request
<b>Event Time</b>	8:00 AM - 9:00 AM CT	<b>Event Type</b>	Special Event

**Available Services**

[Booking Specific Notes](#)

[Fees - No Resources Available](#)

[Services](#)

[Staff](#)

Existing Services

+ x **Audio Visual - CSU**

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
<span style="color: red;">x</span>	1	Built-In Media - Ballroom	\$ 0.00	Projector and Screen	





+ x **Furniture - CSU**

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
<span style="color: red;">x</span>	1	Event Coordinator Cell Phone Number	\$ 0.00		
<span style="color: red;">x</span>	1	Stools - Regular	\$ 0.00		

Powered by **ems**

## View Services

View the services and staff that were requested.

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
   		8/14/2013 Wed	8:00 AM - 9:00 AM CT	Test for Documents 3 SU - Auditorium - Ostrander	Web Request Standard Setup (50)		
Audio Visual - CSU							
QUANTITY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS			
1	Built-In Media - Ballroom	\$ 0.00	Projector and Screen				
Furniture - CSU							
QUANTITY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS			
1	Event Coordinator Cell Phone Number	\$ 0.00					
1	Stools - Regular	\$ 0.00					

## Details about the Event/publishing

Summary of the reservation is available for publishing on Facebook and other social media. Also this can be used to add the event to personal calendars.

Virtual EMS - Booking Details ✕

**Reservation Id** 26334

**Event Name** test for the document

**Date** Monday, August 19, 2013

**Location** SU - Banner Space D

**Event Time** 9:00 AM - 6:00 PM CT


**Setup Type** (none) (1)


**Group** Sasanka - TEST Group


**1st Contact Name** Sasanka - TEST









**Event Coordinator** (none)

**Total No. Bookings** 1



 [Add booking to personal calendar](#)

 [Add all bookings to personal calendar](#)


 **Social Networking**

-  Facebook
-  Twitter
-  Print
-  Gmail
-  StumbleUpon
-  Favorites
-  Blogger
-  More... (337)

[Sign In](#)

 AddThis [Privacy](#) 

**Related Bookings**

DATE	START TIME	END TIME	TITLE	LOCATIO	ME
 8/19/2013 Mon	9:00 AM	6:00 PM	test for the document	SU - Banr	EST Group

## Event Location

To review the Event location and location details.

Virtual EMS - Location Details ✕

[?](#)

Building Details

<b>Building Code</b>	SU
<b>Description</b>	Centennial Student Union(SU)
<b>Notes</b>	


Room Details

Setup Types

Features

Availability

<b>Room Code</b>	0109D
<b>Description</b>	Banner Space D
<b>Room Type</b>	Exhibition - 620
<b>Floor</b>	(none)
<b>Size</b>	0
<b>Phone</b>	
<b>Setup Hours</b>	0.00
<b>Teardown Hours</b>	0.00
<b>Notes</b>	



[Banner Space Diagram](#)

## Setup

Change the set-up type or attendance numbers.

✕

**Setup Type:**

Standard Setup
▼

**Attendance:**

10

Save

Cancel

## Editing Tools

Reservation Details

Additional Information

Attachments

[Back to My Requests](#)

<b>Reservation Id</b>	26337	<b>Group Name</b>	Sasanka - TEST Group	<a href="#">Edit Reservation</a>
<b>Event Name</b>	Test for Documents 3	<b>1st Contact Name</b>	Sasanka - TEST	<a href="#">Add Booking</a>
<b>Event Type</b>	Special Event	<b>Phone</b>	507-779-2082	<a href="#">Cancel Services</a>
				<a href="#">Cancel Bookings</a>
				<a href="#">Cancel All Bookings</a>
				<a href="#">View Reservation Summary</a>
				<a href="#">Add booking to personal calendar</a>
				<a href="#">Booking Tools</a>

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