

# Events Management System Webapp (EMS/MyRooms)

## Adding an Event Sponsor

### Event Sponsor Details

#### Event Sponsor \*



#### Primary Event Contact

#### What has changed?

An Event Sponsor is what you have previously responded with in the first four questions when making a reservation. We have removed those questions, and you can now search for specific groups or people when making a reservation. If you are routinely making reservations for one group, you will see that group in the Event Sponsor drop-down after populating it there the first time (no need to search each time).

Previously, in the User Details section you would see generally yourself populated in both fields, with your direct contact information. Now, you can select the appropriate contact directly.

#### User Details

##### User \*

##### Event/Meeting Planner

##### Event/Meeting Planner Phone \*

##### Event/Meeting Planner Cell

##### Event/Meeting Planner Email Address \*

### What is an 'Event Sponsor'?

The Event Sponsor is the group or individual that will be responsible for the event costs (specifically the catering, AV support and setup/cleanup costs). Say you are making a reservation for an ITS team meeting. You would locate "Information Technology Services" in the Event Sponsor field.

### What is a 'Primary Event Contact'?

The Primary Event Contact should either be you (the person making the reservation) or the person hosting the event. The person populated in this field, along with their phone number, will be the point of contact for our Service Providers leading up to your event so it is important that this is accurate.

### How do I find the right Event Sponsor for my event?

When creating an event, you will be prompted for this information under Reservation Details (just after entering your Event Name). You will see an Event Sponsor Field and Primary Event Contact field in this section populated with your information by default.

**Event Sponsor Details**

  

<b>Event Sponsor *</b> <input style="width: 95%;" type="text" value="Al-Khalqi, Reem"/> 	
<b>Primary Event Contact</b> <input style="width: 95%;" type="text" value="Al-Khalqi, Reem"/> 	
<b>Primary Event Contact Phone *</b> <input style="width: 95%;" type="text"/>	<b>Primary Event Contact Cell</b> <input style="width: 95%;" type="text"/>
<b>Primary Event Contact Email Address *</b> <input style="width: 95%;" type="text" value="ralkhalqi@law.harvard.edu"/>	

To select a new Event Sponsor, click the first magnifying glass icon. You will see a new window.

Event Sponsors you can book for ? x

Event Sponsor name starts with

Event Sponsor	Event Sponsor Type	City
<input type="checkbox"/> Al-Khalqi, Reem	Faculty / Staff	

In this window you can search in a few different ways:

- To search for a group, search using the full name of that group (e.g. “Information Technology Services” or “Prison Legal Assistance Project”)
- To search for an individual (such as a faculty member), search using their last name first (e.g. “Smith, Rebecca”)
- If you are having trouble finding the sponsor you need, try using % and the letters you’re using to search (e.g. if you’re looking for Prison Legal Assistant Project (PLAP), you can search with “%plap” which will return the result you need)

You can add multiple Event Sponsors in this window. After adding all the sponsors you need, click close.

Event Sponsors you can book for ? x

Event Sponsor name starts with

Event Sponsor	Event Sponsor Type	City
<input type="checkbox"/> Al-Khalqi, Reem	Faculty / Staff	
<input type="checkbox"/> Beeritas	Student Orgs or Journals	
<input type="checkbox"/> In Vino Veritas	Student Orgs or Journals	

You can now see any selections you made in the drop-down menu. Select the option you want to proceed with.

### Event Sponsor Details

**Event Sponsor \***

Al-Khalqi, Reem  

Al-Khalqi, Reem  
Beeritas  
In Vino Veritas  
Al-Khalqi, Reem  

**Primary Event Contact Phone \***

**Primary Event Contact Cell**

**Primary Event Contact Email Address \***

ralkhalqi@law.harvard.edu

You may notice when you select a group that the contact field is empty. This means there is not currently a contact setup for this group.

### Event Sponsor Details

**Event Sponsor \***

In Vino Veritas  

**Primary Event Contact**

 

For other groups, you may see a contact automatically populate. This means they already have a contact setup, but you can also add additional contacts.

## Event Sponsor Details

### Event Sponsor \*

Beeritas



### Primary Event Contact

Patel, Panna



### Primary Event Contact Phone \*

### Primary Event Contact Cell

### Primary Event Contact Email Address \*

ppatel@law.harvard.edu

To add another contact for a group, click on the second magnifying glass icon (next to the Primary Event Contact). You will search in the same way as before, using last name for individuals, full title for groups and the wildcard % as needed.

After adding one or multiple contacts, you can also set a default (out of multiple contacts). This contact will show by default when the group is added as an event sponsor.

### Current Primary Event Contact ×

Primary Event Contact name starts with

Name	Email	Make Default
<input checked="" type="checkbox"/> Patel, Panna	ppatel@law.harvard.edu	<input type="radio"/>
<input checked="" type="checkbox"/> Al-Khalqi, Reem	ralkhalqi@law.harvard.edu	<input checked="" type="radio"/>

Close

After you have the sponsor and contact you need, you may be prompted for a Primary Event Contact Phone number. For individuals this is populated by default, but groups may require this to be filled in. This should be the best contact number for the event. The contact may be called by a service provider before the event to clarify any requests, so it is important that this is accurate.

### Event Sponsor Details

**Event Sponsor \***



**Primary Event Contact**



**Primary Event Contact Phone \***

**Primary Event Contact Cell**

**Primary Event Contact Email Address \***

After the phone number is filled in, you're done and can move on to the next section!

### Event Sponsor Details

**Event Sponsor \***



**Primary Event Contact**



**Primary Event Contact Phone \***

**Primary Event Contact Cell**

**Primary Event Contact Email Address \***

**What if I cannot find my Event Sponsor?**

If you're having trouble locating a group or individual as an Event Sponsor, contact the Office of Event Scheduling and Support ([events@law.harvard.edu](mailto:events@law.harvard.edu)). By default, Event Sponsors from HLS will be searchable, but if your event sponsor is from elsewhere at Harvard or fully external the Events office should be able to assist.

**What if my Event Sponsor title or name needs to be updated?**

Please contact the Office of Event Scheduling Support to update your Event Sponsor.