EMS ONLINE PORTAL GUIDE

Portland State UNIVERSITY

A STEP-BY-STEP GUIDE TO RESERVING SPACES IN SMITH MEMORIAL STUDENT UNION, HOFFMAN HALL AND PSU OUTDOOR TABLING USING THE EVENT MANAGEMENT SYSTEM

CREATING AN ACCOUNT IN VIRTUAL EMS

- Visit **events.pdx.edu**
- Click *Sign In*, and enter your PSU ODIN credentials to complete sign up.

MAKING A RESERVATIONS REQUEST

- Sign in to Virtual EMS.
- Select "Book Now" from the navigation bar. This will send you to the reservation portal.

- In the portal, you will have multiple options to view rooms. Set your date and time parameters in this area (if this is for a reoccurring event, click "recurrence").

- At this point, the current availability calendar/list will appear under search results.

- To refine your search for a certain configuration or for a specific room, follow the prompts in "Setup Types."

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1. SEARCH BY SETUP TYPE

■ Click Add/Remove under Setup Types.

■ This will prompt a new window to open, allowing you to select a number of different arrangements.

■ Select your desired configuration in this window. Update Setup Types (seen at right).

■ Once your configuration is selected, input the attendance number under "Number of People" (seen above). Click "Search" to view all available rooms.

■ In the availability calendar, click the green Plus Button to add the room(s) you want. To remove, press the red Minus Button.
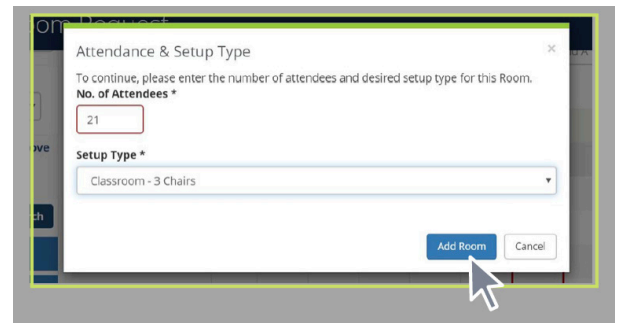
2. OR … SEARCH BY SPECIFIC ROOM

■ In the "Book Now" portal, expand the "I Know What Room I Want" bar on.

■ Search for your desired room number or name in the search bar.

■ Click your desired result.
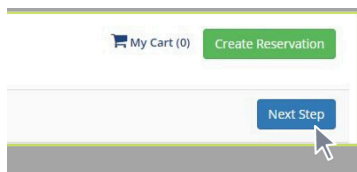
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2. OR ... SEARCH BY SPECIFIC ROOM (CONTINUED)

■ A new window will appear where you can input your desired configuration for this room.

■ Input configuration, and press click room. Follow the same protocol to add or remove rooms as shown above.

FINISHING YOUR REQUEST

■ Once you have selected your rooms, click "Next Step" located in the right hand corner of the availability calendar/list.

■ A new page will load, prompting you to input the "reservation details."

■ **COMPLETE ALL REQUIRED FIELDS!** Event Name, Type, Organization, All Additional Information and the Billing Reference

■ If you need to add any information that you do not see prompted in the above fields, enter it in the final space provided.

■ Once all fields are completed, click "Create Reservation" to submit.

IMPORTANT!

■ Reservations cannot be made for events **less than 72 hours** in advance of the event start time.

QUESTIONS? COMMENTS? CONCERNS?

You can contact CESU at:

1825 SW Broadway
Smith Memorial Student Union
Suite 435
Portland OR 97201

Email: conferences@pdx.edu

Phone: 503-725-2663

Fax: 503-725-8060

Web: pdx.edu/conferences

I SUBMITTED MY REQUEST! NOW WHAT?

Once you submit, you'll see a screen that the reservation has been created. This sends the request to Campus Events & Student Union (CESU) to review and process a confirmation.

Your **reservation is NOT confirmed** until you receive the confirmation from CESU directly to your email.

To review the status of your request, you can visit the "my events" section of your EMS account to see all of your request details.