**Overview**

The Event Management System (EMS) is the GSM event management, calendaring, and room reservations system. The EMS web-client provides web access to common scheduling functions. This document provides step-by-step on how to make a simple room reservation through the web-client. Note: These instructions only cover one simple scenario. Additional training materials on the EMS system can be found at: http://emssoftware.com

Instructions

1) Open a browser and go to http://gsm.rooms.ucdavis.edu
2) Click on the "Login" button and log in with your Campus Computing username and password.
3) Select the "Create Reservations" option from the side menu and select the appropriate event type:
   a) External Event: An event where a room reservation is not required
   b) Meeting Room Requests: An event where a meeting room is required (does not include classrooms)
   c) Classroom Requests: An event where a classroom is required.

4) Identify the basic information for your event and locate available rooms
   a) Event date, start-time, and end-time
   b) Identify desired building *(use Add/Remove button to select)*
   c) Identify desired room types *(use Add/Remove button to select)*
   d) Identify Features required for your event *(use Add/Remove button to select)*
   e) Identify number of people attending.
   f) Click "Search" button to find available rooms:

5) Select room: A list/schedule of available rooms will appear. Click the "+" icon next to the desired room to select the room.
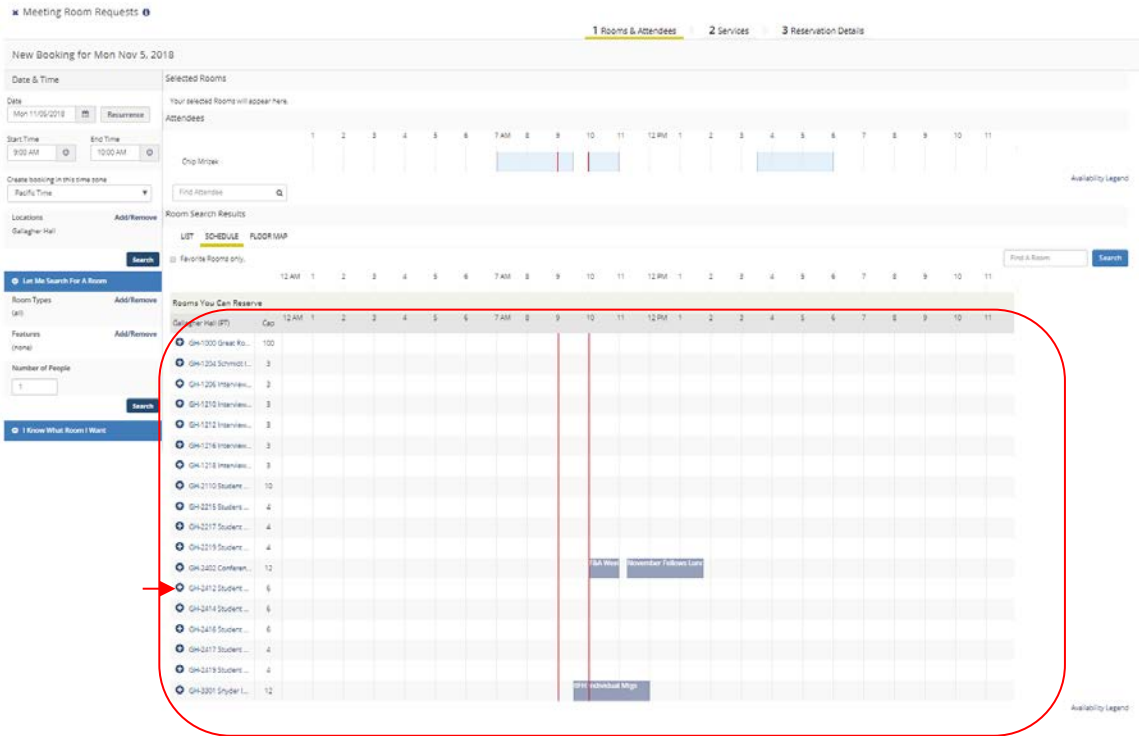
6) Confirm the Attendance & Setup Type by clicking "Add Room"
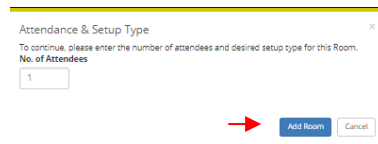
7) Click the "Next Step" button in the upper-right corner of the screen

8) Enter notes and services (optional), then click the "Next Step" button again.

9) Enter Reservation Details: At a minimum, fill in all the required fields (*marked with* *), then click "Create Reservation" button in the upper or lower right corners.

10) A reservation confirmation will be displayed