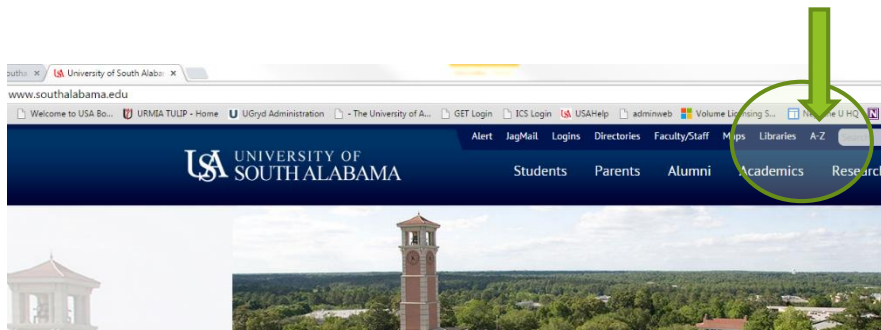


Online Reservation with EMS

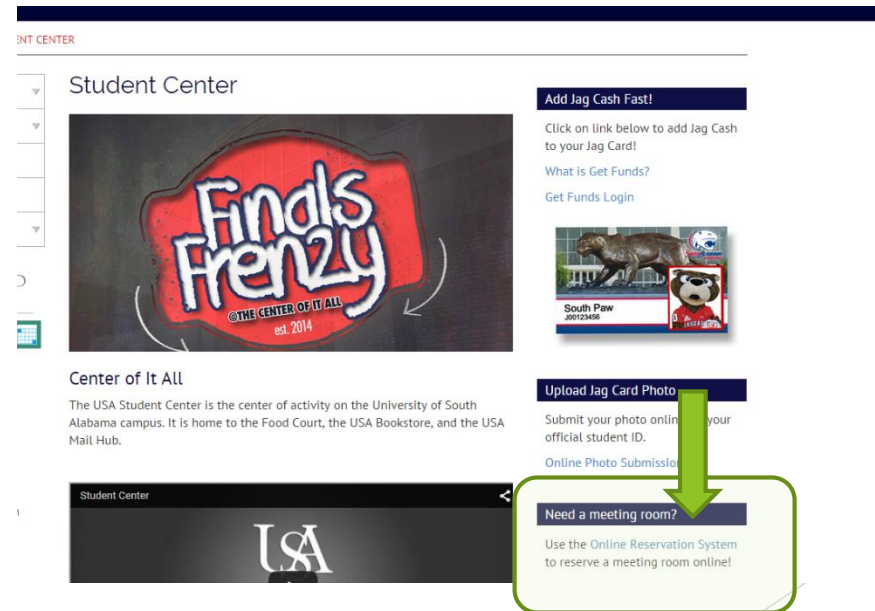
University of South Alabama Student Center

Making an online reservation for the USA Student Center

Go to www.southalabama.edu and use the A-Z to find the Student Center



On Student Center homepage, click on the 'Online Reservation System' link



Login & Room Request

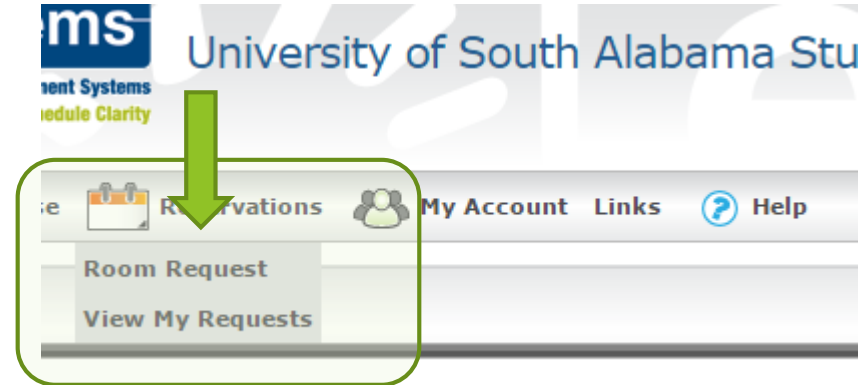
If you don't have a login, you will need to create an account.



Welcome to the University of South Alabama Student Center Online Reservation System!

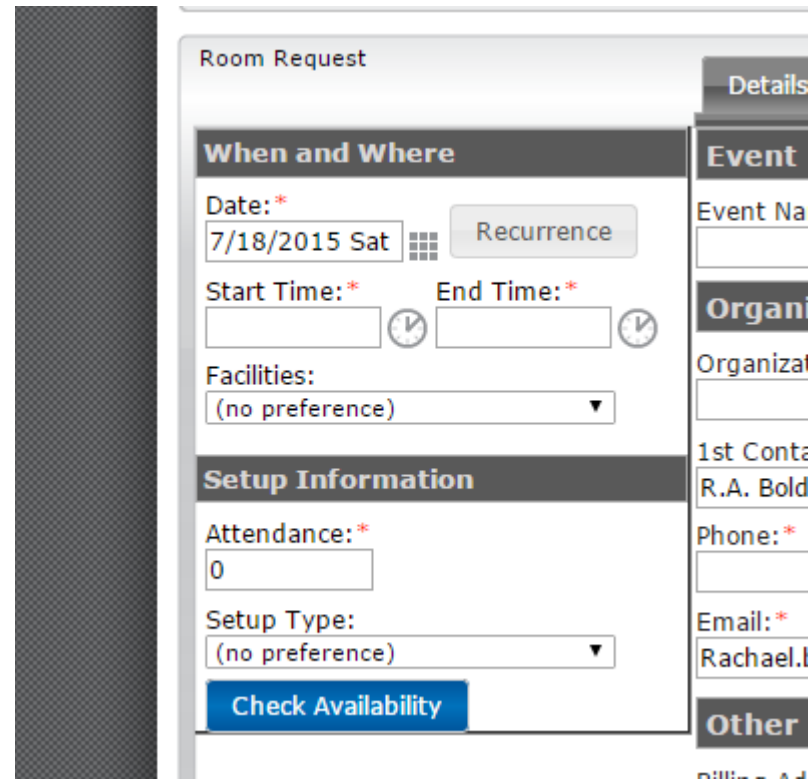
Please [Log In](#) or [Create an Account](#)

Click on Reservations & go to Room Request



Start with 'When and Where'

1. Under 'Date' enter the date of your event
2. Enter the 'Start Time' of your event. Then end time defaults to 1 hour, but you can adjust for more time. ****Please note: Put in the actual start time of your event and NOT the time you want to setup****
3. Under 'Facilities' choose the Student Center
4. Continue under 'Setup Information' and enter number of expected 'Attendance' and 'Setup Type'. ****Please note: It is important to enter 'Setup Type' and 'Attendance' it will more accurately provide you with rooms that would fit your needs. Some rooms have minimum requirements. If room you want doesn't show under availability, it may not be available.**



The image shows a screenshot of a 'Room Request' web form. The form is divided into several sections:

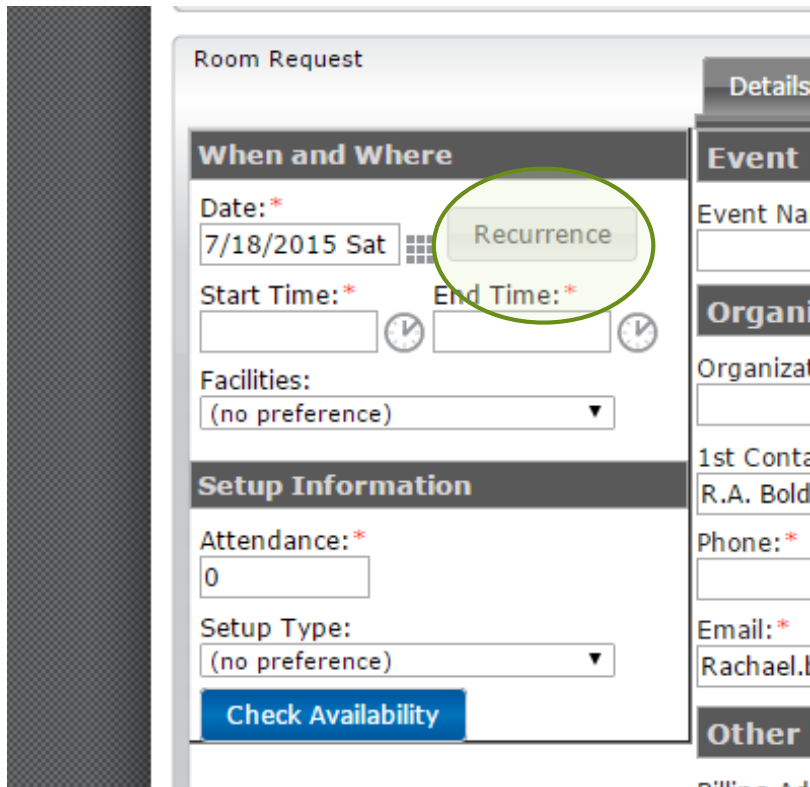
- When and Where:** This section contains fields for 'Date: *' (with a calendar icon and a 'Recurrence' button), 'Start Time: *' and 'End Time: *' (with clock icons), and 'Facilities:' (a dropdown menu currently set to '(no preference)').
- Setup Information:** This section contains fields for 'Attendance: *' (a text input field with '0' entered) and 'Setup Type:' (a dropdown menu currently set to '(no preference)').
- Buttons:** A blue 'Check Availability' button is located at the bottom of the 'Setup Information' section.
- Right Sidebar:** A vertical sidebar on the right contains tabs for 'Details', 'Event', 'Organizational', and 'Other'. Below these tabs are input fields for 'Event Name', 'Organizational', '1st Contact' (with 'R.A. Bold' entered), 'Phone: *', and 'Email: *' (with 'Rachael.l' entered).

Recurrence

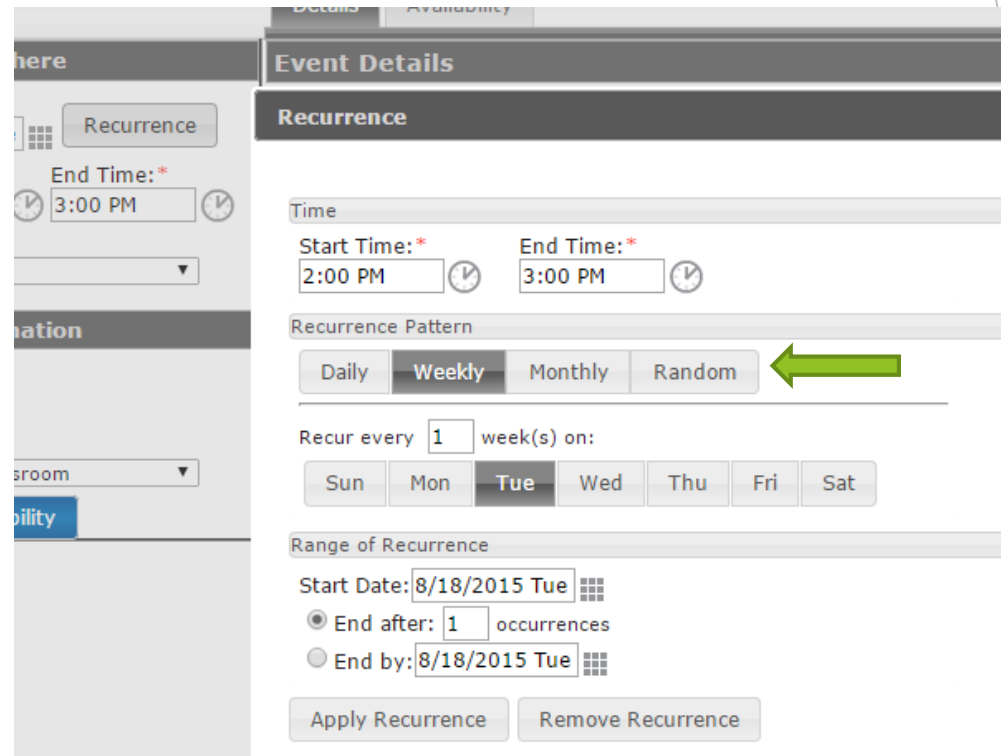
Want to set a meeting for a Semester?

If you want to book an event for the same time on different number of days, use 'Recurrence' button.

You can choose to do it weekly, monthly, or random dates.




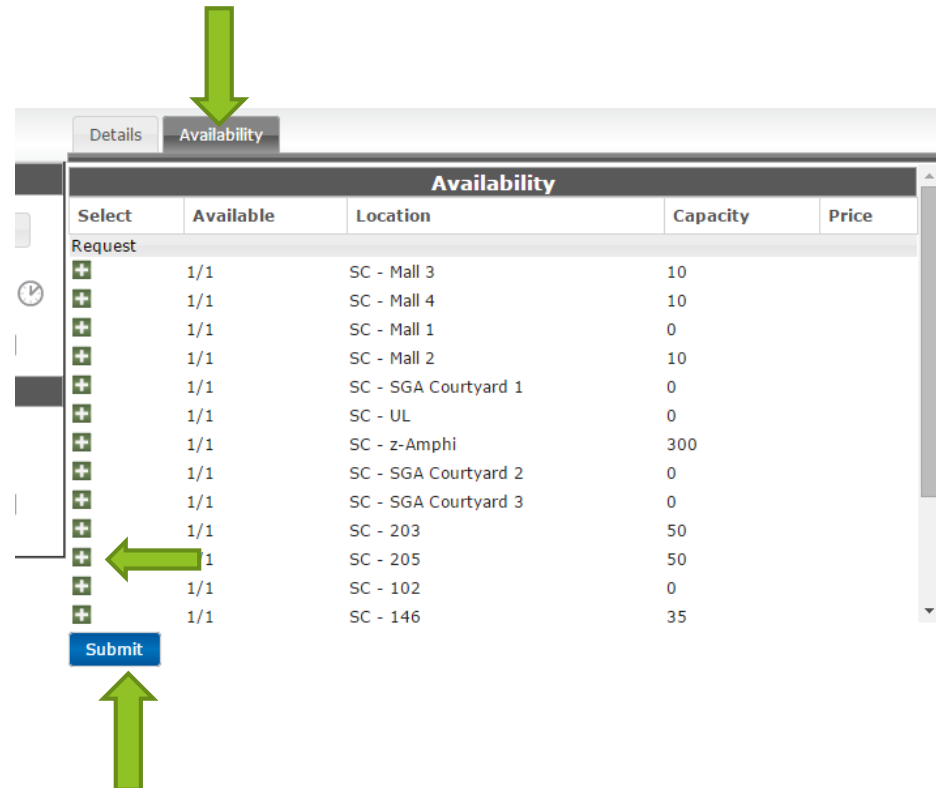
The screenshot shows the 'Room Request' form. The 'When and Where' section includes a 'Date' field with '7/18/2015 Sat' and a 'Recurrence' button circled in green. Below this are 'Start Time' and 'End Time' fields, a 'Facilities' dropdown set to '(no preference)', and a 'Setup Information' section with 'Attendance' set to '0' and 'Setup Type' set to '(no preference)'. A 'Check Availability' button is at the bottom.
















The screenshot shows the 'Event Details' form. The 'Recurrence' section is active, showing 'Start Time' as '2:00 PM' and 'End Time' as '3:00 PM'. The 'Recurrence Pattern' section has 'Daily', 'Weekly', 'Monthly', and 'Random' buttons, with a green arrow pointing to 'Random'. Below this, 'Recur every 1 week(s) on:' is shown with 'Tue' selected. The 'Range of Recurrence' section has 'Start Date' as '8/18/2015 Tue', 'End after: 1 occurrences' selected, and 'End by: 8/18/2015 Tue'. 'Apply Recurrence' and 'Remove Recurrence' buttons are at the bottom.


Availability & Submit

1. Once you finish 'Event Details,' click on 'Check Availability' button.
2. Go to the 'Availability' tab.
3. This is the list of available rooms that meet your 'Attendance' and 'Setup Type' you entered.
4. Click the  to choose your room and then hit 'Submit' button.




Select	Available	Location	Capacity	Price
Request				
	1/1	SC - Mall 3	10	
	1/1	SC - Mall 4	10	
	1/1	SC - Mall 1	0	
	1/1	SC - Mall 2	10	
	1/1	SC - SGA Courtyard 1	0	
	1/1	SC - UL	0	
	1/1	SC - z-Amphi	300	
	1/1	SC - SGA Courtyard 2	0	
	1/1	SC - SGA Courtyard 3	0	
	1/1	SC - 203	50	
	1	SC - 205	50	
	1/1	SC - 102	0	
	1/1	SC - 146	35	

Submit

Details 

Event	Test	Cancel Request
Event Type	Workshop/Webinar	
Request Date	Tuesday, July 21, 2015	
Time	2:00 PM - 3:00 PM	
Building	Student Center	
Room	146	
Organization	Stu Center	
1st Contact Name	SCS	
1st Contact Phone	251-460-6077	
1st Contact Fax		
1st Contact Email	scs@southalabama.edu	
Status	Pending	
Notes		
Dates Requested	7/30/2015	

Powered by 

Event Request Details Summary

After hitting submit, you will see the screen above. It will be a summary of what you requested. You can also 'Cancel Request' if something comes up. If you need to add/change anything, email scs@southalabama.edu.