Event Management Systems (EMS)

http://calendar.lamission.edu

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Introduction:
EMS is a web-based system for scheduling facilities and events. You are able to do the following from on or off campus via http://calendar.lamission.edu
- Search for an available space.
- Submit your room reservation online.

A. How to create an Event Management Systems (EMS) account (first time user)

Step 1: Browse this web site: http://calendar.lamission.edu

Step 2: Click on My Account and select Create an Account (Figure 1).

Figure 1
You will be prompted to another screen as Figure 2.

**Step 3:** In the Personal Information, **LAMC Email address, Full name, Password**, and **Confirm password** fields are required. **System Personalization** is left blank.

**Step 4:** Click on **Save** to submit your account.

Figure 2
B. How to Request Available Space

Step 1: Browse this web link: http://calendar.lamission.edu

Step 2: Click on My Account, and select Log In.

Step 3: Type in your email address and password, then click on Login button (Figure 4)
Step 4: Notice that the Reservations option now appears on the menu after logging into the system (Figure 5). To make a reservation, click on Reservations, select Room Request. To view prior reservations, click on View My Requests.

Figure 5
Step 5: (Figure 6) Fill in the required fields as instructed. **Building & Room Type** is optional. Click on the **Search** button.
You can select daily, weekly or monthly or random.

Figure 6
**Step 6:** (Figure 7) The rooms that appear are available to you for your reservation. Click on **Reserve** under **Type** to select the room.

**NOTE:** For multiple dates, the room will only be displayed if it is available for all dates requested.

Figure 7
Step 7: (Figure 8)
This is the **Summary** of your request.
To continue processing your current selection, click on **Continue**.
To cancel your current selection and start over, click on **Start Process Again**.
To make an additional room request, click on **Request More Rooms**.

Figure 8
Step 8: (Figure 9)
Fill in event details in the required fields (*), except Groups. Click on Submit button. Setup Notes is where you can type in additional instructions such as A/V request for room setup.

Figure 9

Setup Notes is where you can type in additional instructions such as A/V request for room setup.
Step 9: (Figure 10)  
You are done! Your web request will be confirmed via email. The status of your reservation is displayed under the Status column. NOTE: The status will change from Reserve to Web Request after you submit. You can review the status at any time by logging into EMS and clicking on View My Requests.

Figure 10
**Step 10:** (Figure 11)

To logout, click on **My Account** and select **Logout**. To return to the campus calendar, click on the LA Mission logo above.

Figure 11
C. Edit or Cancel Reservation

Step 1: (Figure 12)
Login to the system and click on View My Requests.

Figure 12

Step 2: (Figure 13)
Click here to edit reservation (Who/What).
Click here to edit reservation (Where/When).
D. EMS Parameters

New Bookings
   Bookings must be requested at least five business days prior to the event.

Room Availability
   A room that shows available may not be. Final confirmation will be by the EMS coordinator.

Number of Bookings
   Maximum number of bookings per reservation is 20. Each date and each room is considered a booking.

Booking Multiple Dates
   A room will only show availability if it can accommodate all dates.

Complex Events
   Eventually, you will be required to enter the account number for invoicing of the event.

Cancellations/Rescheduling
   Require a minimum of 72 hours (3 days) notice. Events scheduled for Monday must be cancelled the prior Friday by 10:00am.

Booking by Semester
   The system will allow new bookings up to the end of each semester.  
   Two weeks prior to the end of the semester, the system will allow new booking after the end of 
   the current semester and up to the beginning of the next semester.

Example:
The last day of the spring 2007 is June 4, 2007. The system will allow new booking up to June 4, 2007. However, by May 21, 2007, users are able to book for events after Jun 4, 2007 but before September 3, 2007 (assumed that September 3 is the first day of the fall 2007).

Priority Order
   Incoming requests will be handled on a first come first serve basis.