EMS How-To: CBMS External Event Space Request
(Use: External/Non-Affiliates)

Go to CBMS

1. In your web browser, go to: cbms.tnstate.edu/virtualems

![Virtual EMS - Mozilla Firefox](image)

You will see the page below:

![Tennessee State University](image)

Log In to your account

2. Click on My Account and Create an Account on the menu bar
3. External / Non-Affiliates: create an account by filling out the information below and click Save

4. A dialog box saying your account has been saved will display. Click the X icon (×) to clear the dialog box. You will still be on the User Info page, but your account has been saved and you can go on with your reservation.

5. You will see new additions to your menu bar at the top of the page:
Make a Reservation Request

6. If you are ready to make a reservation, Under ‘Reservations’ click ‘External Event Request Form’.

a. External Event Request Form main page:

7. In the When and Where section (left side of your screen), enter the date and start/end time of the event.
a. In the When and Where section (left side of your screen), enter the date and time of the event.
   i. On the Facilities dropdown list, select (all) buildings, or select a specific building or view to search.
   ii. To request a recurring event, click the Recurrence button and enter the recurrence pattern (daily, weekly, monthly or random) including which days of the week. Then enter the Range of Recurrence by either using the ‘End after’ or ‘End by’ selections. Then click, Apply Recurrence.

b. In the Setup Information section (left side of your screen under when/where section), enter the attendance number and setup type.
c. Click ‘Find Space’ button.
d. The Location tab will display with available rooms for your date and time. If a room is unavailable, you will see it blocked out for that time. You will NOT be able to request a room that is already booked.
You can click on the room name (in blue) and the Location Details window will appear:

- Click between the tabs (Rooms Details, Setup Types, Features, and Availability) to see more information about that room. (Click the X at the top of the Location Details box to go back to your list).

To select a room, click the Add icon (➕) next to the room you want. If that room is available, the selected location will be displayed at the top of the page (as outlined in red below). At the bottom of the page, click the checkbox that shows you have read and agree to the Terms and Conditions for reserving the room, and then click Continue.
The Details tab opens where you will enter the information for your event. Keep in mind that required fields are marked with a red asterisk (*).

i. **Event Details**: Add a name for your event and choose the event type from the drop down menu.

ii. **Group Details**: Search for your Group/Department name by clicking on the magnifying glass icon (🔍). The Group Lookup dialog box will display:

1. Type the name of your group in the ‘Group Name Starts With’ box and click the magnifying glass icon to search for your group.
2. Click the Add icon ( Modi) to choose a particular group.
3. Groups that you have selected will appear at the top of the dialog box – to remove a group from your list, click the Remove icon ( Modi).
4. Contact the Events Management Office to have your group added if you don’t see it listed, otherwise use ‘Other (Non University Group)’ or ‘Other (University Group)’.

iii. **Attachments**: You can attach files such as room setups and attendee lists.
iv. **Other Information**: Add a description of your event and answer the provided questions.
v. **Decorations/Room Furnishings/ Technology/Transportation**: Click on the Add icon ( Modi) to make additions to these areas if you need them.

vi. At the bottom of the page click View to review the Terms and Conditions.

h. Click Submit Reservation. The Reservation Summary page opens and you have now completed a room request.
i. You can always go back to view your requests under ‘Reservations’ on the menu bar, then click View My Requests.