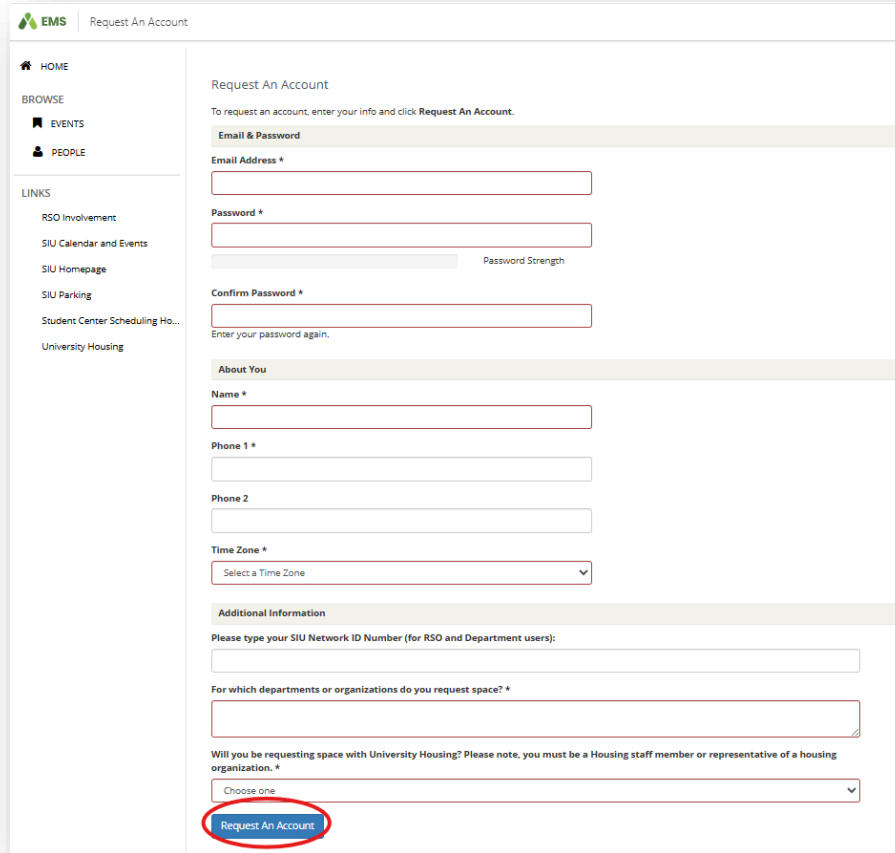


BEFORE YOU BOOK!
THINGS TO KNOW about scheduling rooms in the Student Center

1. Rooms and Capacities – standard sets.
 - a. Activity AB and CD: Conference of 40
 - b. Cornith/Troy: Conference of 40
 - c. Thebes: U-shape inside/outside of 49
 - d. Cambria: Standard set of 62
 - e. Mackinaw: Auditorium of 30
 - f. Sangamon: Family of 16
 - g. Ohio: Conference (34), U-shape (29/51), Auditorium (60), Classroom (24)
 - h. Kaskaskia/Missouri: Conference (40), U-shape (35/50), Auditorium (80), Rounds (48), Classroom (36)
 - i. Saline: Conference (20), U-shape (17/25), Auditorium (30)
 - j. Delta: Auditorium (120), Room Empty, Classroom (28)
 - k. Illinois: Conference (34), U-shape (29/51)
 - l. Mississippi: Conference (40), U-shape (35/61)
2. Rooms that cannot be booked and how to book them
 - a. Ballrooms, Auditorium, Old Main Room, Renaissance, Red-Tile Seating, International Lounge, and Old Main Lounge **MUST** be booked through our office directly. A request may be submitted through our Event Details Form: <https://www.surveymonkey.com/r/JNMYN7M> or email us for availability at studentcenterscheduling@siu.edu.
3. Information Event Services should be notified of
 - a. Food and drink plans
 - b. Audio/Visual needs
 - c. Attendance numbers
 - d. Craft activities if applicable
4. All rooms have accessible AV for RSOs. Please ensure to notify us if you will be using AV equipment.
5. The request does not guarantee immediate confirmation. Student Center Event Services will review the request and approve it or contact the requestor for further information or adjustments to the request based on room availability and/or set up requirements. Please wait to hear from Student Center Event Services before advertising the event or meeting.

Online Scheduling Instructions

1. Create a user account in EMS. Here: <https://onlinescheduling.siu.edu/EmsWebApp/>
 - a. Click on My Home then select “Request an Account”.
 - b. Fill out the information. Please note, if you want your SIU Network ID and password to be used to login to online scheduling, then you must provide it.
 - c. Click “Request an Account”.
 - d. You will be contacted within two business days for account approval.



The screenshot shows the 'Request An Account' form in the EMS system. The form is titled 'Request An Account' and includes the following sections:

- Email & Password:** Fields for Email Address, Password, and Confirm Password. A Password Strength indicator is also present.
- About You:** Fields for Name, Phone 1, and Phone 2. A Time Zone dropdown menu is also present.
- Additional Information:** A field for SIU Network ID Number (for RSO and Department users) and a field for departments or organizations.
- Will you be requesting space with University Housing?** A dropdown menu with the option 'Choose one'.

The 'Request An Account' button at the bottom of the form is circled in red.

2. Some reasons you may not be approved include (RSO's):
 - a. *You are not a scheduling officer of the Registered Student Organization.*
 - b. *Your Registered Student Organization needs to transition with the Office of Student Engagement.*
 - c. *Your request is a personal request and not affiliated with a Registered Student Organization.*
3. Once approved, sign into your account through the main page of the Online Scheduling Request Site.
 - a. The main page of the Online Scheduling Request Site lists general information about how to view scheduled events, how to schedule, account information and help information. To get back to the main page, you can do so by clicking the “SIU Icon” in the upper left-hand corner of the page.



Southern Illinois University
CARBONDALE

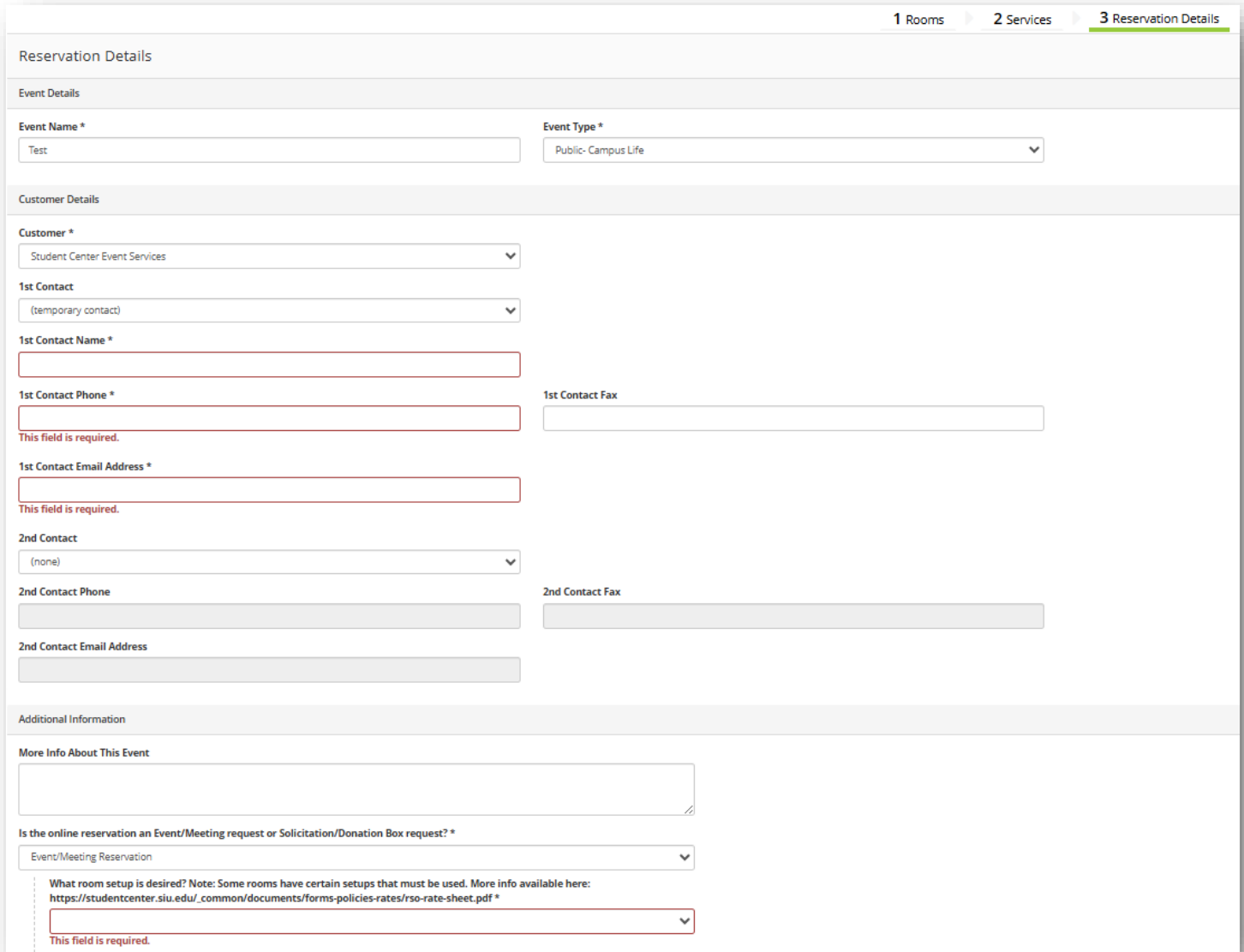
4. To make a reservation, click on **“My Home”** and select the building/area for which you would like to reserve space and click **“Book Now”**.

5. Start with the **Date & Time** section:

- a. You can set recurring reservations by clicking the **“Recurrence”** button.
- b. You can search for a room under the **“Let Me Search for a Room”** section or search for a specific you want under **“I Know What Room I Want.”**

- c. Once you have selected a room, click on **“Services”** to add rentable equipment.

- d. Then select “**Reservation Details**” to add contact and additional event information. As you begin to answer the reservation details questions, more questions will populate. **Please answer each question to the best of your ability. Each question is purposeful and allows us to better understand and prepare for your meeting/event**



Reservation Details

1 Rooms > 2 Services > 3 Reservation Details

Event Details

Event Name *
Test

Event Type *
Public- Campus Life

Customer Details

Customer *
Student Center Event Services

1st Contact
(temporary contact)

1st Contact Name *

1st Contact Phone *
This field is required.

1st Contact Email Address *
This field is required.

1st Contact Fax

2nd Contact
(none)

2nd Contact Phone

2nd Contact Fax

2nd Contact Email Address

Additional Information

More Info About This Event

Is the online reservation an Event/Meeting request or Solicitation/Donation Box request? *
Event/Meeting Reservation

What room setup is desired? Note: Some rooms have certain setups that must be used. More info available here:
https://studentcenter.siu.edu/_common/documents/forms-policies-rates/rso-rate-sheet.pdf

This field is required.

- e. You will click “**Create Reservation**” to finalize your event.

6. The request does not confirm your event. You will receive confirmation from the facility you requested space from within two business days. There may be a requirement for a signature by the Office of Student Engagement if charges are affiliated with your reservation.