

QUICK REFERENCE: EMS CALENDAR

VIEW CAMPUS EVENTS

OPEN TO THE PUBLIC

Navigate from the College homepage using the *College Events* link on the left of the screen.

Or: <http://ems.hsc.edu/mastercalendar/MasterCalendar.aspx>

No login required.

Only events open to the general public will show.



OPEN TO THE CAMPUS

Navigate from the College homepage using the *Faculty & Staff* link on the left of the screen. Select the Event Planning expansion tab, then *Event Request or To View All Events* link.

Or: <http://ems.hsc.edu/emswebapp/>

Login required, click *Welcome Guest* in upper right corner and use network login credentials. Then click *Events* under the *Browse* tab on the left of the screen.

All campus events are shown.

ADD NEW CAMPUS EVENTS

- 1) Navigate from the College homepage using the *Faculty & Staff* link on the left of the screen. Select the Event Planning expansion tab, then *Event Request or To View All Events* link. Or: <http://ems.hsc.edu/emswebapp/>
- 2) Login required, click *Welcome Guest* in upper right corner and use network login credentials.
- 3) Click *Book Now* beside the appropriate reservation template.
- 4) Enter date & time, search for or select room(s), add the room(s) to the booking. Once done, click *Next Step*.
- 5) Add services such as *Communications & Marketing*, *Catering*, *Furniture* and *Sound Equipment*. Once done, click *Next Step*.
- 6) Add event name and type, department info, event description, how the event should be displayed, and agree to terms and conditions.. Once done, click *Create Reservation*.
- 7) New and existing reservations will show on your home screen and can be edited up to 5 business days from event start.