Requesting Event Space using EMS

Log on to the Event Management System (EMS) via your MyCoyote portal or go to https://eventmanagement.csusb.edu

Your log in credentials are the same as your CSUSB/MyCoyote credentials

When you log in you will see your assigned reservation templates (templates will vary by each user role). There are different templates based on the space you are requesting, to learn more about the template click on the “About” button to the right of each template.

Once you have identified the appropriate template click the “book now” button on the right.

If you do not see a room/space in EMS that you would like to request please contact Special Events at (909) 537-5236.
Select your Date & Time on the left side menu. **NOTE: The times you enter here are your overall reservation/room access times, not your event times.**

Search for your location by clicking “Add/Remove” in the locations section on the left side menu. A list of all campus buildings will show up and you can select the building that you would like to request space in. If you are using the SMSU templates you will only see the SMSU listed under “Locations”.

To request rooms for **Recurring Events** refer to page 8.

Once you have entered all of your room request information click on the blue “Search” button on the left side menu.

Once you have clicked the “Search” button, a list of the rooms and the availability will show up in the window. Available time slots are displayed in white next to the room number/name (see page 4). Adjust the time of your request (if needed), or search for another location by changing the information on the left side menu.
Click on the room number/name link to view additional information about the rooms (i.e., set-up types, diagrams, features, etc.)

Click on the “+” to the left of the room number/name to proceed (multiple rooms can be selected by clicking on the “+” next to the additional rooms).

Note: “Cap” column = room capacity

Once you click on the “+” it will ask you for the number of attendees and your set-up type. The default set-up type will automatically appear, to change the set-up type click on the drop down box arrow.

Your requested rooms will appear at the top of the page under “Selected Rooms”

Click on the blue “Next Step” button in the top right corner to continue
Requesting Services/Equipment

If you are requesting multiple dates/rooms skip this step (services/equipment should be added after your initial space request has been submitted; see page 11).

To skip this step just click on the blue “Next Step” button in the top right corner.

If you don’t need any equipment just click on the blue “Next Step” button in the top right corner.

To request services/equipment click on the item you would like to add to your event. A pop up screen will appear asking you for the quantities being requested.

Once you have added your services/equipment it will appear in the “Services Summary” box on the right side of the screen.

After adding equipment needed for your event click on the blue “Next Step” button in the top right corner.
Reservation Details

Reservation detail fields are required:

- Event Name
- Event Type
- Client (will automatically show your department)
- Contact
- Attachments (i.e., set-up diagram)
- Event Time (Your overall reservation/room access times should be indicated on the first screen)
- Publish in Calendar
- Event Description
- Will food be served
- Account number, if applicable
- Terms and Conditions of rental

To create your reservation click on the green “Create Reservation” button in the bottom right corner.
You will then see a confirmation screen that says your reservation request has been created.

What’s Next?

Faculty and Staff

A confirmation email will be received after your event has been approved. Please note that some spaces require additional approval and may take slightly longer to be confirmed.

Student Clubs and Organizations

After you have submitted a request the following approvals are required:

1. Submit your request
2. Request is sent to the Office of Student Engagement for event approval
3. Request is sent to Special Events or Student Union for space approval
4. If both offices approve the event/space a confirmation email will be received
Requesting Rooms/Spaces for Recurring Events

If you have a recurring room request (i.e., weekly meetings), you can click on the “Recurrence” button on the left side menu next to the date.

Once you have entered all of your room request information click on the blue “Search” button on the left side menu.
Once you have clicked the “Search” button, a list of the rooms will show up in the window. You can then check the availability of the room.

The available column will indicate the number of dates that each room is available for your request.

To adjust the time of your request (if needed), or to search for another location change the information on the left side menu.

For steps on how to complete the reservation please refer back to page 3.
Checking the Status of a Request

To check on the status of your request click on the “My Events” tab on left side menu.

To status will be listed on the right side of the screen.
Adding Services/Equipment to a Request

To add services/equipment click on the “My Events” tab on left side menu.

Click on the event name

Click on “Add Services” on the right side menu
Select the services you would like to request.
When done, click the blue “Next Step” button in the upper right corner.

If you have multiple dates/rooms select the appropriate dates/rooms for the services
When done, click the blue “Add Services” button in the upper right corner
Making a Change to a Request

Click on the "My Events" tab on left side menu to change a request

Click on the event name
Click on the “Edit Reservation Status” in the upper right corner to change the event name or contact information.

NOTE: If you are changing your reservation time please email Special Events (events@csusb.edu) for non-SMSU requests or Jennifer Puccinelli (jpuccinelli@csusb.edu) for SMSU requests with the changes. Please do NOT change the times in EMS.

Click on the pencil icon next to the event date at the bottom of the screen to change the event date or location.
Once you are done making the changes click the blue “Update Booking” in the upper right corner.
Checking the Availability of a Space

Click on “Events” or “Locations” on the left side menu

You can search by location from the top of the screen.

Then click the blue “Search” button on the right side of the screen.

Contact Information

Santos Manuel Student Union (909) 537-5962

Special Events and Guest Services (909) 537-5236

Technical Support (909) 537-7767