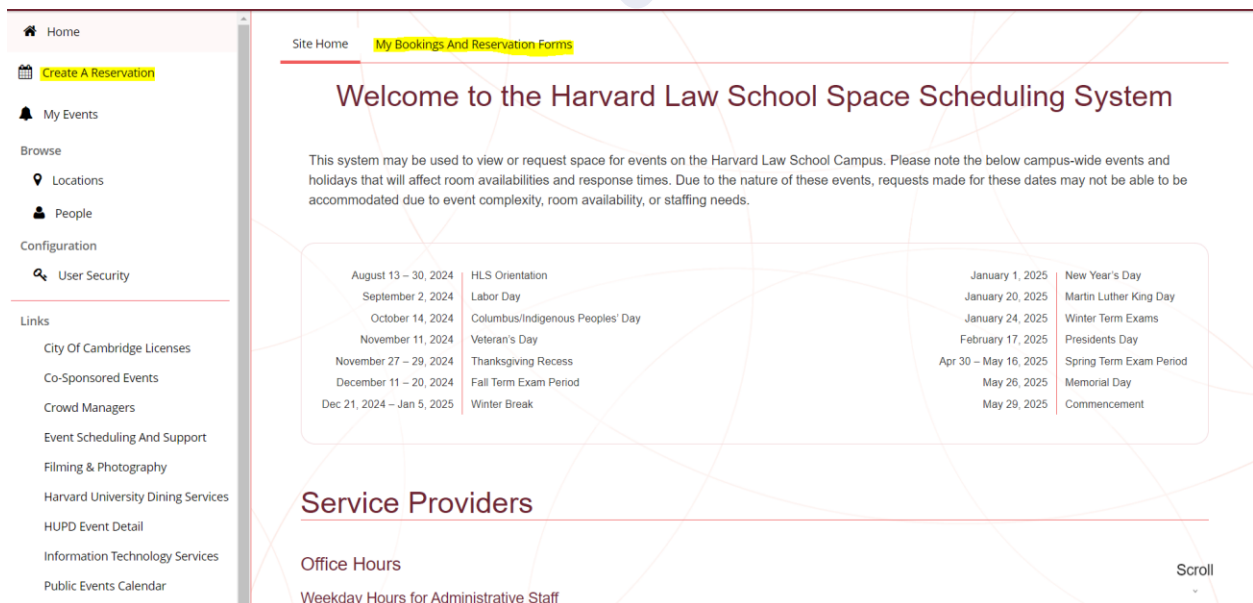


Events Management System Webapp (EMS/MyRooms)

Making a New Reservation (with new features)

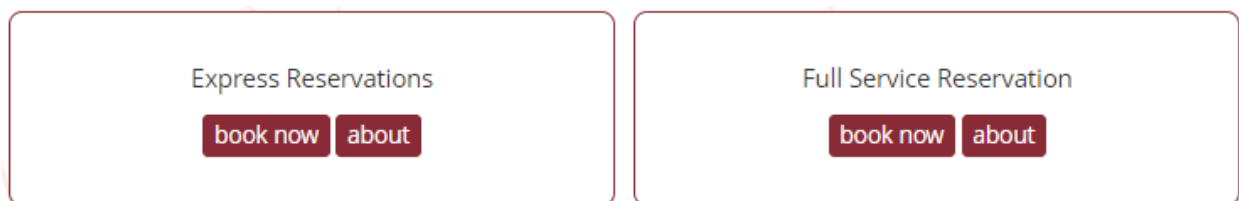
To make a new reservation, after signing into Events Management System Webapp (EMS/MyRooms), you can click either 'Create a Reservation' on the left nav bar or click on 'My Bookings and Reservation Forms' on the Homepage.



Reservation Tiles

The different types of Reservations will now appear as tiles rather than a list, and you should see the same options to "book now" or "about" (which will explain the different types of reservations).

Click "book now" to begin creating a reservation after selecting the type of reservation that is appropriate for your event.



New Service Window

On the next screen there is some important information to check and update as you are creating a reservation. First, update the date (which will default to 4 business days out), and the time.

Services can be added and edited up to 4 days before your event, until 5:00 pm.

New: Update Default Attendance

Next, update the **Number of People** field. **This field will default to 1 and must be updated to include your anticipated number of attendees.** Once updated, searching will return rooms that will accommodate the number of expected attendees for your event.

The screenshot shows a reservation system interface. At the top, there is a breadcrumb trail: "Full Service Reservation" with a close icon, followed by "1 Rooms" and "2 Reservation Details". On the right, there is a "My Cart (0)" icon and a "Create Reservation" button. Below this, the text "New Booking for Wed May 15, 2024" is displayed, with a "Next Step" button on the right.

The main interface is divided into two columns. The left column is titled "Date & Time" and contains the following fields:

- Date ***: A date picker showing "Wed 05/15/2024" and a "Recurrence" button.
- Start Time ***: A time picker showing "8:00 AM".
- End Time ***: A time picker showing "9:00 AM".
- Create booking in this time zone**: A dropdown menu showing "Eastern Time".
- Locations**: A section with "(all)" and an "Add/Remove" button.
- Let Me Search For A Room**: A section with "Setup Types" (no preference) and an "Add/Remove" button.
- Number of People**: A numeric input field with a spinner, currently set to "25".

The right column is titled "Selected Rooms" and contains the text "Your selected Rooms will appear here." Below this is a section titled "Room Search Results" with the text "Rooms matching your search criteria will appear here." The search results area is currently empty, showing only faint grid lines.

After entering 25 people and clicking Search in this example, you can see several event spaces in the results. You can scroll through these to pick a space.

Date & Time

Date *
Wed 06/05/2024 📅 Recurrence

Start Time *
8:00 AM 🕒

End Time *
9:00 AM 🕒

Create booking in this time zone
Eastern Time ⌵

Locations
(all) Add/Remove

Search

Let Me Search For A Room

Setup Types
(no preference) Add/Remove

Number of People
25 Search

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

List Schedule

Favorite Rooms only. Find A Room Search

Room	Location	Floor	TZ	Cap	Filter Match
Rooms You Can Request					
+ 1010 Classroom	WCC	1st Floor	ET	86	
+ 1015 Classroom	WCC	1st Floor	ET	86	
+ 1019 Classroom	WCC	1st Floor	ET	86	
+ 1023 Classroom	WCC	1st Floor	ET	86	
+ 2019 Milstein West A	WCC	2nd Floor	ET	200	
+ 2019 Milstein West AB	WCC	2nd Floor	ET	400	
+ 2019 Milstein West B	WCC	2nd Floor	ET	200	
+ 214 Room	Denimah F. Lewis Hall	2nd Floor	ET	28	

Alternatively, if you have a specific space in mind, you can enter it under, I Know What Room I Want directly

🔍
| Know What Room I Want

Room Name

🔍

- ✓ **2019 Milstein West A**
 (Request) - WCC - ET
- ✓ **2019 Milstein West AB**
 (Request) - WCC - ET
- ✓ **2019 Milstein West B**
 (Request) - WCC - ET
- 2004 Classroom**
 (Request) - WCC - ET
- 2009 Classroom**
 (Request) - WCC - ET

If you would like to learn more about a space before reserving it, you can click on the name of the room in the results. This will pop up a new window with features and images of the space.


about 1023 Classroom ×

- Room Details**
- Setup Types
- Features
- Images
- Availability

Room Code	WCC1023
Description	1023 Classroom
Room Type	Classroom
Floor	1st Floor
Size	1733
Phone	617-496-5435

ADDITIONAL SETUP AVAILABILITY

Close

Click on the  + icon to add a room to your reservation. You can add multiple bookings at the same time and date or update the details to add additional bookings. Click Add Room to add a booking to your reservation.

After selecting a room or rooms, you will move to the next step (Step 2). For some reservations you may be prompted to review and select any setup resources you need, for others you will move right to answer any questions.

First enter the name of your event and the type of event it is (if applicable).

Event Details

Event Name *

Event Type *

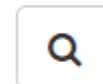
After entering your Event Name, you will be asked for your Event Sponsor.

New: Event Sponsor and Primary Event Contact

Next is a **BIG** change. Event Sponsor Details includes the Event Sponsor and the Primary Event Contact fields. Previously these fields only showed your name as a static option in both, but now you have the option to select a name or group in both.

Event Sponsor Details

Event Sponsor *



Primary Event Contact

Think of the fields this way:

- Event Sponsor: the faculty member, department, clinic, SPO, or student org/journal that will be funding the event
- Primary Event Contact: you! Or the event organizer. The primary contact for the event.

In the Event Sponsor field, you will see your name by default, but you can add another individual or group by clicking on the magnifying glass.

Event Sponsor Details

Event Sponsor *

Film Society

In Vino Veritas

Smith, Rebecca

New: Search for faculty, departments, clinics, SPOs, and student organizations/ journals as Event Sponsors

In the window that pops up when searching, you may see some pre-populated options, but you can search for another option in the search field here. Search for an individual using their last name, or a group by the first word of the group's name.

Event Sponsors you can book for

? ×

Event Sponsor	Event Sponsor Type	City
<input type="checkbox"/> Film Society	Student Orgs or Journals	
<input type="checkbox"/> In Vino Veritas	Student Orgs or Journals	
<input type="checkbox"/> Smith, Rebecca	Faculty / Staff	

You can also use % to search for users or groups you are having trouble finding. For example, if you are looking for a student org but you are having trouble finding the one you are thinking of. Typing '%society' will bring up any group with Society in their title.

Click on the option you want in the results to add it as an option in this drop-down menu.

Event Sponsors you can book for

Event Sponsor name starts with

- American Constitution Society
- American Society for Legal History, Inc.
- Asia Law Society
- Barbara Pym Society
- Berkman Klein Center for Internet and Society
- Federalist Society
- Food Law Society
- Francophone Society
- Harvard Extension Business Society
- Health Law Society
- Law & International Development Society
- Lincoln's Inn Society
- Mathematics and Science Society for Youth (MSSY)
- Political Economy Society
- Program on Law & Society in the Muslim World
- Society for Risk Analysis - New England
- Space Exploration and Admiralty Law Society
- W.E.B. Du Bois Graduate Society

Sponsor Type	City
nt Orgs or Journals	
nt Orgs or Journals	
y / Staff	

Let's say we select Food Law Society here; it now appears under Event Sponsor.

Event Sponsor *

Film Society

Film Society

Food Law Society

In Vino Veritas

Smith, Rebecca

New: Adding a Primary Event Contact to an Event Sponsor

If this is your first time selecting an Event Sponsor that is a group, you will see the Primary Event Sponsor field is blank.

Event Sponsor Details

Event Sponsor *

Primary Event Contact

You can search for an appropriate contact in the same way that you searched for an Event Sponsor, by clicking on the magnifying glass icon.

Current Primary Event Contact ×

Name	Email	Make Default
<input type="button" value="Close"/>		

New: Adding a default Primary Event Contact

After searching for and selecting a contact, you will see a button to select a default contact. You do not have to select this, but if there is a contact who will often be the appropriate contact for events for a group, you may select them as the default here.

Current Primary Event Contact ✕

Primary Event Contact name starts with 🔍

Name	Email	Make Default
<input checked="" type="checkbox"/> Smith, Rebecca	rsmith@law.harvard.edu	<input type="radio"/>

Close

You will be prompted to enter an appropriate phone number, though the contact's email address will be populated when you select them.

Event Sponsor Details

Event Sponsor *

Film Society
🔍

Primary Event Contact

Smith, Rebecca
🔍

Primary Event Contact Phone *

Primary Event Contact Cell

Primary Event Contact Email Address *

rsmith@law.harvard.edu

New: Reduced Reservation Questions

As you are now selecting your event sponsor before answering any questions, those questions have been removed. You may see that other questions have been removed as well. For those questions, language has been added as a link into Events Management System Webapp (EMS/MyRooms) and is hosted on the Office of Event Scheduling and Support website as well. There are also new reminders in your event Confirmation email.

Additional Information

Provide a brief summary of your event *

Will your event include controversial subject matter, speaker(s) and/or invitees? *

Will food and/or beverage be present at your event? *

Will you need technology and/or technical support for your event? *

Would you like this event listed on the HLS Calendar? *If you are booking multiple rooms on the same day, please select "No" and create a calendar submission via the Office of Communications website*

After completing the questions, you will be asked for your billing information (if you are faculty or staff). This information is used to bill for services provided during your event, such as catering or AV support.

New: Billing Code Field

Rather than entering each individual segment of your bill code in a unique field, you will now be prompted to enter the full string in one field (excluding the object code). As you begin to type, you will see a count of the entered characters and appropriate formatting.

Billing Information

Billing Code *

Enter 33 digit bill code. Current count: 3.

After entering your entire bill code, you will see the result. If your bill code is valid, you will see each segment written out and a message indicating success. If your bill code is not valid, you will see a message indicating why that is. You must enter a bill code to submit your event.

Billing Information

Billing Code *

Message: ORG value 12345 does not exist

Tub: 265 HLS^Harv Law School

Org: 12345 Invalid Code

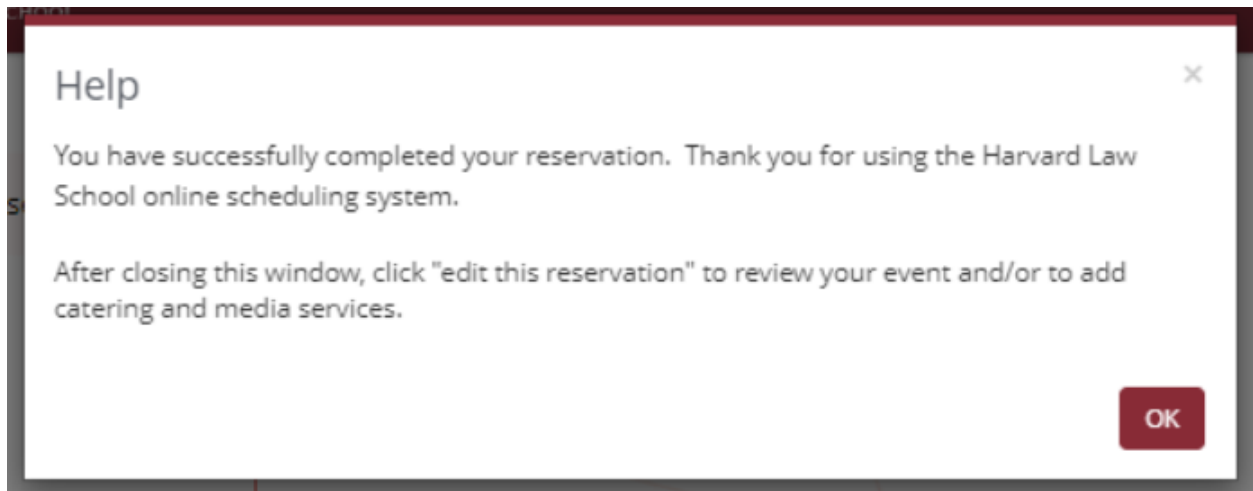
Fund: 678901 Invalid Code

Activity: 234567 Invalid Code

Subactivity: 8901 Invalid Code

Root: 23456 Invalid Code

After entering your bill code and agreeing to the Terms and Conditions, you can click Create Reservation to submit your reservation request. You will see Reservation Created on the following page.



You will also have the option to download an ics file or to edit your reservation. If you click Edit this reservation, you will have the option to add services, add additional bookings, edit details about the event, or cancel the event if you need to do so.

Reservation Created

What would you like to do now?

- Add to my calendar.
- Edit this reservation.

PLEASE NOTE: Your reservation bookings and services can be edited any time prior to 5:00pm, four (4) business days before the event. If you attempt to edit either the event or services within this window, you will be unable to do so.