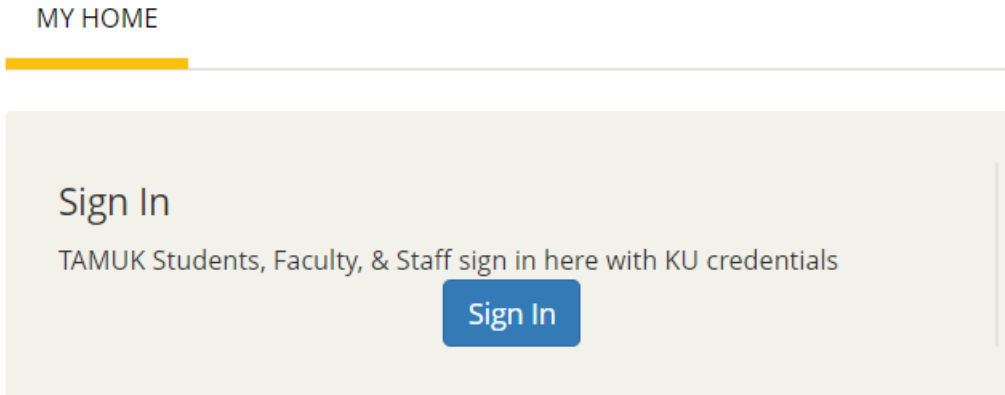


## How to EMS Booking Guide and Event Planning Guide

To book an event you will go to the following website [tamuk.emscloudservice.com](http://tamuk.emscloudservice.com)

From there you will log in using your KU Credentials under Sign In



Once logged in you will then click on Book An Event, book now



You will then fill out all information regarding the event. Date and Time, Location, etc.

### New Booking for Fri Jul 12, 2024

**Date & Time**

Date \*  
 Recurrence

Start Time \*

End Time \*

Create booking in this time zone

**Locations** Add/Remove  
 (all)

Search

**Let Me Search For A Room**

Setup Types Add/Remove  
 (no preference)

Features Add/Remove

Number of People

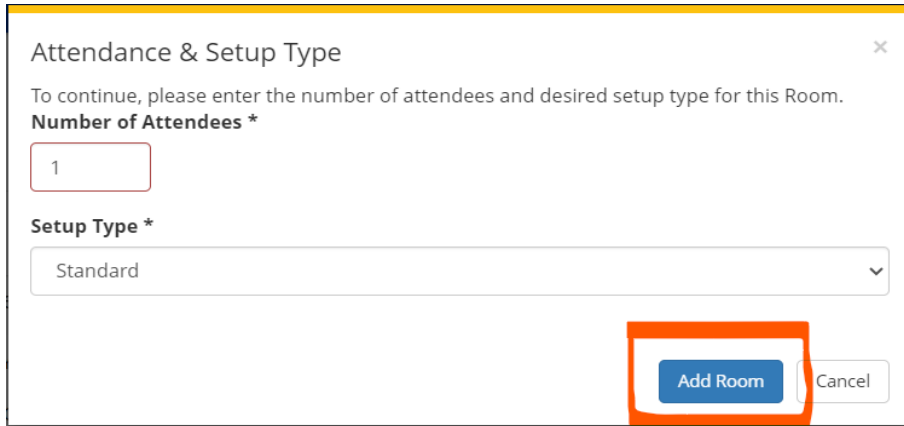
Search

**I Know What Room I Want**

Once all information is selected you can then click on the search button under locations and a grid will populate allowing you to then select the + symbol next to the room you want to book (as long as it is open)

Rooms You Can Request		7 AM	8	9	10	11	12 PM	1	2	3	4	5
Edward Jones Auditorium	Cap											
Auditorium	950											
Javelina Dining Hall (CT)	Cap											
IVDH (200)	40											

Once you click on the plus symbol an attendance and set up box will populate allowing you to then select number of attendees and set up style. It will default to standard. This is fine for all bookings. You will then select the Add Room button.



Attendance & Setup Type ×

To continue, please enter the number of attendees and desired setup type for this Room.

**Number of Attendees \***

**Setup Type \***

Standard ▾

**Add Room** **Cancel**

Once you select Add Room it will allow you to hit next step in upper right corner.

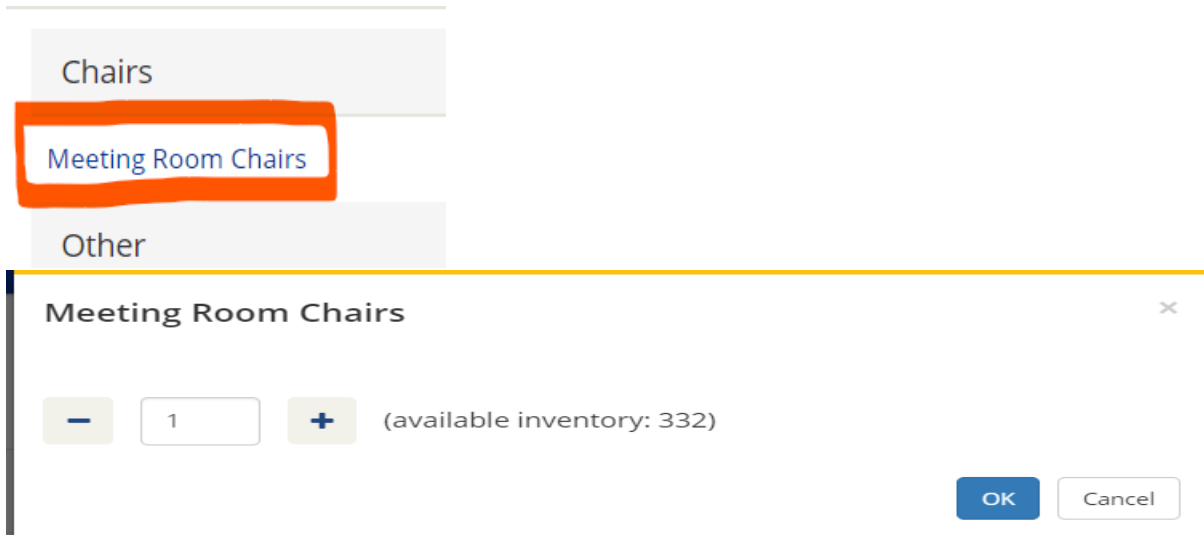


124 Next Step

Selected Rooms ✎ Attendance & Setup Type

− Auditorium

Once next step is chosen you will be able to choose the type of furniture you will need. This is important for the setup and you must select something. If you truly don't know how much or what you will need at time of booking please select something and Event Planning will reach out to you for more details. You will select each option individually and then input the amount needed.



Chairs

**Meeting Room Chairs**

Other

---

**Meeting Room Chairs** ×

−  + (available inventory: 332)

**OK** **Cancel**

Once you have selected all options for furniture you will then click Next Step to proceed to Reservation Details. Please note you will see all services added below services summary. Double check to make sure everything is correct. If it is not correct simply click on pencil to edit.

Next Step

### Services Summary

#### Furniture

- 100 Meeting Room Chairs
- 20 Cocktail Table

At this point you will fill out the Event Name, Event Type, Group Information, and all Additional Information. If you do not choose the correct options or fill out in detail it will give you an error showing you what needs to be filled out.

*\*If your Group does not exist you will want to select yourself as the group and then we will reach out to you and ask what group you are with. Not all groups exist in the system. If your group doesn't exist please reach out to us 361-593-4173 or [tamuk.eventplanning@tamuk.edu](mailto:tamuk.eventplanning@tamuk.edu) to add your group.\**

The screenshot shows the 'Event Planning' system interface. On the left, there are form fields for 'Event Name \*', 'Group \*', and '1st Contact'. The 'Event Name \*' field has a red border and the text 'This field is required.' below it. To the right, a large pink error box contains the following messages: 'Event Name is required on the Reservation Details tab', 'Event Type is required on the Reservation Details tab', 'Group is required on the Reservation Details tab', '1st Contact undefined is required on the Reservation Details tab', 'Will there be alcohol at this event? is required on the Reservation Details tab', 'Does your event have political affiliation, attendees, or intent? is required on the Reservation Details tab', and 'Would you like to promote this event on the University Calendar? is required on the Reservation Details tab'. Below the form is an 'Attachments' section with a 'Select your files' button and a 'Drag and drop your files here' area.

Once everything is filled out you will then click on Create Reservation.


My Cart (1)


Create Reservation


ails

You will then receive an email confirming your reservation. At this point Event Planning should reach out to finalize the event if we have any questions. We will also send you a diagram for approval on the


set up of your event. If you have any questions please contact Event Planning at 361-593-4173 or [tamuk.eventplanning@tamuk.edu](mailto:tamuk.eventplanning@tamuk.edu)

 HOME

 CREATE A RESERVATION

 MY EVENTS

BROWSE

 EVENTS

 LOCATIONS

LINKS

[Event Planning](#)

[Javelina Dining by Aramark](#)

[Make a Payment](#)

[TAMUK UPD](#)

## Reservation Created

A confirmation email has been sent to [brent.mcafee@tamuk.edu](mailto:brent.mcafee@tamuk.edu)

What would you like to do now?

- [> Add to my calendar.](#)
- [> Edit this reservation.](#)