

EMS ONLINE PORTAL GUIDE



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.



Date & Time

Date
Fri 07/24/2020 [Recurrence](#)

Start Time
7:00 AM

End Time
8:00 AM

Create booking in this time zone
Pacific Time

Locations [Add/Remove](#)
Smith Memorial Student Union

[Search](#)

Let Me Search For A Room

I Know What Room I Want

Room Name

■ 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.”

(Continues on next page)

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1. SEARCH BY SETUP TYPE

Let Me Search For A Room

Setup Types Add/Remove
(no preference)

Number of People

Search

- 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.

Setup Types

Find setup types

Select All setup types

- Banquet
- Chairs in Rows
- Classroom - 3 Chairs
- Conference Table
- Exam - 2 Chairs
- Rounds (6 per table)
- Rounds (8 per table)

Selected Setup Types

Update Setup Types Close

Rooms You Can Request			
Smith Memorial Studen...	Cap	7 AM	8
+ Browsing Lounge (...)	60		
+ Room 294	42		

Room Added to Reservation

1 Rooms 2 Reservation Details

Selected Rooms Attendance & Setup Type

- Room 294

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.

(Continues on next page)

Room Name

Fri 07/24/2020 Recurrence

Start Time: 7:00 AM End Time: 8:00 AM

Create booking in this time zone: Pacific Time

Locations: Smith Memorial Student Union Add/Remove

Search

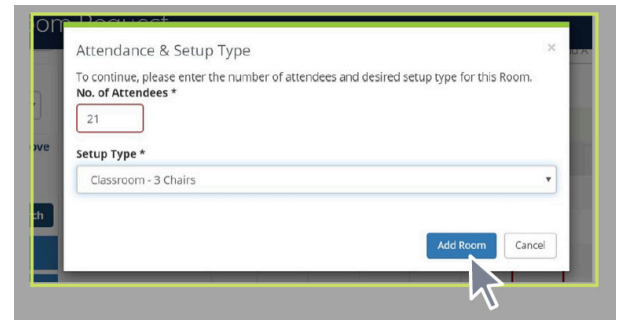
Let Me Search For A Room

I Know What Room I Want

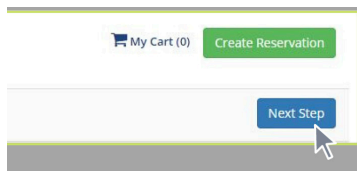
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2. OR ... SEARCH BY SPECIFIC ROOM (CONTINUED)

- 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 119
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.