

How to Reserve Space on Campus

Go to the JCU SpaceFinder (the new EMS): <https://spacefinder.jcu.edu>

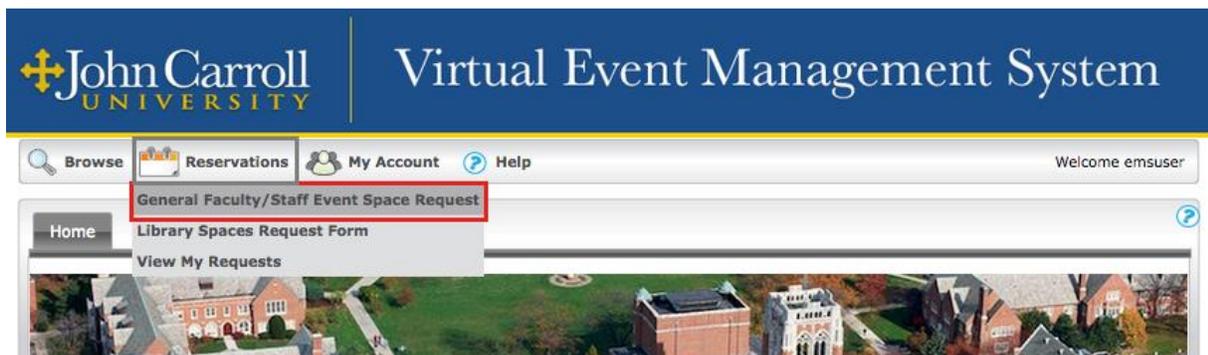
Step 1: Click the “My Account” link and select “Log In” on the main menu.



Step 2: Log in using your JCU username and password.

This is a close-up of the login form. It has a 'Login' tab at the top. Below it, the text 'USE YOUR JCU CREDENTIALS TO LOGIN' is displayed. There are two input fields: 'User Id:*' with the text 'ckapoor14' and 'Password:*' with a series of dots. A 'Login' button is located at the bottom of the form.

Step 3: After logging in, select “Reservations” from the main file menu. Depending on your role, you may see one or more options for requesting space. Select the appropriate menu item (also referred to as a reservation form). In this example we have selected “General Faculty and Staff Form”



Step 4: On the left side of the reservation form page is the “When and Where” area.
(**Note:** Fields marked with a red asterisks (*) are required.)

- Enter the **Date**, **Start Time** and **End Time** of your event request.
Note:
 - Each form has specific rules on the minimum number of days you can request space- please read the text on the “**Info**” tab for details.
 - Specify the actual start and end time of your event. Any setup and tear down time you would like should be specified in the detailed description field on the **Details** tab.
- **Recurrence:** If you like to schedule your event for more than one date with the same time, use the **Recurrence** Patterns of Daily, Weekly, Monthly or Random.
- **Facilities:** select a building (i.e. Administration Building).
- **Attendance:** enter the expected number of attendees.
- **Setup Type:** varies by reservation form and the Facility selected.
Diagrams for various Setup Types: [Setup Types](#)

Step 5: Click the “**Find Space**” button to view the availability.

(**Note:** if you are having difficulty finding space availability, use the Browse Menu on the top navigational bar to Browse for Space to check room availability.)

John Carroll UNIVERSITY

Virtual Event Management System

Browse Reservations My Account Help Welcome emsuser

General Faculty/Staff Event Space Request

Info Location Details

When and Where

Date:* 8/28/2015 Fri Recurrence
Start Time:* 8:00 AM End Time:* 9:00 AM
Facilities: (all)

Setup Information

Attendance:* 0
Setup Type:*

Availability Filters

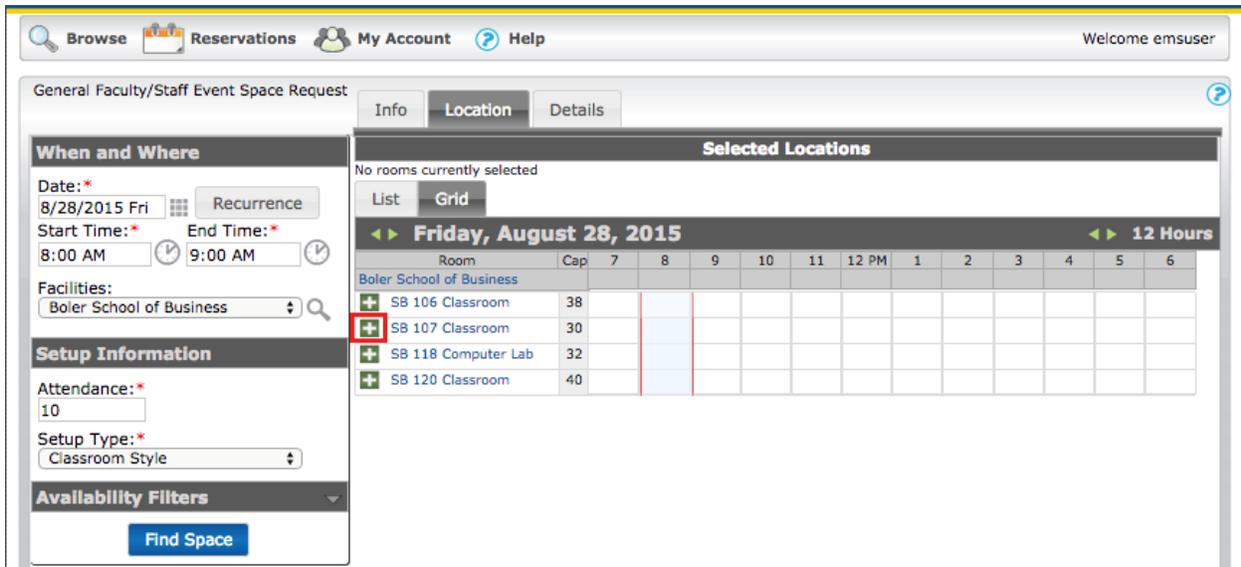
Find Space

Welcome to the General Faculty/Staff Request Form.

- This form is to be used by faculty and staff of John Carroll University.
- Please allow at least 48 hours for confirmation of space and equipment.
- For large campus events, please contact the Rory Hill at 216-397-2015.

Step 7: Select a space(s) by clicking on the green plus sign ()

(*Note: a popup message may appear after you select a space. It provides specific details regarding the selected space.*)



General Faculty/Staff Event Space Request

When and Where

Date: * 8/28/2015 Fri Recurrence

Start Time: * 8:00 AM End Time: * 9:00 AM

Facilities: Boiler School of Business

Setup Information

Attendance: * 10

Setup Type: * Classroom Style

Availability Filters

Find Space

Selected Locations

No rooms currently selected

List Grid

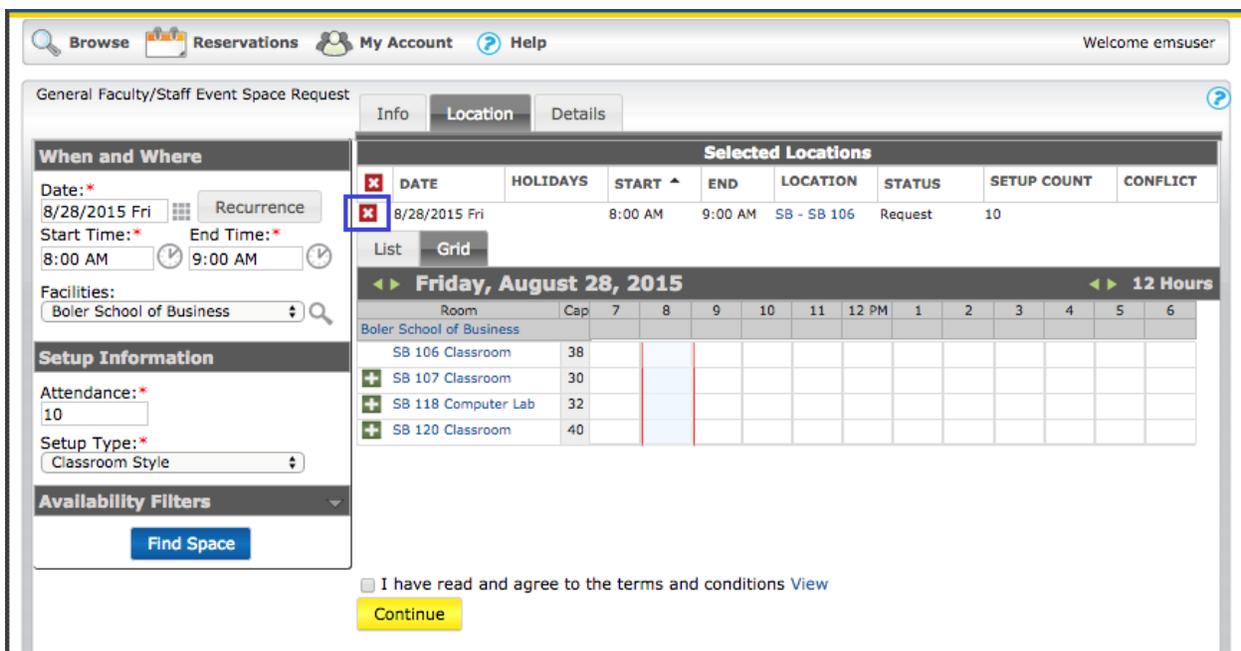
Friday, August 28, 2015 12 Hours

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Boiler School of Business													
+ SB 106 Classroom	38												
+ SB 107 Classroom	30												
+ SB 118 Computer Lab	32												
+ SB 120 Classroom	40												

Step 8: Once selected, the space will appear in the “Selected Locations” area.

Step 9: Click the “Continue” button to proceed to the Details tab.

(*Note: the () is used to remove the space requested, and if you wanted that space, you have to start the process again from Step 4.*)



General Faculty/Staff Event Space Request

When and Where

Date: * 8/28/2015 Fri Recurrence

Start Time: * 8:00 AM End Time: * 9:00 AM

Facilities: Boiler School of Business

Setup Information

Attendance: * 10

Setup Type: * Classroom Style

Availability Filters

Find Space

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
8/28/2015 Fri		8:00 AM	9:00 AM	SB - SB 106	Request	10	

List Grid

Friday, August 28, 2015 12 Hours

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Boiler School of Business													
SB 106 Classroom	38												
+ SB 107 Classroom	30												
+ SB 118 Computer Lab	32												
+ SB 120 Classroom	40												

I have read and agree to the terms and conditions [View](#)

Continue

Step 10: Details

Event Details

- a) Event Name: description of the event.

(Note: an accurate description of the event is suggested as most events may appear on the Calendar of Events and Browse Events.)

- b) Event Type: select the appropriate description of your event (i.e Presentation).

Group Details

- a) Group: select the group that you are associated with for this particular request.

- b) 1st Contact: select your name from the drop down.

- c) Phone: defaults from your contact record.

- d) Email: defaults from your contact record. Please do not change this information.

Other Information

Enter the additional information as requested on the reservation form. Please be as detailed as possible.

Services (optional, based on reservation form selected)

Select items appropriate for your event (i.e. equipment, furnishings, recreation equipment, etc.).

Terms and Conditions (based on reservation form selected)

- a) Click the "View" link to read the terms and conditions.

- b) Check the box confirming you have read and agree to the terms and conditions.

Step 11: Click the **Submit** button to finish your request.

General Faculty/Staff Event Space Request

Info Location Details

When and Where

Date: * 8/28/2015 Fri Recurrence
 Start Time: * 8:00 AM End Time: * 9:00 AM
 Facilities: Dolan Center for Sci and Tech

Setup Information

Attendance: * 12
 Setup Type: * Conference Style

Availability Filters
 Find Space

Event Details

Event Name: * XYZ Meeting Event Type: * Meeting

Group Details

Group: * Information Technology Servi
 1st Contact: * Chetan Kapoor
 Phone: * 2163973005 Fax: *
 Email: * ckapoor14@jcu.edu

Other Information

Will you be serving alcohol at this event?: * No
 Will you be using JCU Classic Fare Catering at your event?: * Yes
 Will you be using outside/external catering for your event?: * No
 I have read and agree to the terms and conditions View

Submit

Step 12: You will then receive a pop-up message acknowledging your request and informing you that your event will be processed in 1 to 2 business days. After closing the message, you can then review your Reservation Details. You can cancel (✖), edit (✏) or modify services (+) for your reservation.

(Note: you can make changes to your reservation request while it is in "Virtual Request" status. Upon approval, an email confirmation will be sent.)

Reservation Details Additional Information Attachments Back to My Requests

Reservation Id 3 Edit Reservation
 Event Name XYZ Meeting Add Booking
 Event Type Meeting Cancel Bookings
 Group Name Information Technology Services Cancel All Bookings
 Instructor Chetan Kapoor View/Email Reservation Summary
 Phone 2163973005 Add booking to personal calendar
 Booking Tools

All Current Historical

Bookings							
ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
✖ ✏ +		8/28/2015 Fri	8:00 AM - 9:00 AM	XYZ Meeting	D - D A202	Virtual Request	Conference Style (12)

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