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How to see a reservation that was placed:

1. log in using your tnstate user-name and password then click on "my home", (on the heading of the page)
2. under "my bookings", (middle of the page), click on the month or date of your reservation OR click on "My Events" (located on the left of the page)
3. click on search to look by reservation name, OR
4. click on the name of the reservation to make edits to the name of the reservation

How to attach documents:

1. log in using your tnstate user-name and password then click on "my home", (on the heading of the page)
2. click on "My Events" (located on the left of the page)
3. click on the name of the reservation
4. click on the "attachment" button, (at the top of the page beside "reservation details")
5. attach your document (click the "select your files" button)

How to add rooms if you are within the 10 days:

1. log in using your tnstate user-name and password then click on "my home", (on the heading of the page)
2. click on "My Events" (located on the left of the page)
3. click on the name of the reservation
4. click on "New Booking" (on the right of the screen in a blue box)
5. add the new room

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How to change your reservation (room, date, time, and location) if you are within the 10 days:

1. log in using your tnstate user-name and password then click on "my home", (on the heading of the page)
2. click on "My Events" (located on the left of the page)
3. click on the name of the reservation
4. click "Booking Tools" (bottom left side of screen under "Bookings")
5. check the box of the reservation(s) you would like to change
6. select the date, time, or both, once edited select "update bookings"

How to add tables, chairs, & A/V if you are within 5 days of the reservation date.
1. log in using your tnstate username and password then click on "my home", (on the heading of the page)
2. click on "My Events" (located on the left of the page)
3. click on the name of the reservation
4. click on the "Add Services" link on the top right of the page, OR "Manage Services" link, (at the bottom left of the page)
5. select "Tables, Chairs, and Room Accessories (on the left of the screen OR under the "Services Summary" (on the right of the screen) click on the name of the room furnishing to change the quantity, delete, or add room furnishings or A/V.

How to put in a late, cancellation, reservation change, or technical support request:

1. Log into CBMS - http://gerak.tnstate.edu/emswebapp/

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2. Click on one of the forms on the left of the screen (located under links)

How to cancel a booking:

1. log in using your tnstate user-name and password then click on "my home", (on the heading of the page)
2. click on "My Events" (located on the left of the page)
3. click on the name of the reservation
4. click on "x Cancel Reservation" located on the right of the screen (you can only do this if your reservation is in within 5 days of your event date) If you cannot cancel the booking please fill out the cancellation request form. (Please specify the reason why you need the reservation canceled)

How to search for room availability:

1. Pull up the CBMS Homepage http://gerak.tnstate.edu/emswebapp/
2. Under "Browse", click the "Locations" Button (top right hand side of the screen)
3. Under "Filters" and "Locations" buildings can be added
4. Once added all availability will show below

How to book a shuttle:

1. Log in using your tnstate user-name and password
2. Under Reservation Templates, choose "Departmental Facility Request" (select "book now" on the right of the screen)
3. Enter the date, start time, and end time
4. Under Locations: Please choose "Outdoor Area"
5. Under Set up Types : Please choose "None Required"
6. Leave room Types as "All"

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7. Enter your attendance and select "find Space

8. A list of areas would pop up to your right, choose "TSU Shuttle" by clicking on the blue + plus button

9. Click "continue" and proceed to enter the necessary details.

10. Under "add services" it asks will you need transportation, click yes