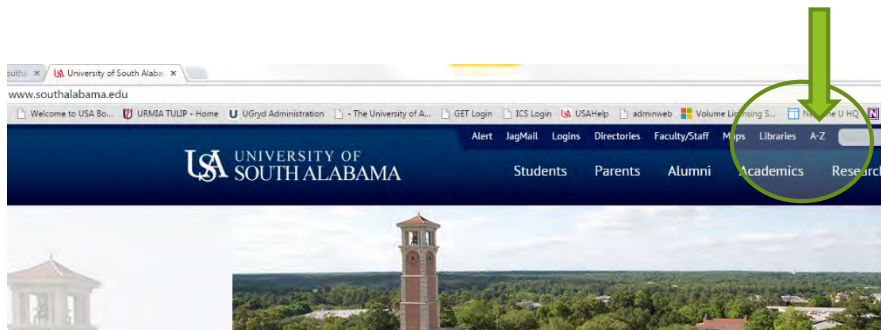


# Online Reservation with EMS

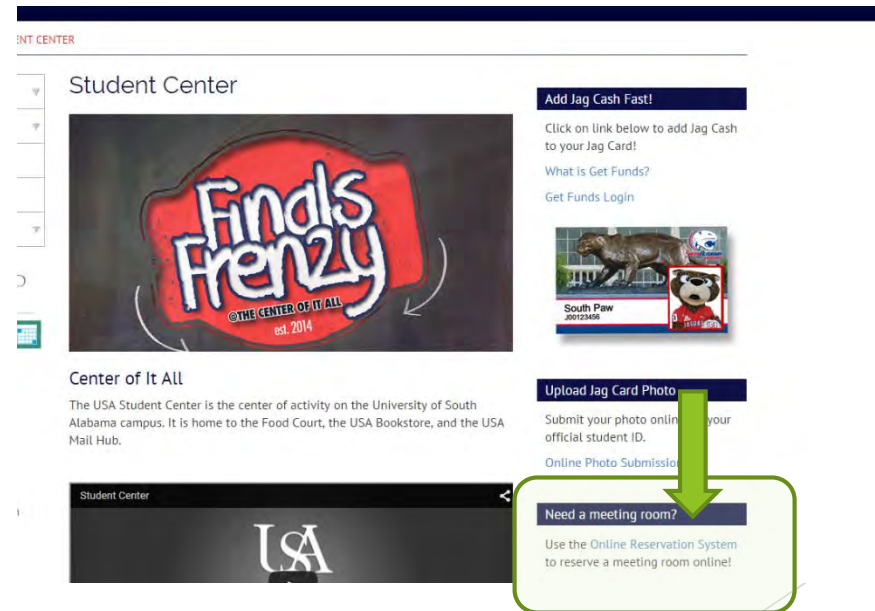
University of South Alabama Student Center

# Making an online reservation for the USA Student Center

Go to [www.southalabama.edu](http://www.southalabama.edu) and use the A-Z to find the Student Center



On Student Center homepage, click on the 'Online Reservation System' link



# Login & Room Request

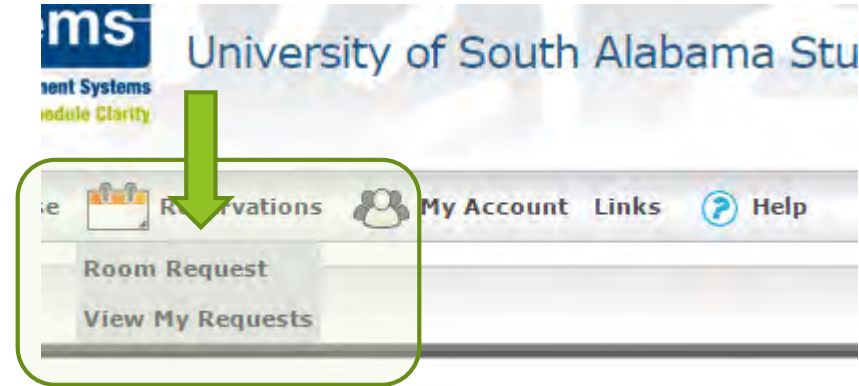
If you don't have a login, you will need to create an account.



Welcome to the University of South Alabama Student Center Online Reservation System!

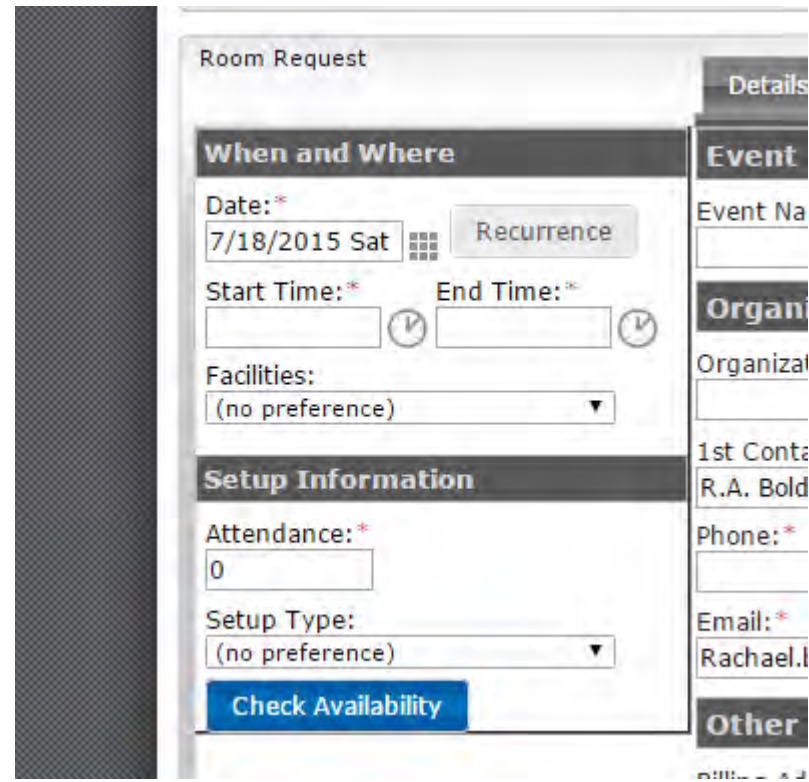
Please [Log In](#) or [Create an Account](#)

Click on Reservations & go to Room Request



## Start with 'When and Where'

1. Under 'Date' enter the date of your event
2. Enter the 'Start Time' of your event. Then end time defaults to 1 hour, but you can adjust for more time. **\*\*Please note: Put in the actual start time of your event and NOT the time you want to setup\*\***
3. Under 'Facilities' choose the Student Center
4. Continue under 'Setup Information' and enter number of expected 'Attendance' and 'Setup Type'. **\*\*Please note: It is important to enter 'Setup Type' and 'Attendance' it will more accurately provide you with rooms that would fit your needs. Some rooms have minimum requirements. If room you want doesn't show under availability, it may not be available.**



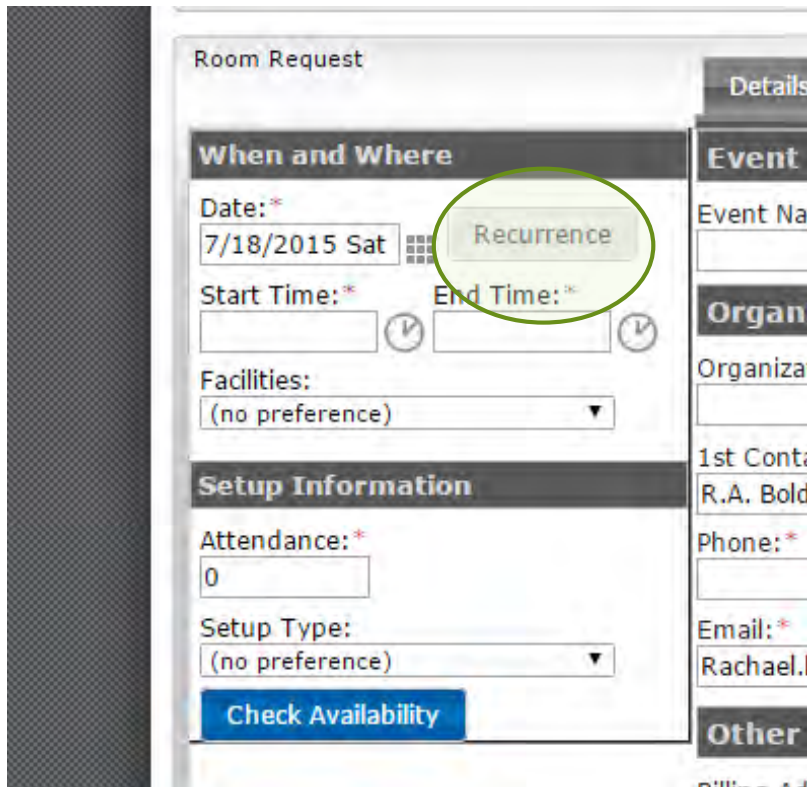
The image shows a screenshot of a 'Room Request' web form. The form is divided into several sections. The 'When and Where' section includes fields for 'Date:' (7/18/2015 Sat), 'Start Time:', 'End Time:', and 'Facilities:' (no preference). The 'Setup Information' section includes fields for 'Attendance:' (0) and 'Setup Type:' (no preference). A blue 'Check Availability' button is located at the bottom of the form. To the right of the main form, there is a sidebar with tabs for 'Details', 'Event', 'Organizational', and 'Other'. The 'Event' tab is currently selected, showing fields for 'Event Name', 'Organizational', '1st Contact' (R.A. Bold), 'Phone:', and 'Email:' (Rachael.l).

# Recurrence

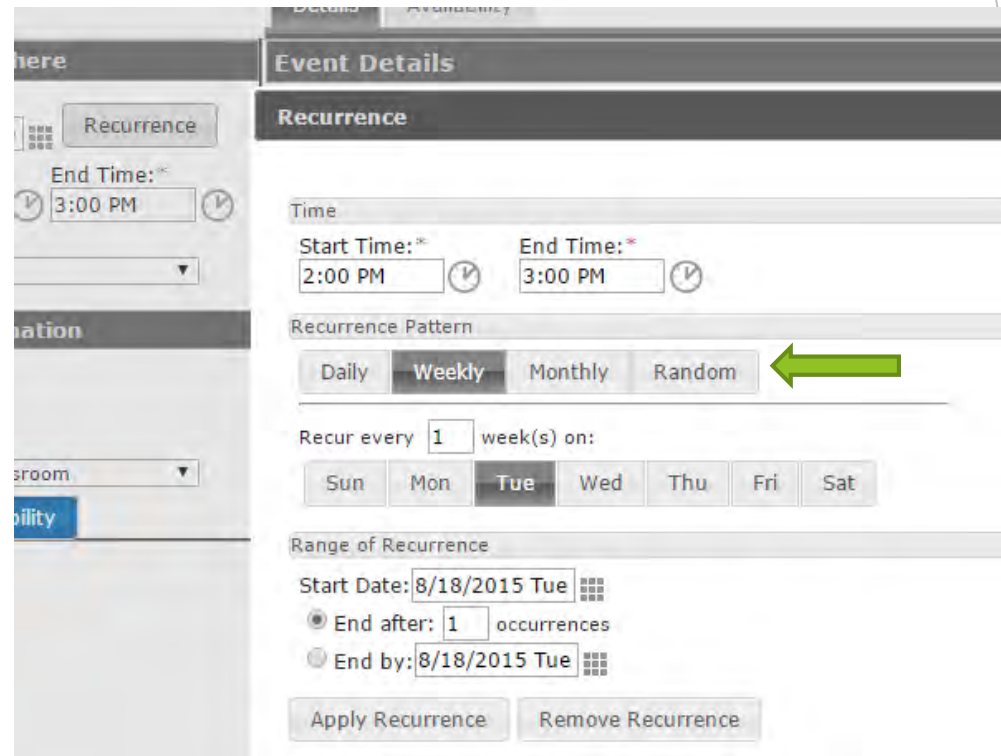
*Want to set a meeting for a Semester?*

If you want to book an event for the same time on different number of days, use 'Recurrence' button.

You can choose to do it weekly, monthly, or random dates.




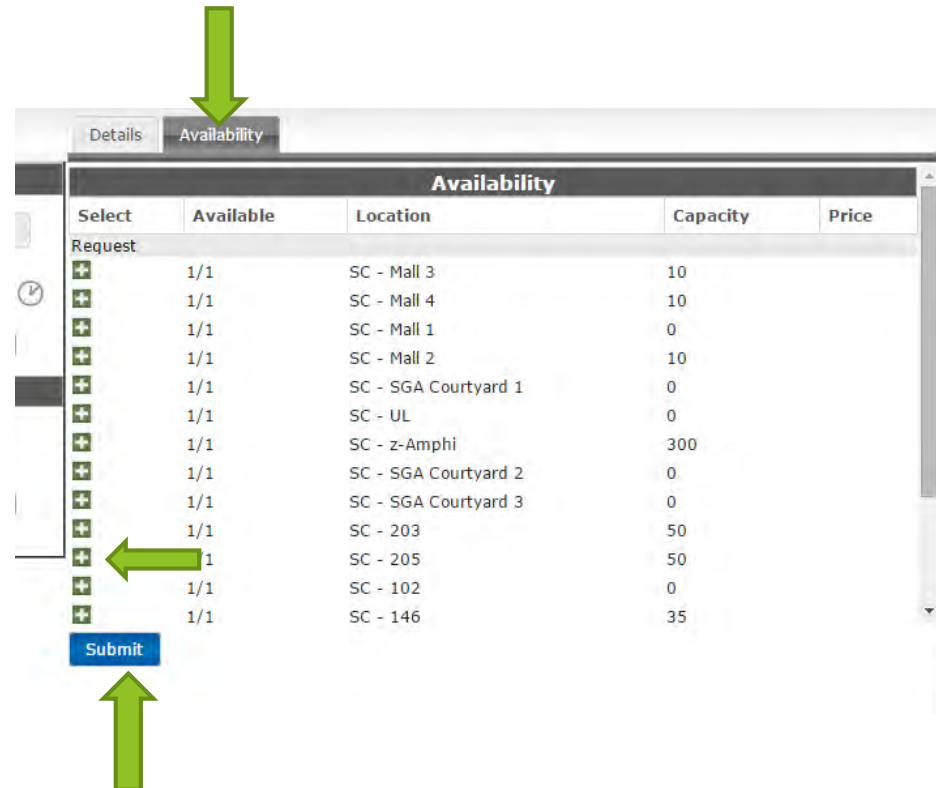
This screenshot shows a 'Room Request' form. The 'When and Where' section includes a 'Date' field with '7/18/2015 Sat', 'Start Time' and 'End Time' fields, and a 'Facilities' dropdown set to '(no preference)'. The 'Setup Information' section includes an 'Attendance' field with '0' and a 'Setup Type' dropdown set to '(no preference)'. A blue 'Check Availability' button is at the bottom. A green circle highlights the 'Recurrence' button located between the 'When and Where' and 'Setup Information' sections.
















This screenshot shows the 'Event Details' form, specifically the 'Recurrence' section. It features a 'Recurrence' button at the top. Below it, the 'Time' section shows 'Start Time' as '2:00 PM' and 'End Time' as '3:00 PM'. The 'Recurrence Pattern' section has four radio buttons: 'Daily', 'Weekly', 'Monthly', and 'Random'. A green arrow points to the 'Random' option. Below this, there are fields for 'Recur every 1 week(s) on:' with a grid of days (Sun, Mon, Tue, Wed, Thu, Fri, Sat) where 'Tue' is selected. The 'Range of Recurrence' section shows 'Start Date' as '8/18/2015 Tue' and two options for ending the recurrence: 'End after: 1 occurrences' (selected) and 'End by: 8/18/2015 Tue'. At the bottom are 'Apply Recurrence' and 'Remove Recurrence' buttons.

## Availability & Submit

1. Once you finish 'Event Details,' click on 'Check Availability' button.
2. Go to the 'Availability' tab.
3. This is the list of available rooms that meet your 'Attendance' and 'Setup Type' you entered.
4. Click the  to choose your room and then hit 'Submit' button.




Select	Available	Location	Capacity	Price
Request				
	1/1	SC - Mall 3	10	
	1/1	SC - Mall 4	10	
	1/1	SC - Mall 1	0	
	1/1	SC - Mall 2	10	
	1/1	SC - SGA Courtyard 1	0	
	1/1	SC - UL	0	
	1/1	SC - z-Amphi	300	
	1/1	SC - SGA Courtyard 2	0	
	1/1	SC - SGA Courtyard 3	0	
	1/1	SC - 203	50	
	1	SC - 205	50	
	1/1	SC - 102	0	
	1/1	SC - 146	35	



Details

<b>Event</b>	Test	Cancel Request
<b>Event Type</b>	Workshop/Webinar	
<b>Request Date</b>	Tuesday, July 21, 2015	
<b>Time</b>	2:00 PM - 3:00 PM	
<b>Building</b>	Student Center	
<b>Room</b>	146	
<b>Organization</b>	Stu Center	
<b>1st Contact Name</b>	SCS	
<b>1st Contact Phone</b>	251-460-6077	
<b>1st Contact Fax</b>		
<b>1st Contact Email</b>	scs@southalabama.edu	
<b>Status</b>	Pending	
<b>Notes</b>		
<b>Dates Requested</b>	7/30/2015	

Powered by 

## Event Request Details Summary

After hitting submit, you will see the screen above. It will be a summary of what you requested. You can also 'Cancel Request' if something comes up. If you need to add/change anything, email [scs@southalabama.edu](mailto:scs@southalabama.edu).