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
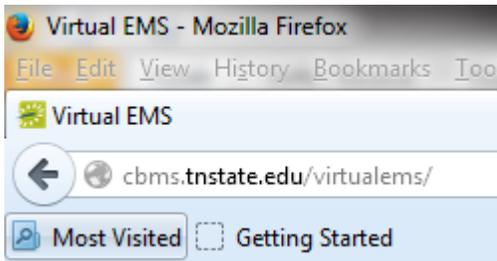
You will see the page below:

Log In to your account

2. Click on My Account and Log In on the menu bar
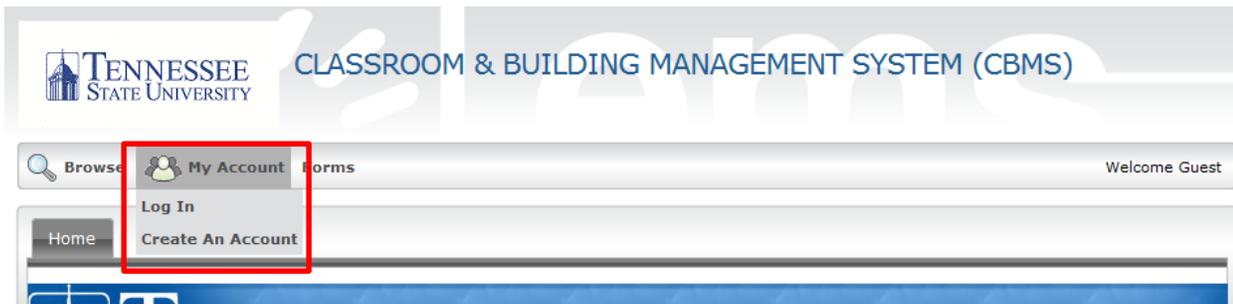
3. University Faculty and Staff: login using your TNState user ID and password
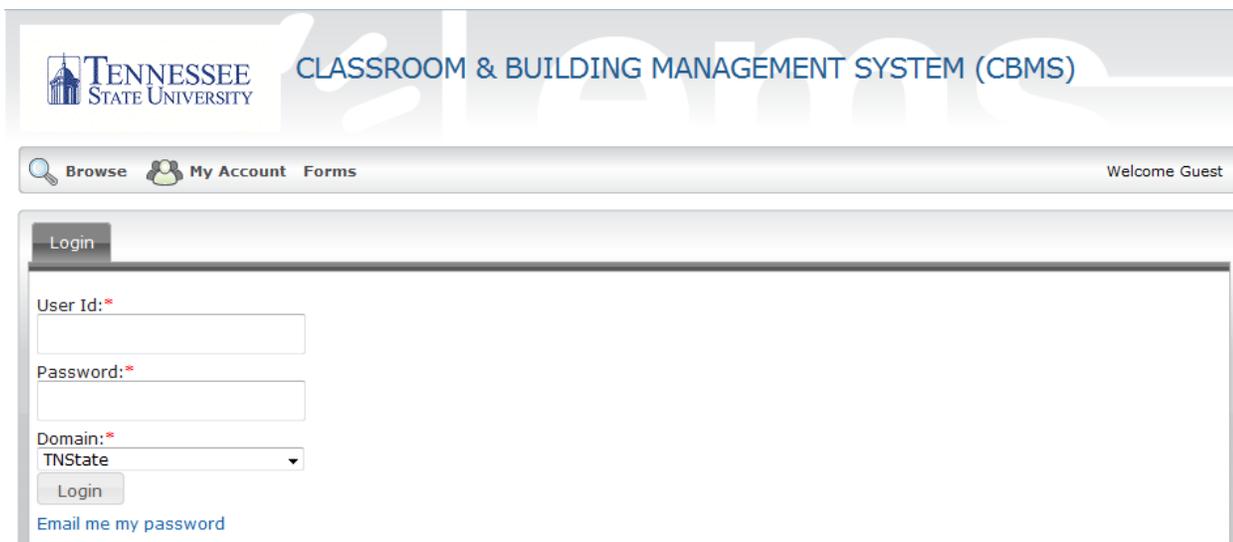
4. Once you login, you will see new additions to your menu bar:
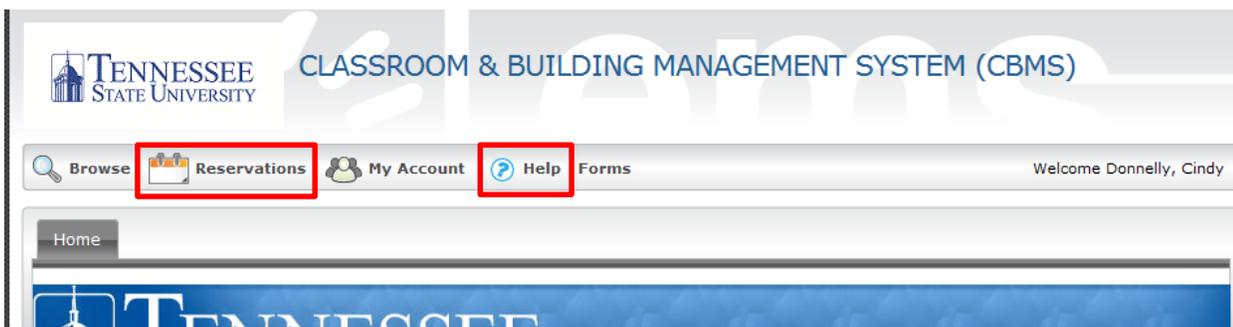
Make a Reservation Request

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.
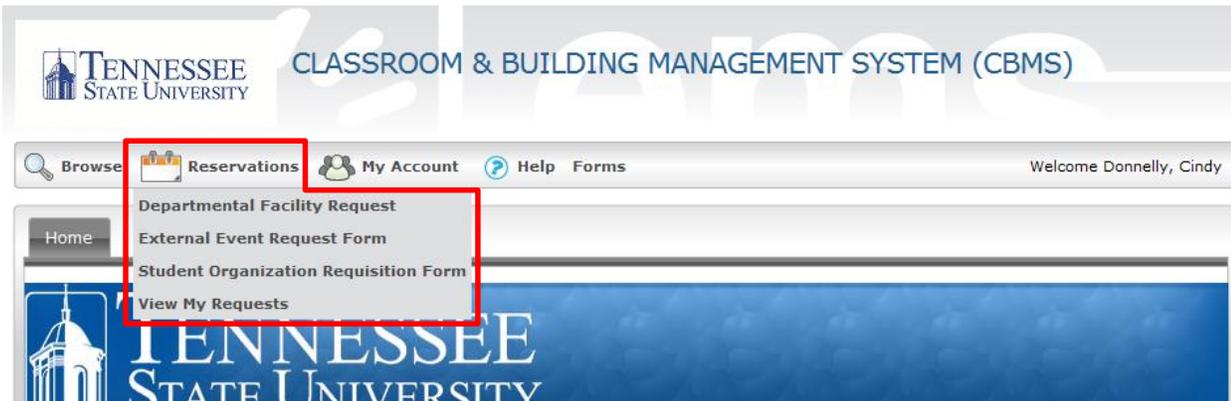
c. Departmental Facility Request main page:
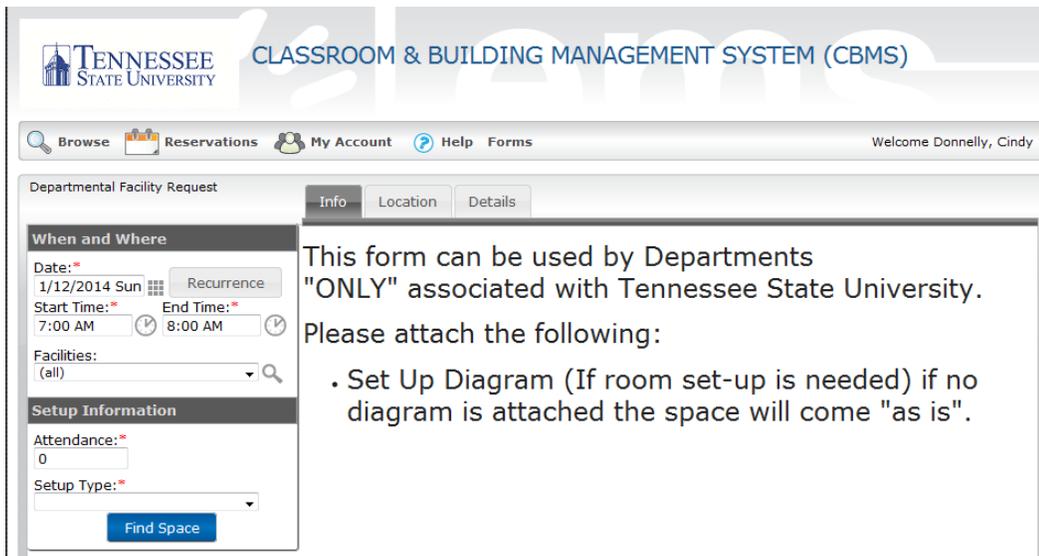
d. Student Organization Requisition Form main page:
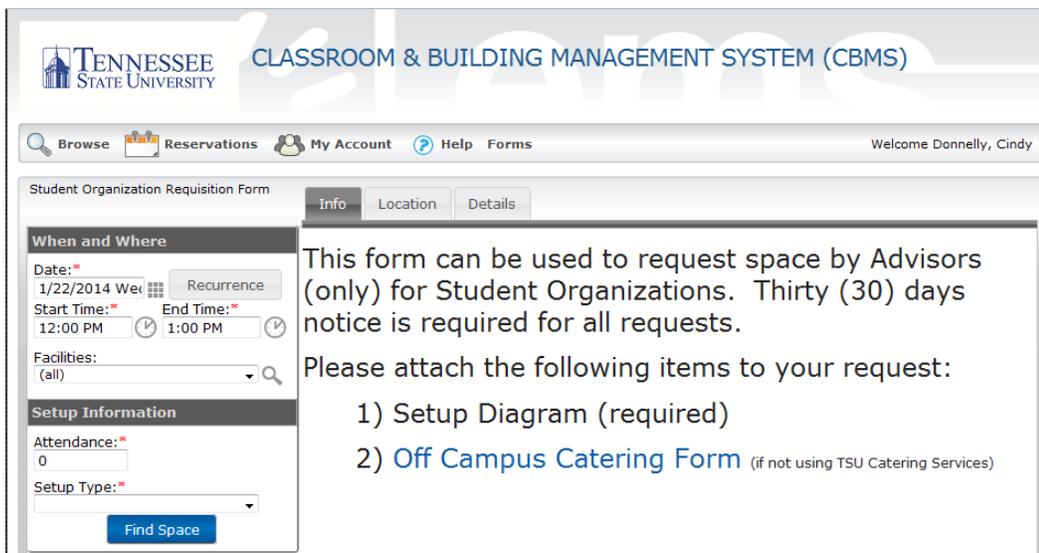
6. In the When and Where section (left side of your screen), enter the date and start/end time of the event.

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.*

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.

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:

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.

Departmental Facility Request

| Info | Location | Details |

When and Where

Date:*
2/14/2014 Fri ⊞ | Recurrence

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

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.