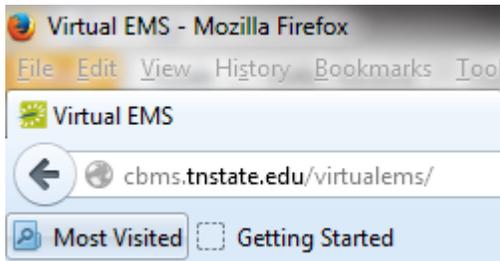


# EMS How-To: CBMS External Event Space Request

(Use: External/Non-Affiliates)

## Go to CBMS

1. In your web browser, go to: [cbms.tnstate.edu/virtualems](http://cbms.tnstate.edu/virtualems)

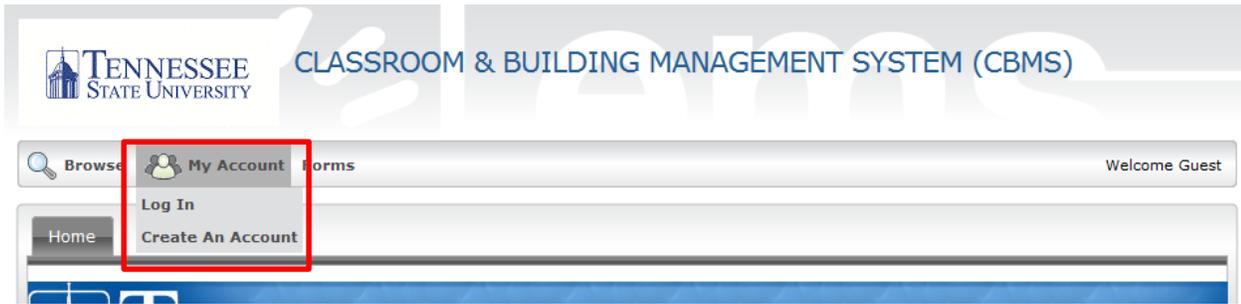


You will see the page below:

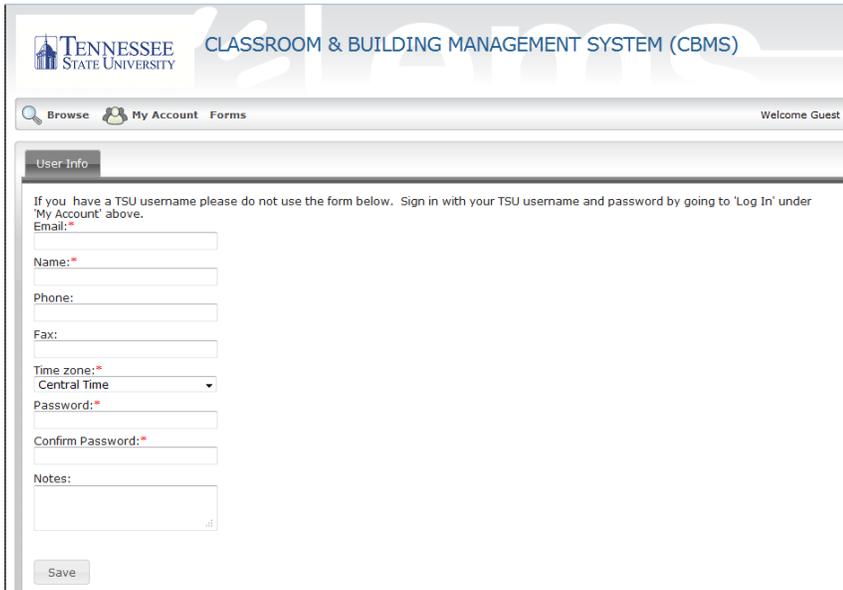


## Log In to your account

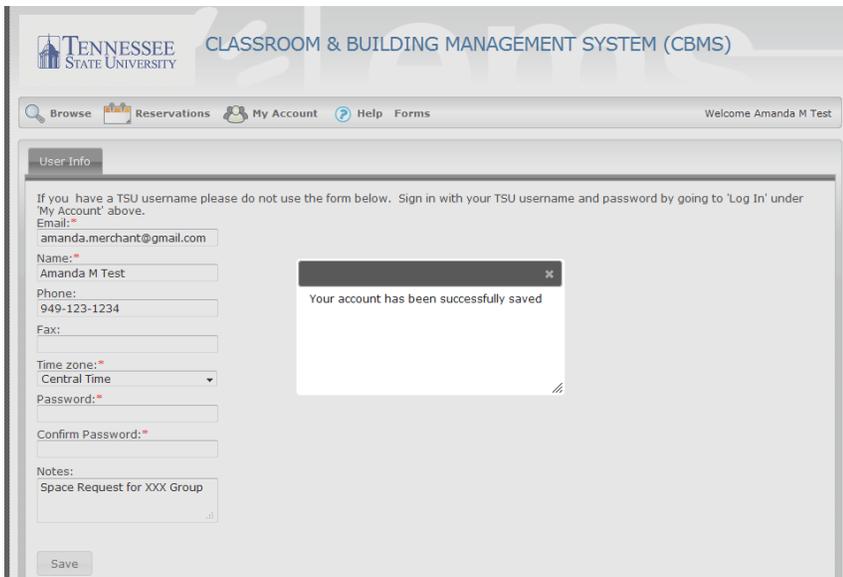
2. Click on My Account and Create an Account on the menu bar



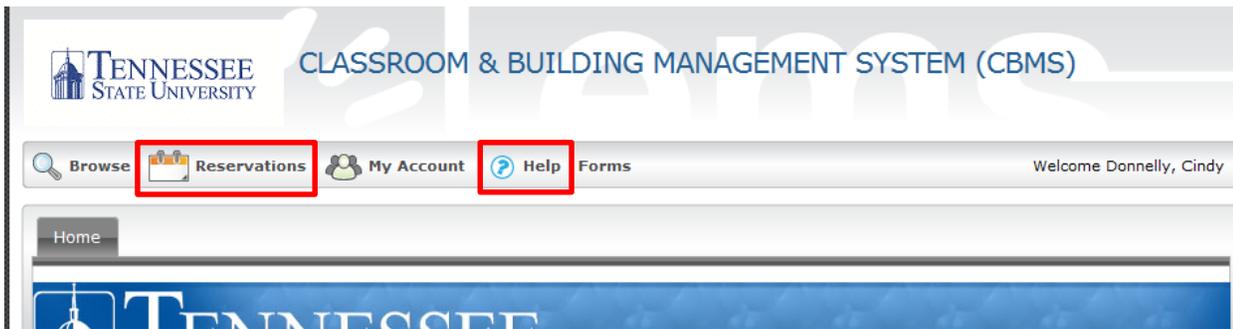
3. External / Non-Affiliates: create an account by filling out the information below and click Save



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.

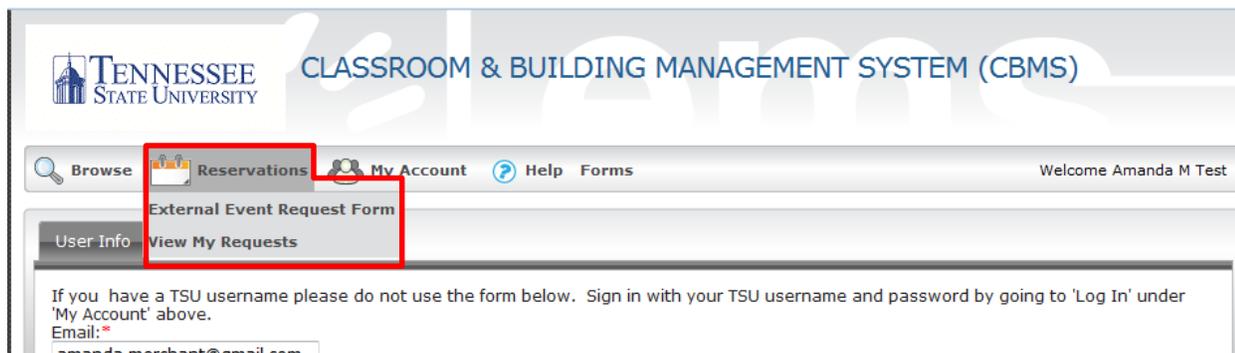


5. You will see new additions to your menu bar at the top of the page:

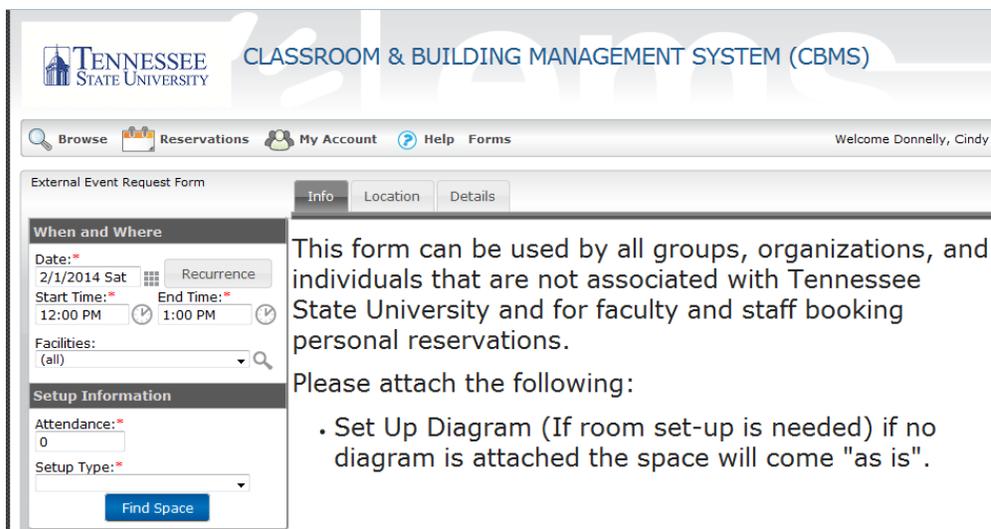


## Make a Reservation Request

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.*

TENNESSEE STATE UNIVERSITY CLASSROOM & BUILDING MANAGEMENT SYSTEM (CBMS)

Browse Reservations My Account Help Forms Welcome Donnelly, Cindy

External Event Request Form

Info Location Details

When and Where  
 Date: 2/7/2014 Fri Recurrence  
 Start Time: 12:00 PM End Time: 1:00 PM  
 Facilities: (all)  
 Setup Information  
 Attendance: 40  
 Setup Type: Auditorium  
 Find Space

Selected Locations  
 No rooms currently selected  
 List Grid  
 Friday, February 07, 2014 12 Hours  

| Room                          | Cap | 7 | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 | 4 | 5 | 6 |
|-------------------------------|-----|---|---|---|----|----|-------|---|---|---|---|---|---|
| Agr Information Tech Center   |     |   |   |   |    |    |       |   |   |   |   |   |   |
| + 100 Agriculture Informi     | 50  |   |   |   |    |    |       |   |   |   |   |   |   |
| Avon Williams Campus          |     |   |   |   |    |    |       |   |   |   |   |   |   |
| + Atrium                      | 300 |   |   |   |    |    |       |   |   |   |   |   |   |
| + Williams Auditorium         | 412 |   |   |   |    |    |       |   |   |   |   |   |   |
| Boswell Science Complex       |     |   |   |   |    |    |       |   |   |   |   |   |   |
| + 12 Boswell Science Con      | 160 |   |   |   |    |    |       |   |   |   |   |   |   |
| + 143 Boswell Complex A       | 100 |   |   |   |    |    |       |   |   |   |   |   |   |
| + 243 Boswell Science Co      | 160 |   |   |   |    |    |       |   |   |   |   |   |   |
| Davis Humanities              |     |   |   |   |    |    |       |   |   |   |   |   |   |
| + POAG Auditorium             | 525 |   |   |   |    |    |       |   |   |   |   |   |   |
| Elliott Hall                  |     |   |   |   |    |    |       |   |   |   |   |   |   |
| + Women's Building Audi       | 350 |   |   |   |    |    |       |   |   |   |   |   |   |
| Farrell-Westbrook Agr Complex |     |   |   |   |    |    |       |   |   |   |   |   |   |
| + The Barn                    | 300 |   |   |   |    |    |       |   |   |   |   |   |   |
| Floyd-Payne Campus Center     |     |   |   |   |    |    |       |   |   |   |   |   |   |
| + Forum                       | 500 |   |   |   |    |    |       |   |   |   |   |   |   |
| Gentry Complex                |     |   |   |   |    |    |       |   |   |   |   |   |   |
| + Arena                       | 500 |   |   |   |    |    |       |   |   |   |   |   |   |

- e. You can click on the room name (in blue) and the Location Details window will appear:
  - i. 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).

Virtual EMS - Location Details

Building Details

Building Code: AWC  
 Description: Avon Williams Campus  
 Notes:

Room Details Setup Types Features Availability

Room Code: 107  
 Description: 107 Avon Williams Campus  
 Room Type: Academic Classroom  
 Floor: First  
 Size: 0  
 Phone:  
 Setup Hours: 0.00  
 Teardown Hours: 0.00  
 Notes:

- f. 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.

External Event Request Form

Info Location **Details**

**Selected Locations**

| DATE          | HOLIDAYS | START    | END     | LOCATION   | STATUS  | SETUP COUNT | CONFLICT |
|---------------|----------|----------|---------|------------|---------|-------------|----------|
| 2/14/2014 Fri |          | 12:00 PM | 1:00 PM | AITC - 100 | Request | 40          |          |

List Grid

Friday, February 14, 2014 12 Hours

| Room                               | Cap | 7 | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 | 4 | 5 | 6 |
|------------------------------------|-----|---|---|---|----|----|-------|---|---|---|---|---|---|
| <b>Agr Information Tech Center</b> |     |   |   |   |    |    |       |   |   |   |   |   |   |
| 100 Agriculture Inform             | 50  |   |   |   |    |    |       |   |   |   |   |   |   |
| <b>Avon Williams Campus</b>        |     |   |   |   |    |    |       |   |   |   |   |   |   |
| Atrium                             | 300 |   |   |   |    |    |       |   |   |   |   |   |   |
| Williams Auditorium                | 412 |   |   |   |    |    |       |   |   |   |   |   |   |
| <b>Boswell Science Complex</b>     |     |   |   |   |    |    |       |   |   |   |   |   |   |
| 12 Boswell Science Con             | 160 |   |   |   |    |    |       |   |   |   |   |   |   |
| 143 Boswell Complex A              | 100 |   |   |   |    |    |       |   |   |   |   |   |   |
| 243 Boswell Science Co             | 160 |   |   |   |    |    |       |   |   |   |   |   |   |
| <b>Davis Humanities</b>            |     |   |   |   |    |    |       |   |   |   |   |   |   |
| POAG Auditorium                    | 525 |   |   |   |    |    |       |   |   |   |   |   |   |

- g. 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:

**Item Lookup** ✕

Please type the name of your group in the 'Group Name Starts With' box below to search for your group.

**Groups you can book for**

| REMOVE | GROUP NAME               | GROUP TYPE | CITY |
|--------|--------------------------|------------|------|
| ✕      | Other (University Group) | Affiliate  |      |

Group name starts with:  🔍

**Top 100 matching Groups**

| ADD | GROUP NAME                                     | GROUP TYPE           | CITY |
|-----|------------------------------------------------|----------------------|------|
| +   | Honda Campus All Star Challenge Club           | Student Organization |      |
| +   | Access and Diversity                           | Affiliate            |      |
| +   | Accounting                                     | Affiliate            |      |
| +   | Active Minds, Inc.                             | Student Organization |      |
| +   | Aeronautical & Industrial Technology           | Affiliate            |      |
| +   | African Students Association                   | Student Organization |      |
| +   | Africana Studies                               | Affiliate            |      |
| +   | Allure Modeling Troupe                         | Student Organization |      |
| +   | Alpha Kappa Alpha Sorority, Inc.               | Student Organization |      |
| +   | Alpha Kappa Psi Pro. Business Fraternity, Inc. | Student Organization |      |
| +   | Alpha Phi Alpha Fraternity, Inc.               | Student Organization |      |
| +   | Alpha Phi Omega Service Fraternity             | Student Organization |      |

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 (+) 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 (x).
  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 (+) 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.

The screenshot shows the 'External Event Request Form' in the CBMS system. The form is organized into several sections:

- When and Where:** Includes fields for Date (2/14/2014 Fri), Start Time (12:00 PM), End Time (1:00 PM), and Facilities (all).
- Event Details:** Includes Event Name and Event Type.
- Group Details:** Includes Group (Other (Non University Group)), 1st Contact (Other (Non University Group)), Phone, Fax, and Email.
- Attachments:** Includes an 'Attach File' button.
- Other Information:** Includes a text area for 'Please provide a detailed description of your event:', a dropdown for 'Will cash be collected at this event?', a dropdown for 'Will you be collaborating with an outside organization?', and a text area for 'If so, please provide contact information for the outside organization: Name, Phone, Email, Address'.
- Decorations:** Includes checkboxes for 'Artificial Greenery', 'Miscellaneous', 'Table and Chair Accessories', and 'Table Centerpiece Accessories'.
- Room Furnishings:** Includes a checkbox for 'Tables, Chairs, Room Accessories'.
- Technology:** Includes a checkbox for 'Information Technology' and a text area for 'Please provide more information (power point, audio, video, etc.)'.
- Transportation:** Includes a checkbox for 'Transportation' and a checkbox for 'I have read and agree to the terms and conditions View'.

A yellow 'Submit' button is located at the bottom of the form.

- h. Click Submit Reservation. The Reservation Summary page opens and you have now completed a room request.

Reservation Details | Additional Information | Attachments [Back to My Requests](#)

|                       |                |                         |                         |                                                  |
|-----------------------|----------------|-------------------------|-------------------------|--------------------------------------------------|
| <b>Reservation Id</b> | 1506           | <b>Group Name</b>       | Office of the Registrar | <a href="#">Edit Reservation</a>                 |
| <b>Event Name</b>     | Testing VEMS   | <b>1st Contact Name</b> | Amanda                  | <a href="#">Add Booking</a>                      |
| <b>Event Type</b>     | Award Ceremony | <b>Phone</b>            | 615-964-7686            | <a href="#">Cancel Bookings</a>                  |
|                       |                |                         |                         | <a href="#">Cancel All Bookings</a>              |
|                       |                |                         |                         | <a href="#">View/Email Reservation Summary</a>   |
|                       |                |                         |                         | <a href="#">Add booking to personal calendar</a> |
|                       |                |                         |                         | <a href="#">Booking Tools</a>                    |

All | **Current** | Historical

| Bookings |          |               |                    |              |           |               |            |
|----------|----------|---------------|--------------------|--------------|-----------|---------------|------------|
| ACTIONS  | SERVICES | DATE ^        | TIME               | TITLE        | LOCATION  | STATUS        | SETUP      |
|          |          | 1/22/2014 Wed | 9:00 AM - 10:00 AM | Testing VEMS | AWC - 107 | 2. Pending BM | (none) (5) |

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- i. You can always go back to view your requests under 'Reservations' on the menu bar, then click View My Requests.

TENNESSEE STATE UNIVERSITY CLASSROOM & BUILDING MANAGEMENT SYSTEM (CBMS)

Browse | **Reservations** | My Account | Help | Forms Welcome Amanda M Test

External Event Request Form

Current | **View My Requests**

Reservation Id:  Event Name:  Quick Search  Show Cancelled

**Reservations**

No reservations match your request

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