## **EMS How-To: CBMS Event Space Request**

(Use: Faculty, Staff and Student Organizations)

## Go to CBMS

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



You will see the page below:

TENNESSEE STATE UNIVERSITY CLASSROOM & BUILDING MANAGEMENT SYSTEM (CBMS)	
Srowse 🚱 My Account Forms	Welcome Guest
Home	
TENNESSEE STATE UNIVERSITY	No.
WELCOME!	
Avon Williams Campus - Auditorium	
Whats New?	

## Log In to your account

2. Click on My Account and Log In on the menu bar

TENNESSEE State University	CLASSROOM & BUILDING MANAGEMENT SYSTEM (CBMS)	
Browse Ry Accoun	t lorms	Welcome Guest
Home Create An Accou	nt	

3. University Faculty and Staff: login using your TNState user ID and password

TENNESSEE STATE UNIVERSITY CLASSROOM & BUILDING MANAG	EMENT SYSTEM (CBMS)
Source Browse Browse By My Account Forms	Welcome Guest
Login	
User Id:*	
Password:*	
Domain:* TNState	
Login Email me my password	

4. Once you login, you will see new additions to your menu bar:

TENNESSEE STATE UNIVERSITY CLASSROOM & BUILDING MANAGEMENT SYSTE	M (CBMS)
Browse         Image: Reservations         I	Welcome Donnelly, Cindy
Home	
TENNIEGOEE	in in int

## **Make a Reservation Request**

- 5. If you are ready to make a reservation, Under 'Reservations' click the type of request you are making.
  - a. Departmental Facility Request: Use this form if you are a faculty or staff member who needs to request an event space.
  - b. Student Organization Requisition Form: Use this form if you are making an event space request on behalf of a student organization.



c. Departmental Facility Request main page:

TENNESSEE CLA	SSROOM & BUILDING MANAGEMENT	SYSTEM (CBMS)
🔍 Browse 📩 Reservations 🖉	My Account 🕐 Help Forms	Welcome Donnelly, Cindy
Departmental Facility Request	Info Location Details	
When and Where Date:* 1/12/2014 Sun  Recurrence Start Time:* Facilities: (all)  Setup Information Attendance:* 0 Setup Type:* Find Space	This form can be used by Depar "ONLY" associated with Tennes Please attach the following: • Set Up Diagram (If room set diagram is attached the space	rtments see State University. t-up is needed) if no ce will come "as is".

d. Student Organization Requisition Form main page:



6. In the When and Where section (left side of your screen), enter the date and start/end time of the event.

When and Where
Date:*         Recurrence           1/22/2014 Wee         Recurrence           Start Time:*         End Time:*           12:00 PM         1:00 PM
Facilities: (all) • Q
Setup Information
Attendance:* 0
Setup Type:*
Find Space

- 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.

Recurrence	×
Time Start Time:* End Time:* 9:00 AM (2) 10:00 AM (2)	
Recurrence Pattern Daily Weekly Monthly Random	
Sun     Mon     Tue     Wed     Thu     Fri     Sat	
Range of Recurrence Start Date: 12/20/2013 Fri © End after: 1 occurrences © End by: 12/20/2013 Fri	
Apply Recurrence Remove 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*.

Event Management Systems Schedule Clarity	e State Events M	anager	nent					
Srowse 🛗 Reservations 🖉	🖁 My Account 🛛 🔗 Adı	nin ? H	elp Form	s		We	lcome Amanda	a Merchant
Departmental Facility Request	Info Location [	Details						
When and Where Date:* 12/20/2013 Fri  Recurrence	No rooms currently selected	1	Sele	ected Loca	tions			
Start Time:*         End Time:*           9:00 AM         (*)           10:00 AM         (*)	Friday, Decen Room	n <b>ber 20,</b> <sub>Cap</sub> 7	2013 8 9	10 11	12 PM 1	2 3	<b>↓</b> 1 4 5	12 Hours
Facilities: Avon Williams Campus	Avon Williams Campus           107 Avon Williams Cam           156 Avon Williams Cam	NA NA						
Attendance:* 5	<ul> <li>160 Avon Williams Can</li> <li>200 Avon Williams Can</li> <li>201 Avon Williams Can</li> </ul>	NA NA NA						E
Setup Type: (no preference)	<ul> <li>202 Avon Williams Can</li> <li>203 Avon Williams Can</li> <li>204 Avon Williams Can</li> </ul>	NA NA NA						
	<ul> <li>205 Avon Williams Can</li> <li>210 Avon Williams Can</li> <li>212 Avon Williams Can</li> </ul>	NA NA NA						
	<ul> <li>213 Avon Williams Can</li> <li>215 Avon Williams Can</li> </ul>	NA NA						

- 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 - Locat	ion Details *
Building Details	
Building Code Description Notes	AWC Avon Williams Campus
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 Notes	0.00

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.

Departmental Facility Request	Info	Location Det	ails												
When and Where					Sele	cted	Locati	ons							
Date:*	X DATE	HOLIDA	YS g	START 🔺	END		LOCA	TION	STAT	JS	SETU	COUNT	со	NFLIC	г
2/14/2014 Fri Recurrence	× 2/14/20	)14 Fri	9	:00 AM	10:0	D AM	AWC -	107	Reque	st	5				
Start Time:*         End Time:*           9:00 AM         V         10:00 AM	List G	rid													
Facilities:	▲► Fric	lay, February	y 14,	2014								•	► 11	2 Hou	rs
Avon Williams Campus 🚽 🔍	R	oom Ca	p 7	8	9	10	11	12 PM	1	2	3	4	5	6	
	Avon William	is Campus	_	_					1				_		
Setup Information	107 Avo	n Williams Can NA	•												
Attendance:*	156 Avo	n Williams Can NA	•												
5	+ 160 Avo	n Williams Can NA	4												-
Setup Type:	+ 200 Avo	n Williams Can NA	A												=
(no preference) -	+ 201 Avo	n Williams Can NA	A												
Find Space	1 202 Avo	n Williams Can NA	4												
	203 Avo	n Williams Can NA	A												
	+ 204 Avo	n Williams Can NA	4												
	+ 205 Avo	n Williams Can NA	A												
	🛨 210 Avo	n Williams Can NA	A												
	+ 212 Avo	n Williams Can NA	A												
	+ 213 Avo	n Williams Can NA	A												
	+ 215 Avo	n Williams Can NA	A												
	+ 216 Avo	n Williams Can NA	A												
	+ 217 Avo	n Williams Can NA	A												
	+ 219 Avo	n Williams Can NA	A												
	+ 229 Avo	n Williams Can NA	A												
	1 230 Avo	n Williams Can NA	A												
	1 231 Avo	n Williams Can NA	4										-		
	+ 232 Avo	n Williams Can NA	4										-		
	- 238 Avo	n Williams Can NA	A												
	1 250 Avo	n Williams Can NA	A												Ŧ
	I have re	ead and agree to	o the t	erms an	d con	dition	s View								

- 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
    - (  ${}^{\bigcirc}$  ). The Group Lookup dialog box will display:

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				
REMO	VE	GROUP NAME	GRO	OUP TYPE	CITY
×		Other (University Group)	Affilia	ate	
Group r Music	name starts	with:			
		Top 100	matching Groups		
ADD	GROUP NAI	ME		GROUP TYPE	CITY
+	Honda Campus All Star Challenge Club			Student Organization	
+	Access and E	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 Alp	ha Fraternity, Inc.		Student Organization	
+	Alpha Phi On	nega 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 ( 1 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 (≅).
- 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.

Departmental Facility Request	
and that	
when and where	Event Details
2/14/2014 Fri Recurrence	Event Name:* Event Type:*
Start Time:* End Time:*	Group Details
9:00 AM 910:00 AM	
Avon Williams Campus - Q	Office of the Registrar V
Setup Information	1st Contact:*
Attendance:*	Name *
5	
Setup Type:	Phone:* Fax:
Find Space	Email.*
	Attachments
	Attach File
	Other Information
	Please provide a detailed description of your event:*
	h.
	Will cash be collected at this event? (vendors sales, ticket sales, etc.):*
	Will you be collaborating with an outside organization?:*
	If so, please provide contact information for the outside organization:
	Name, Phone, Email, Address
	i.
	Decorations
	Artificial Greenery
	Artificial Fern in TSU Blue Pot
	Artificial Medium Bush     Artificial Peace Lilly
	Artificial Small Bush
	Artificial Tree
	Decorative Metal Pot (Round)     Decorative Metal Pot (Round) with Eern
	Decorative Metal Pot (Tall)
	Ferns
	Flower Stand
	★ Miscellaneous
	▪ Table and Chair Accessories
	Table Centerpiece Accessories
	Room Furnishings
	I ladies, Chairs, Room Accessories Technology
	Information Technology
	Please provide more information (power point, audio, video, etc.):*
	li.
	Transportation
	Transportation
	Transportation  Transportation  I have read and agree to the terms and conditions View

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

Reservation Details Addi Reservation Id Event Name Event Type		tional Information Attachm 1506 Testing VEMS Award Ceremony		Group Name ( 1st Contact Name A Phone 6		office of the Registrar manda 15-964-7686	Back to My Requests Edit Reservation Add Booking Cancel Bookings Cancel All Bookings View/Email Reservation Summary Add booking to personal calendar Booking Tools				
All Current Historical Bookings											
ACTIONS	SERVICES	DATE A	TIME		TITLE	LOCATION	STATUS	SETUP			
× /	+	1/22/2014 Wed	9:00 AM -	10:00 AM	Testing VEN	4S AWC - 107	2. Pending BM	(none) (5)			
Powered by 🚟 ems											

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

TEN	NESSEE E UNIVERSITY	LASSROOM	& BUILDI	NG MA	NAGEME	ENT SYS	TEM (CI	BMS)	
Q Browse	Reservations	🕙 My Account	Admin	🕐 Help	Forms			Welcome Ama	anda Merchant
	Departmental Facili	ty Request							
Home	External Event Requ	lest Form							
	Student Organizatio	n Requisition Form							
	View My Requests								
	LENN	IESSI	t E						States .
	STATE I	LULUEDO	TTX	and the second	and the same	and the second second	and the second	and the same	and the second second