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.

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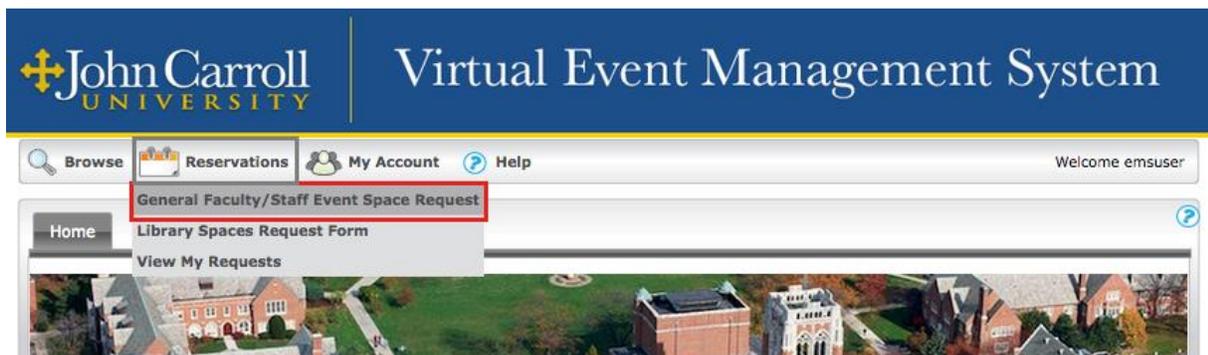
Step 4: On the left side of the reservation form page is the "When and Where" area.
(Note: Fields marked with a red asterisks (*) are required.)

- Enter the **Date**, **Start Time** and **End Time** of your event request.
  - *Note:*
    - o 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.
    - o 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.*)

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.*)

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**.*)

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.

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.)