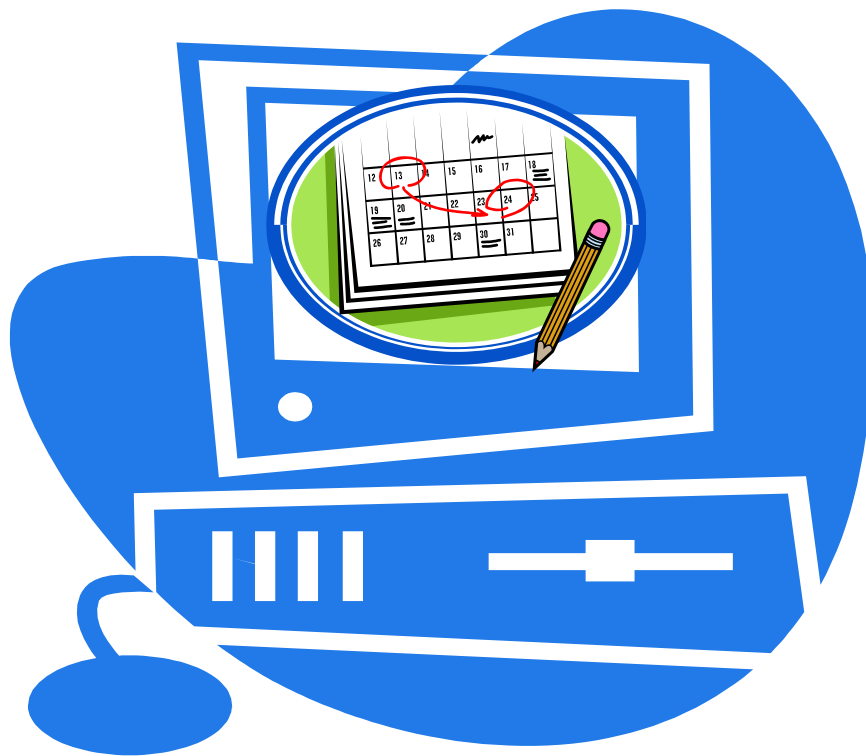


# Event & Room Request System

*Updated Fall 2017*



Event Planning Process: Start to Finish Overview:

1. Submit a room request on the Event and Room Request System
2. Wait for a USF email confirmation for your space (Q's contact Reg. Office)
3. Send an email to the Program Assistant for Student Affairs (Alakoka Kailahi) with the event title and a description of the event. This will publish your event to the School of Law Events Calendar.
4. Completing step 4 will also ensure that your event is added to "This Week's Events" email.
5. Advertise (notify others about) your event!

# USF SCHOOL OF LAW ROOM DESCRIPTIONS AND POLICIES

LAW SCHOOL ROOMS				
BUILDING	CLASSROOMS	CAPACITY	ROOM TYPE	WHO APPROVES
Kendrick Hall	100	115	Lecture / Classroom	Registrar's Office
Kendrick Hall	101	83	Lecture / Classroom	Registrar's Office
Kendrick Hall	102	75	Lecture / Classroom	Registrar's Office
Kendrick Hall	103	61	Lecture / Classroom	Registrar's Office
Kendrick Hall	104	42	Lecture / Classroom	Registrar's Office
Kendrick Hall	Moot Court ( <b>No food allowed</b> )	60	Classroom / Courtroom	Registrar's Office
BUILDING	SEMINAR CLASSROOMS	CAPACITY	ROOM TYPE	WHO APPROVES
Kendrick Hall	105	8 -12	Seminar Classroom	Registrar's Office
Kendrick Hall	240	22	Seminar Classroom	Registrar's Office
Kendrick Hall	301	22	Seminar Classroom	Registrar's Office
Kendrick Hall	340	12	Seminar Classroom	Registrar's Office
Zief Library	012	19	Seminar Classroom	Registrar's Office
Zief Library	017	24	Seminar Classroom	Registrar's Office
BUILDING	COMPUTER LABS	CAPACITY	ROOM TYPE	WHO APPROVES
Zief Library	105 North	12	Computer Lab	Registrar's Office
Zief Library	105 South	12	Computer Lab	Registrar's Office
BUILDING	LAW FACULTY MEETING ROOMS	CAPACITY	ROOM TYPE	WHO APPROVES
Kendrick Hall	212	12	Law Faculty Meeting	Registrar's Office
Zief Library	Terrace Room	35	Law Faculty Meeting	Registrar's Office
BUILDING	PUBLIC SPACES	CAPACITY	ROOM TYPE	WHO APPROVES
Kendrick Hall	Atrium (1st Floor entryway)*	TBD	Public Space	Registrar's Office
Kendrick Hall	Rotunda 1st Floor*	TBD	Public Space	Registrar's Office
Kendrick Hall	Rotunda 2nd Floor*	TBD	Public Space	Registrar's Office
Kendrick Hall	Rotunda 3rd Floor*	TBD	Public Space	Registrar's Office
Kendrick Hall	<b>Student Boulevard (1st floor Hall)*</b>	TBD	Public Space	Registrar's Office
Patio between Kendrick & Zief	Zief Plaza	TBD	Public Space	Registrar's Office

**\*Not available when classrooms are in use. Law School use only.**

*All classrooms are ADA compliant and are equipped with A / V technology (excluding KN 105 and KN 340; these rooms have no technology) which includes (DVD, VDR), computer, projector screen, and a telephone. The lecture rooms contain a wireless microphone and a fixed microphone in the podium.*

**Questions:** Room Questions? Please contact the appropriate office:  
 Law Registrar's Office: Email: [lawregistrar@usfca.edu](mailto:lawregistrar@usfca.edu)

**Room Request Restrictions --Students are subject to the following room restrictions:**

- Room 100:** Cannot be reserved more than a week in advance.
- Moot Courtroom:** There is **NO** food allowed. Groups that host events with food in the Moot Courtroom will be banned from the room for the remainder of the academic year.
- Time-Frame:** Student groups may only submit requests through the current year (fall 19, spring 20, and summer 20 only)

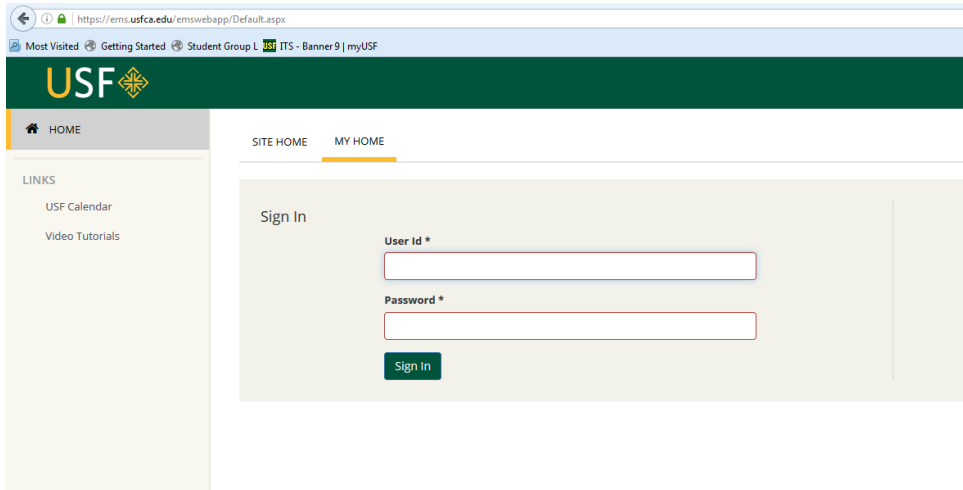
**Priority:**

Once a reservation request has been submitted, use of classrooms and seminar rooms will be scheduled according to the following priority:

1. Regularly scheduled semester-long or 7 week law school courses;
2. Tutorial sessions scheduled by the Academic Support Program;
3. Final examinations for law school courses;
4. Make-up classes scheduled by law school faculty;
5. Review sessions for final examinations scheduled by law school faculty;
6. Single session or multiple session events in support of the academic program scheduled by law school administrative offices (i.e. Admissions, Office of Career Planning, Dean's Office, Development, etc.);
7. Student groups.

## Step 1: Log into Virtual EMS & Enter School of Law Reservation System

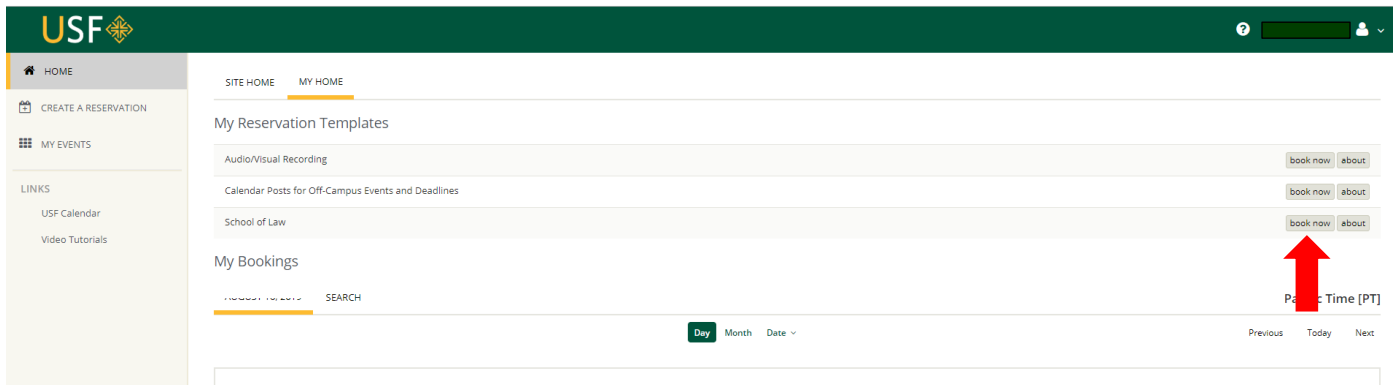
1. Go to <http://ems.usfca.edu/>



2. Sign In:

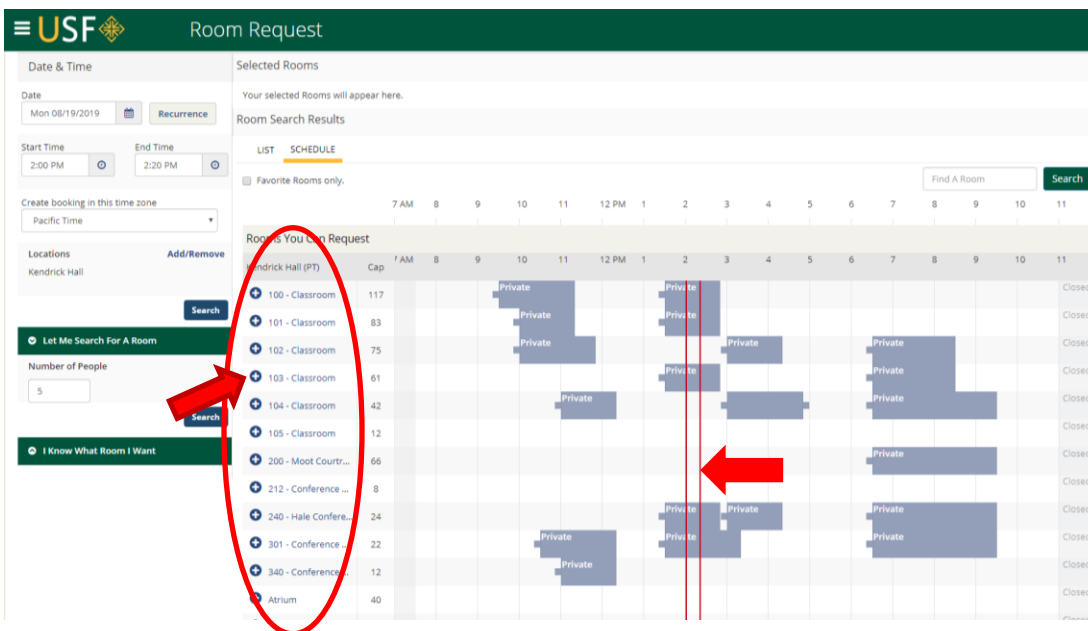
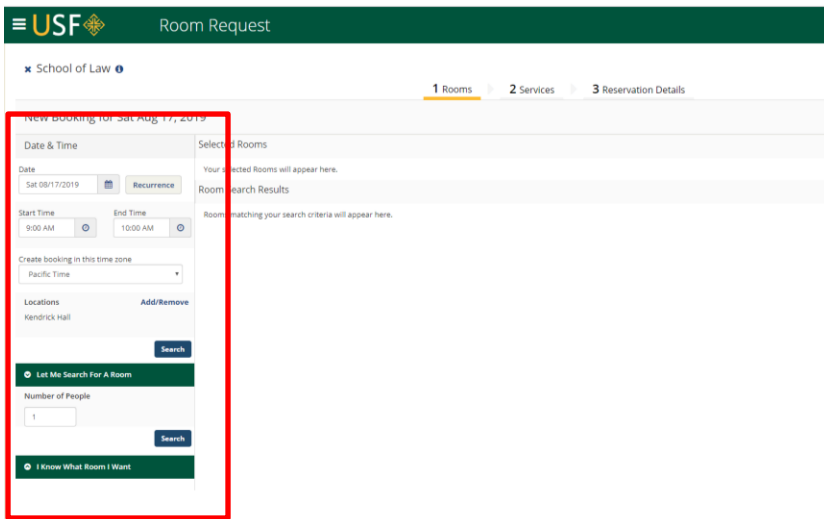
- User ID = myUSF username
- Password = myUSF password

3. In the top left hand corner select **Create a Reservation**. Under *My Reservation Templates* select: **“Book Now”** icon to the right of **School of Law** (to book rooms at the law school).



## Step 2: Create & Submit your Request

1. Enter or select the event **date**. If it's a re-occurring meeting, click on **“Recurrence,”** otherwise you can select the date manually. *Remember that all users of this system cannot schedule more than one year in advance.*
2. Enter the **start and end times**. **\*All reservations must end 10 minutes before the hour/half-hour\*** (Ex. 1:00pm-2:30pm becomes 1:30pm-**2:20pm**).
3. Under **Locations**, select **Kendrick Hall** or **Zief Library**
4. Enter the estimated **Attendance**. (*Note: the system will only populate available rooms based on the attendance count.*)
5. List of rooms will populate. Two red lines indicate the time you are requesting.
6. Select the plus sign next to the **Room(s)** that you wish to request.



7. A pop-up screen will populate confirming the number of attendees. Click **Add Room**. You will return to the main page. At the top right corner click the blue **Next Step** button. The next screen will populate a message. Hit the blue **Next Step** button again at the top right corner.
8. Type the **Event Name**: Please write a short but descriptive Event Name so that users from the community will be able to understand the nature of the event/meeting. You must enter the student group/class name in the title.
9. Select one of the following appropriate **Event Types** (use only these options):
  - Student Organization Event
  - Student Organization Meeting
10. The system knows what group you belong to due to your log-in. The **Group** will automatically populate.
11. Select the **Contact Person**. **\*Note: If no contact name is entered your reservation will be canceled!\***For reporting purposes, this should be for whom the reservation was made. **Students:** *The phone number we use is the SBA phone & e-mail address will automatically populate from the information we receive from the Deans' Office.*
12. Under **Additional Information**, enter:

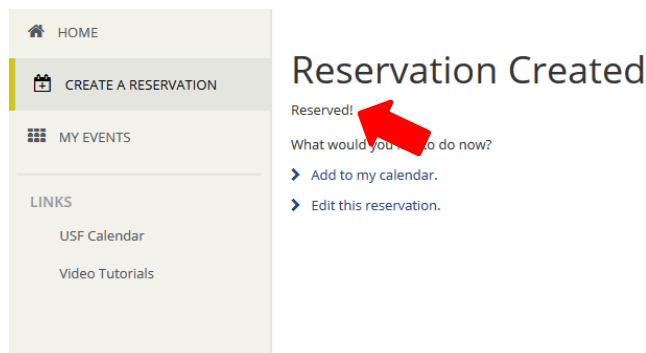
**Examples of Event Names**

- **SBA**: 1<sup>st</sup> General Meeting
- **PILF**: Auction Event

- **Food/Beverage** – indicate if you will be having food or beverages at your event. (Note: *there is no food/drinks allowed in Moot Courtroom.*) If you select “Yes” to this question it will alert Bon Appetit. Do not choose “Yes” unless you plan to order from Bon Appetit.
- **Include your event in the USF Calendar** – This will indicate if you would like your event to be featured on the calendar. **You cannot change this once you’ve made a selection!** If you decide later that you would like to add your event to the USF calendar after the initial reservation you will need to cancel that reservation and make a new room request.
- **Actual Start and End Times** – you may include any additional information that we may need to know here (such as if your room is reserved from 2-5pm, but your event will actually start at 3pm., etc.).
- **Classroom Technology Assistance** – Any additional assistance (A/V set-up, etc.) is needed, if applicable. If you need assistance with classroom technology, please contact the ITS Help Desk at [itshelp@usfca.edu](mailto:itshelp@usfca.edu) or (415) 422-6668. Please note that **1 week** advance notice is required.

13. Select green **Create Reservation** button.

14. The message **Reservation Created** will populate. Under that it will say it has been reserved.



**NOTE:** As soon as a request is submitted, the space will be “held” in the room schedule system until confirmed or denied. Other users will be able to see that the space is not available.

### **Confirmations**

Confirmations will be sent to the USF email address on file for the Event Contact from the approving office.

<b>Approving Office</b>	<b>Spaces</b>	<b>Approving Office</b>	<b>Confirmation Duration</b>	<b>Questions?</b>
Registrar’s Office	KN 100 – 105, 240, 301, 340, Moot Court, Zief 002, 012, 017, 105 (lab).	Registrar’s Office	1 business day (During the first and last two weeks of the semester & during final exams: 3 business days)	<a href="mailto:lawregistrar@usfca.edu">lawregistrar@usfca.edu</a> Kendrick 220 (415) 422-6778
Registrar’s Office	KN 212, Terrace Room & Public Spaces (Atrium, Rotundas, Student Boulevard, Zief Plaza)	Registrar’s Office	1 business day	<a href="mailto:lawregistrar@usfca.edu">lawregistrar@usfca.edu</a> Kendrick 220 (415) 422-6778

**Definitions:**

**Reservation** = the overarching name of the event (i.e. “School of Law Lecture Series”).  
**Booking** = the individual subset of dates/rooms (i.e. individually titled lectures) tied to a reservation.

## Editing a Reservation

1. To **Edit a Reservation** (the overall event heading, i.e. "Lecture Series").
2. Select **Log-in**.
  - a. Login = myUSF username
  - b. Password = myUSF password
3. In the top left hand corner select **My Events**.
4. Depending on when you scheduled your event, you may find it under the **Current** or **Past** tab.
5. All requests, confirmed & cancelled events that you have submitted will be listed here.
6. Select the reservation that contains the booking that you wish to edit by clicking on the event name. This will pull up the event details.
7. **Edit Reservation Details**(the overall event heading i.e. "Lecture Series") – Edit the event name, type, group, contact person here.
8. Select **Save Reservation Details**.

## Edit a Booking/ Adding a Booking

1. To **Edit an Individual Booking** (i.e. a subset of a reservation, i.e. an individual title of a specific lecture, that falls on a specific date).
2. Select **Log-in**.
  - a. Login = myUSF username
  - b. Password = myUSF password
3. In the top left hand corner select **My Events**.
4. Locate event, will be under **Current** or **Past** (depends on booking date) tabs.
5. All requests, confirmed & cancelled events that you have submitted will be listed here.
6. **Select the reservation** that contains the booking that you wish to edit. This will pull up the event details.
7. At the bottom left of the screen select the pencil icon to the left of the individual booking that you wish to edit.
8. You can edit the date, time, room, or attendance as desired.
9. Select **Update Booking**, at top right of the screen.

**To ADD a New Booking(s) under a reservation** (this is how you can request rooms for events that may be recurring but have multiple rooms and/or differing times or have multiple rooms and times on the same day)

1. Select **Log-in**.
  - a. Login = myUSF username
  - b. Password = myUSF password
2. In the top right hand corner select **My Events**.
3. All requests, confirmed & cancelled events that you have submitted will be listed here.
4. **Select the reservation** that contains the booking that you wish to edit. This will pull up the event details.
5. Click on blue **New Booking** button on the right hand side of the screen and you will be brought back to the page where you can request rooms/times.
6. Enter in your start & end times as well as attendance.
7. Select the room(s) you would like to request and submit.

## Cancelling a Reservation

1. Select **Log-in**.
  - a. Login = myUSF username
  - b. Password = myUSF password
2. In the top right hand corner select **My Events**
3. All requests, confirmed & cancelled events that you have submitted will be listed here.
4. **Select the request/reservation** that you wish to cancel. This will pull up the event details.

- At the top right, select **Cancel Reservation** to cancel the entire reservation (including all subset bookings that belong to that reservation).

## Cancelling a Booking

- Select **Log-in**.
  - Login = myUSF username
  - Password = myUSF password
- In the top right hand corner select **My Events**
- All requests, confirmed & cancelled events that you have submitted will be listed here.
- Find the request/reservation** that you wish to cancel. Select the circle icon to the left of the date. This will delete your booking. A pop-up box will confirm that you are cancelling a booking.
- You may also delete all bookings by selecting **Cancel Bookings** under the tabs and above the list of bookings.

The screenshot displays the 'RESERVATION DETAILS' section with fields for Event Name (Unicorn Contest), Event Type (Academic Class), Group (School of Law), and Contact Person Name. To the right, 'Reservation Tasks' includes 'Cancel Reservation', 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'. Below, the 'Bookings' section has 'CURRENT' and 'PAST' tabs, with 'Cancel Bookings' and 'Booking Tools' sub-tabs. A table lists a booking for 'Wed Aug 31, 2016' from 9:00 AM to 10:00 AM at 'Kendrick Hall - 103 - Classroom'. A red arrow points to the 'Cancel Bookings' tab, and another red arrow points to the minus sign icon in the first column of the booking table.

	Date ^	Start Time	End Time	Time Zone	Location
	Wed Aug 31, 2016	9:00 AM	10:00 AM	PT	Kendrick Hall - 103 - Classroom

## Next Steps:

After receiving a USF email confirmation of your room:

- Check your USF email for an email notification confirming your event.
- Send an email to the Program Assistant for Student Affairs, Alakoka Kailahi ([takailahi@usfca.edu](mailto:takailahi@usfca.edu)) confirming your event to the calendar. Include the title of your event as well as a description of your event. This will publish your event to the School of Law Events Calendar.
- Completing step 2 will also ensure that your event is added to "This Week's Events" email.
- Advertise your event!