USING THE EVENT MANAGEMENT SYSTEM (EMS) ON LESESNE GATEWAY

1. Log Into Lesesne
2. Campus Life Tab
3. Submit A Room Reservation Using EMS (on the left-hand side)
4. My Account – Login using Lesesne Password
5. From Main Screen Tabs:
   a. Browse Options: Browse for facilities, space, etc.
      i. Choose the room you want – Ex. Bond Hall-295
         Board/Conference Room (you can see the room details, setup, features and availability)
         1. Availability – will bring up calendar view
         2. Use the ← TODAY → button to scroll to dates
   b. Booking Rooms – Reservations Tab
      i. Choose room type – Ex. Conference/Multi-Purpose Bond Hall 295 and click on availability tab
      ii. Fill out the box on the left-hand side “When and Where”
         i.e. Date you want the room, start time/end time (use clock icon), Facilities (Choose the building i.e. Bond Hall)
         “Setup Information”
         Attendance – put in the # of attendees (Note: if you want #295 you need to put in at least “30” and no more than “38”)
         Setup Type – defaults to “As Is” – use pull down options if you need something different
      iii. Click “Find Space”
         1. Right-hand side displays available rooms with a “t” sign in Green (meaning available). Click on the “t” and the room moves to the top with a Red “x”
         2. Click on “Continue” in Yellow
      iv. REQUIRED INFORMATION – Fill out Event Details – Event Name, Event Type (use pull down options), Group will default to CSB, 1st Contact – use pull down menu and choose your name – your phone and email will default for you.
v. REQUIRED OTHER INFORMATION – Point of Contact (You), Children (Pull down to “no”), Catering (Pull down to answer), Alcohol (Pull down to answer) NOTE: IF children will be present or if alcohol is being served there are special forms that must be submitted for approval. (See Kim or Sarah)

vi. Fill out other information as needed.

vii. “Event Equipment & Rentals” – click “t” for options (NOTE: if rooms have the equipment as a standard item you do not need to do this)

viii. CLICK SUBMIT

6. Your request will be submitted and approved by the department in charge of that particular room. You will receive a confirmation or rejection of the request. Room requests must be made at least THREE DAYS prior to the event.