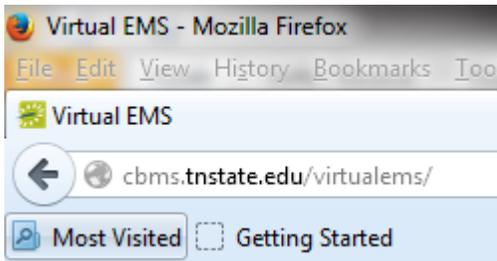


EMS How-To: CBMS Event Space Request

(Use: Faculty, Staff and Student Organizations)

Go to CBMS

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

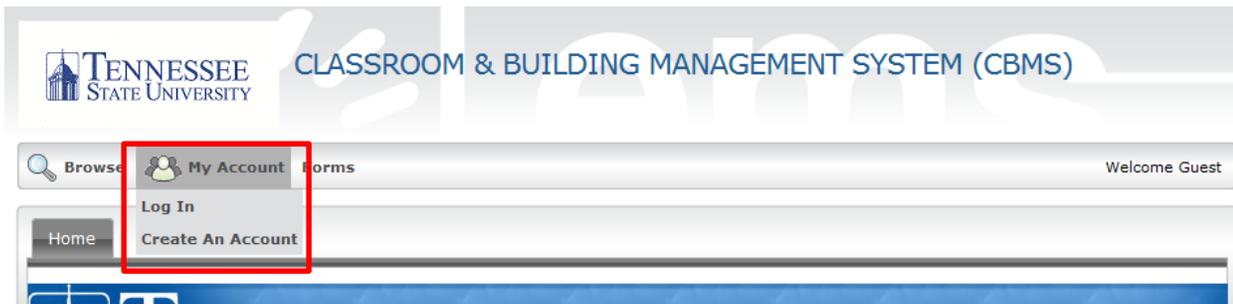


You will see the page below:

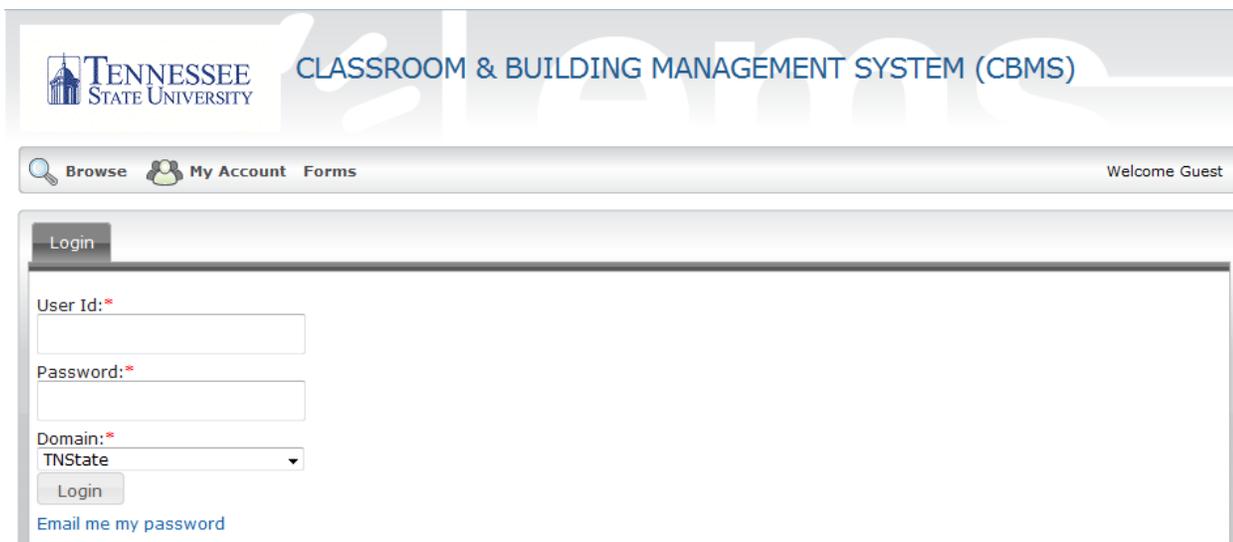


Log In to your account

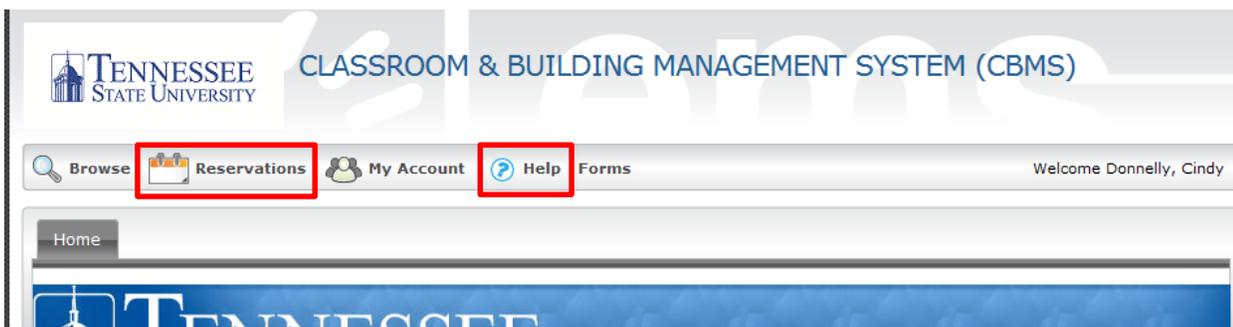
2. Click on My Account and Log In on the menu bar



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

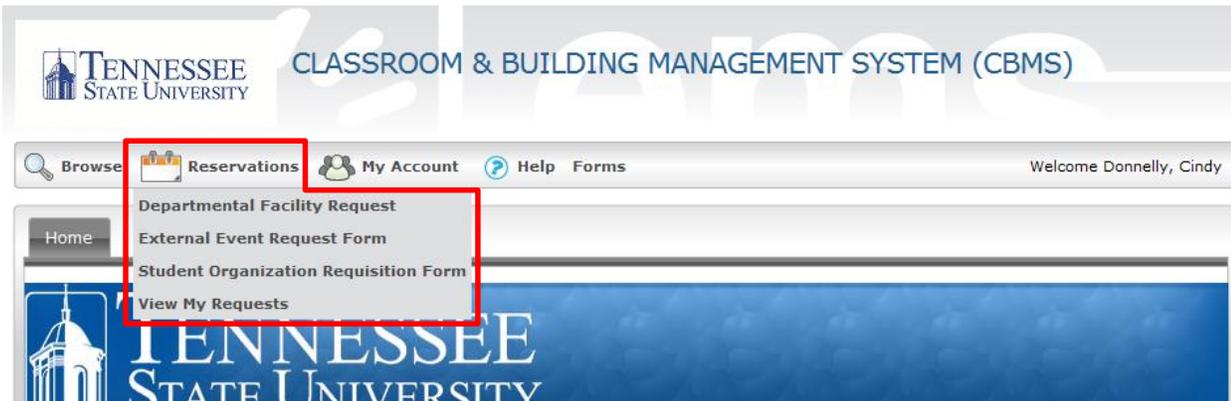


4. Once you login, you will see new additions to your menu bar:

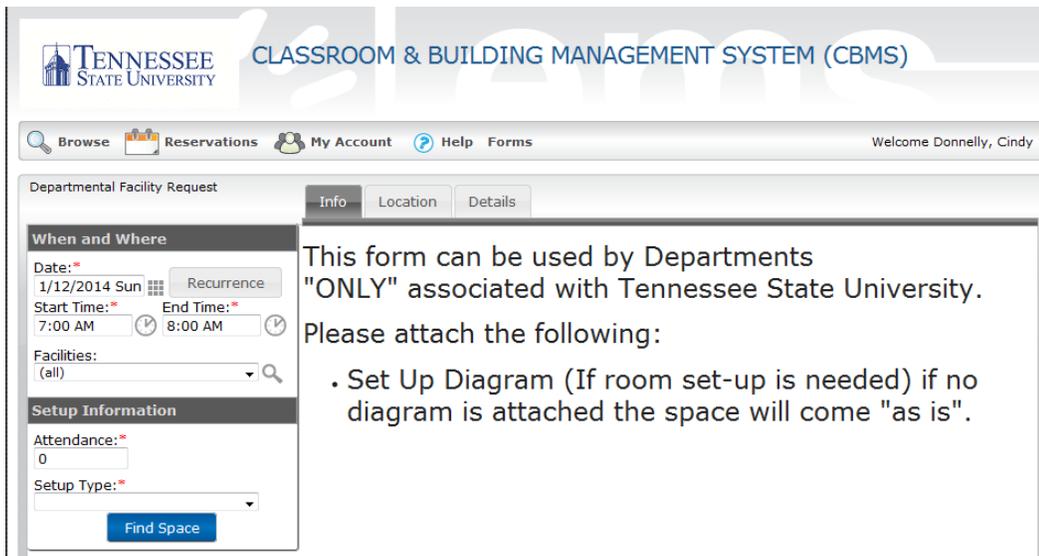


Make a Reservation Request

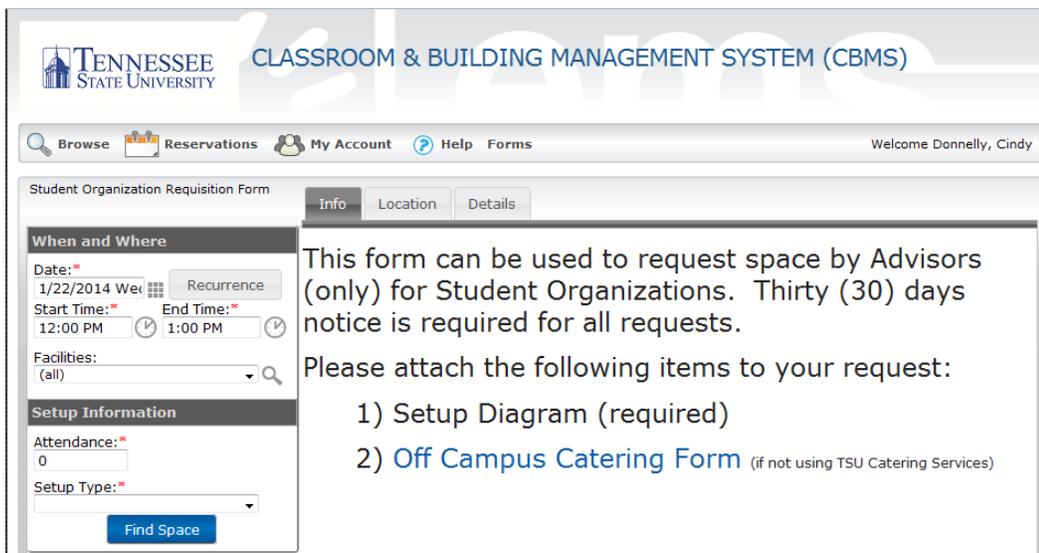
5. If you are ready to make a reservation, Under 'Reservations' click the type of request you are making.
 - a. Departmental Facility Request: Use this form if you are a faculty or staff member who needs to request an event space.
 - b. Student Organization Requisition Form: Use this form if you are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



c. Departmental Facility Request main page:



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.

The screenshot shows a form titled "When and Where". It has several sections: "Date:" with a calendar icon and a "Recurrence" button; "Start Time:" and "End Time:" with clock icons; "Facilities:" with a dropdown menu showing "(all)" and a search icon; "Setup Information" section with "Attendance:" (input field with "0") and "Setup Type:" (dropdown menu); and a "Find Space" button at the bottom.

- 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.

The screenshot shows a "Recurrence" dialog box. It has sections for "Time" (Start Time: 9:00 AM, End Time: 10:00 AM), "Recurrence Pattern" (Daily, Weekly, Monthly, Random), "Recur every 1 week(s) on:" (Sun, Mon, Tue, Wed, Thu, Fri, Sat), and "Range of Recurrence" (Start Date: 12/20/2013 Fri, End after: 1 occurrences, End by: 12/20/2013 Fri). There are "Apply Recurrence" and "Remove Recurrence" buttons at the bottom.

- 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.*

- 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).

- 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 Details

When and Where

Date:* 2/14/2014 Fri Recurrence

Start Time:* 9:00 AM End Time:* 10:00 AM

Facilities: Avon Williams Campus Q

Setup Information

Attendance:* 5

Setup Type: (no preference) Q

Find Space

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
2/14/2014 Fri		9:00 AM	10:00 AM	AWC - 107	Request	5	

List Grid

Friday, February 14, 2014 12 Hours

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Avon Williams Campus													
107 Avon Williams Can	NA												
+ 156 Avon Williams Can	NA												
+ 160 Avon Williams Can	NA												
+ 200 Avon Williams Can	NA												
+ 201 Avon Williams Can	NA												
+ 202 Avon Williams Can	NA												
+ 203 Avon Williams Can	NA												
+ 204 Avon Williams Can	NA												
+ 205 Avon Williams Can	NA												
+ 210 Avon Williams Can	NA												
+ 212 Avon Williams Can	NA												
+ 213 Avon Williams Can	NA												
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+ 217 Avon Williams Can	NA												
+ 219 Avon Williams Can	NA												
+ 229 Avon Williams Can	NA												
+ 230 Avon Williams Can	NA												
+ 231 Avon Williams Can	NA												
+ 232 Avon Williams Can	NA												
+ 238 Avon Williams Can	NA												
+ 250 Avon Williams Can	NA												

I have read and agree to the terms and conditions [View](#)

Continue

- 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 (Q). 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			
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 ()
 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.

When and Where

Date:* 2/14/2014 Fri Recurrence
Start Time:* 9:00 AM End Time:* 10:00 AM
Facilities: Avon Williams Campus

Setup Information

Attendance:* 5
Setup Type: (no preference)
Find Space

Event Details

Event Name:* Event Type:*

Group Details

Group:* Office of the Registrar
1st Contact:* (temporary contact)
Name:*
Phone:* Fax:
Email:*

Attachments

Attach File

Other Information

Please provide a detailed description of your event:*

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

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 Fern
 - Decorative Metal Pot (Tall)
 - Ferns
 - Flower Stand
 - Trees
 - TSU Blue Pot

- Miscellaneous
- Table and Chair Accessories
- Table Centerpiece Accessories

Room Furnishings

- Tables, Chairs, Room Accessories

Technology

Information Technology
Please provide more information (power point, audio, video, etc.):*

Transportation

- Transportation
 - I have read and agree to the terms and conditions [View](#)

Submit

