





How to Access Virtual EMS



Kean University's Room Reservation System

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Welcome Gina Lampasona

Home

Welcome to the Kean University Room Reservation system! Please log in to submit a request.

For instructions on how to request an event [click here](#).

Classroom Requests:

Due to the add/drop period during each semester, requests for classrooms or labs cannot be approved until after the third week of each academic semester, unless during **college-hour on Mondays, Tuesdays and Thursdays from 3:30pm.-4:20pm.**

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To log in click on
My Account

Requesting a Virtual EMS Account

- To request an account, your User I.D. and Password are the same as your Kean email log in (**without the @kean.edu**).
- Once you submit your account request, Conference & Event Services will review and send you an email confirmation.
- You can now start making reservations.

The image displays two web forms side-by-side. The left form is titled 'Login' and contains fields for 'User Id:*' and 'Password:*', with a 'Login' button below. The right form is titled 'User Info' and contains fields for 'Email:*', 'Name:*', 'Phone:', 'Fax:', 'Time zone:*' (with a dropdown menu set to 'Eastern Time'), 'Notes:', 'How are you affiliated with the University?:*' (with a dropdown menu), and 'What University Group/Department/Unit(s) or Company/Organization are you affiliated with?:*'. A blue double-headed arrow points from the 'Login' form to the 'User Info' form. A 'Save' button is located at the bottom of the 'User Info' form. A small logo for 'ems' is visible between the two forms.

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Request Forms

The reservation facility request forms are broken down into the following categories-
Request a Classroom/Lecture Hall , Request a Meeting/Conference Room,
Request an Event Space, Request a Theatre & Performing Arts Facility

ems
Event Management Systems
Schedule Clarity

Kean University's Room Reservation System

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- Home
- Request a Classroom/Lecture Hall
- Request a Meeting/Conference Room
- Request an Event Space
- Request a Theatre & Performing Arts Facility
- View My Requests

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For instructors:

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Basic Event Information

- **Date:** Select the date of your event. Click **Recurrence** for recurring events/meetings.
 - ***Note:** Each request form has different deadlines depending on what type of space you are looking for.
- Select the **start time** and **end time**
- Select the **Area** (ex. Campus) that you are looking to host your event/meeting
- Select the **Facilities** (ex. campus building) in which you would like to host your event.
- Enter the estimated **Attendance**.
- Select a **Setup Type** for how you would like the room setup for your event/meeting.
- Click **Find Space**.

When and Where

Date:*
9/10/2014 Wed

Start Time:* End Time:*

Areas:
(all)

Facilities:
(all)

Time Zone:*
Eastern Time

Setup Information

Attendance:*
0

Setup Type:*

Availability Filters

Results

- Based on the criteria you entered, a list of locations and availability will pop up.
- **Note:** If the room you were hoping for does not show up in the list, you may have to adjust your **Setup Type** and/or **Attendance**.

When and Where

Date:* 9/10/2014 Wed

Start Time:* 5:00 PM End Time:* 6:00 PM

Areas: (all)

Facilities: (all)

Time Zone:* Eastern Time

Setup Information

Attendance:* 20

Setup Type:* Banquet Style

Availability Filters


Selected Locations



No rooms currently selected

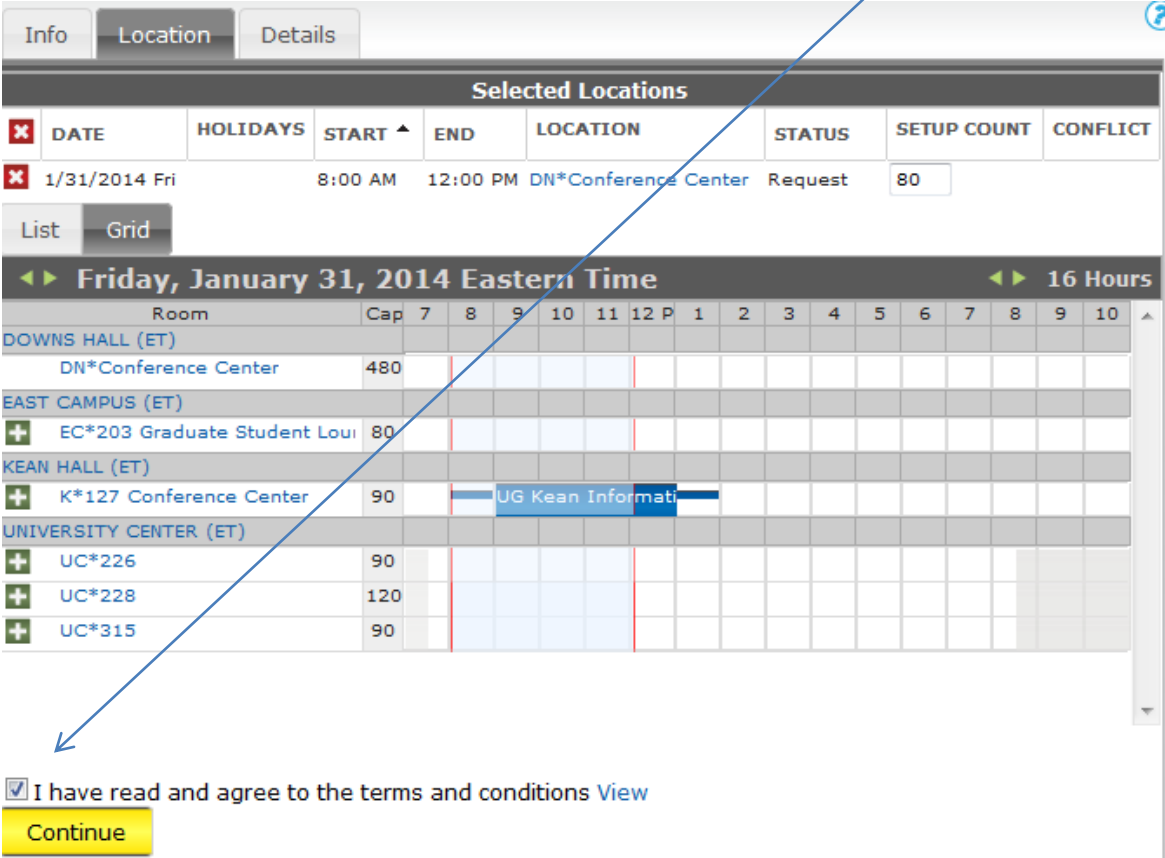
List


Wednesday, September 10, 2014 Eastern Time 16 Hours

Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5	6	7	8	9	10
DOWNS HALL (ET)																	
+ DN*Conference Center	480																
+ DN*Downs Hall DR1	166																
+ DN*Downs Hall DR2	466																
+ DN*Downs Hall DR3	166																
+ DN*Downs Hall DR4	204																
EAST CAMPUS (ET)																	
+ EC*203 Graduate Student Loui	80																
KEAN HALL (ET)																	
+ K*127 Conference Center	90																
UNIVERSITY CENTER (ET)																	
+ UC*226	60																
+ UC*228	120																
+ UC*315	60																



Choose your location by clicking the 

- After selecting a location, a  will show indicating that the room has been added to your request.
- **Note:** If your event/meeting requires additional rooms, please repeat the steps above adding the rooms requested. To remove a room that was previously selected, click the .
- Indicate that you have reviewed and understand the **Terms and Conditions**.
- Click **Continue**.








Info Location Details 

Selected Locations

	DATE	HOLIDAYS	START ▲	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
	1/31/2014 Fri		8:00 AM	12:00 PM	DN*Conference Center	Request	80	

List Grid

◀ ▶ **Friday, January 31, 2014 Eastern Time** ▶ ▶ 16 Hours

Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5	6	7	8	9	10
DOWNS HALL (ET)																	
DN*Conference Center	480																
EAST CAMPUS (ET)																	
 EC*203 Graduate Student Loui	80																
KEAN HALL (ET)																	
 K*127 Conference Center	90																
UNIVERSITY CENTER (ET)																	
 UC*226	90																
 UC*228	120																
 UC*315	90																

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

Continue

Event Details

All events and activities will publish to the University's [online calendar](#) and can be viewed by the campus community and the general public. Please ensure the following information is accurate upon submitting your request-

- Event Title/Name
- Start and End Time
- Contact Information for person coordinating the event (Name, Phone, Email)
- Number of People attending
- Brief Description of the event (details you would like displayed on the web)

Event Details	
Event Name:*	Event Type:*
<input type="text"/>	<input type="text"/>
Group Details	
Group:*	<input type="text"/>
Conference and Event Servic	<input type="text"/>
1st Contact:*	<input type="text"/>
Conference and Event Servic	<input type="text"/>
Phone:*	Fax:
x77161, 62, 63	<input type="text"/>
Email:*	<input type="text"/>
<input type="text"/>	<input type="text"/>
2nd Contact:	<input type="text"/>
(none)	<input type="text"/>
Phone:	Fax:
<input type="text"/>	<input type="text"/>
Email:	<input type="text"/>
<input type="text"/>	<input type="text"/>

- Click **Attachments** to add flyers, logos, images and media related to your event/meeting that you would like displayed on the campus [Online Calendar](#). Answer all of the questions in the section labeled **Other Information**.

NOTE: Each request form asks different questions depending on the type of event you are looking to host.

Other Information

Please provide event details you'd like displayed on the University's online calendar (ex. admission fee, website, registration information, etc.) :

Are you Co-Sponsoring this event/meeting with an External group, organization, company or individual?:*

Please provide the name and the primary contact information for the Co-Sponsor:

Who will be attending this event/meeting?:*

Are you charging an admission/registration fee, selling tickets, or soliciting vendors for the event/meeting?:*

What are the associated charges and who will receive the proceeds?:

Who will be presenting/performing at the event/meeting?:*

Will your event/meeting require Audio Visual support and/or equipment?:*

Will you have food at the event/meeting?:*

Will your event/meeting require Facilities setup and/or event support?:*

Reservation Information

- Once your event/meeting request has been submitted, you will see **Reservation Details**.
- **Note:** Each room reservation is considered a “**booking**”. One reservation may have multiple bookings associated with it.
- If you need to **add, edit, change or cancel** the reservations, bookings or services, you may do so here.

The screenshot displays a reservation management interface. At the top, there are tabs for 'Reservation Details', 'Additional Information', and 'Attachments', along with a 'Back to My Requests' link. The 'Reservation Details' section shows the following information:

Reservation Id	21426	Edit Reservation
Event Name	Test	Add Booking
Event Type	Meeting	Cancel Services
Cost Center	12345	Cancel Bookings
Group Name	Conference and Event Services	Cancel All Bookings
1st Contact Name	(none)	View Reservation Summary
Phone	x77161, 62, 63	Add booking to personal calendar
2nd Contact Name		Booking Tools
Phone		

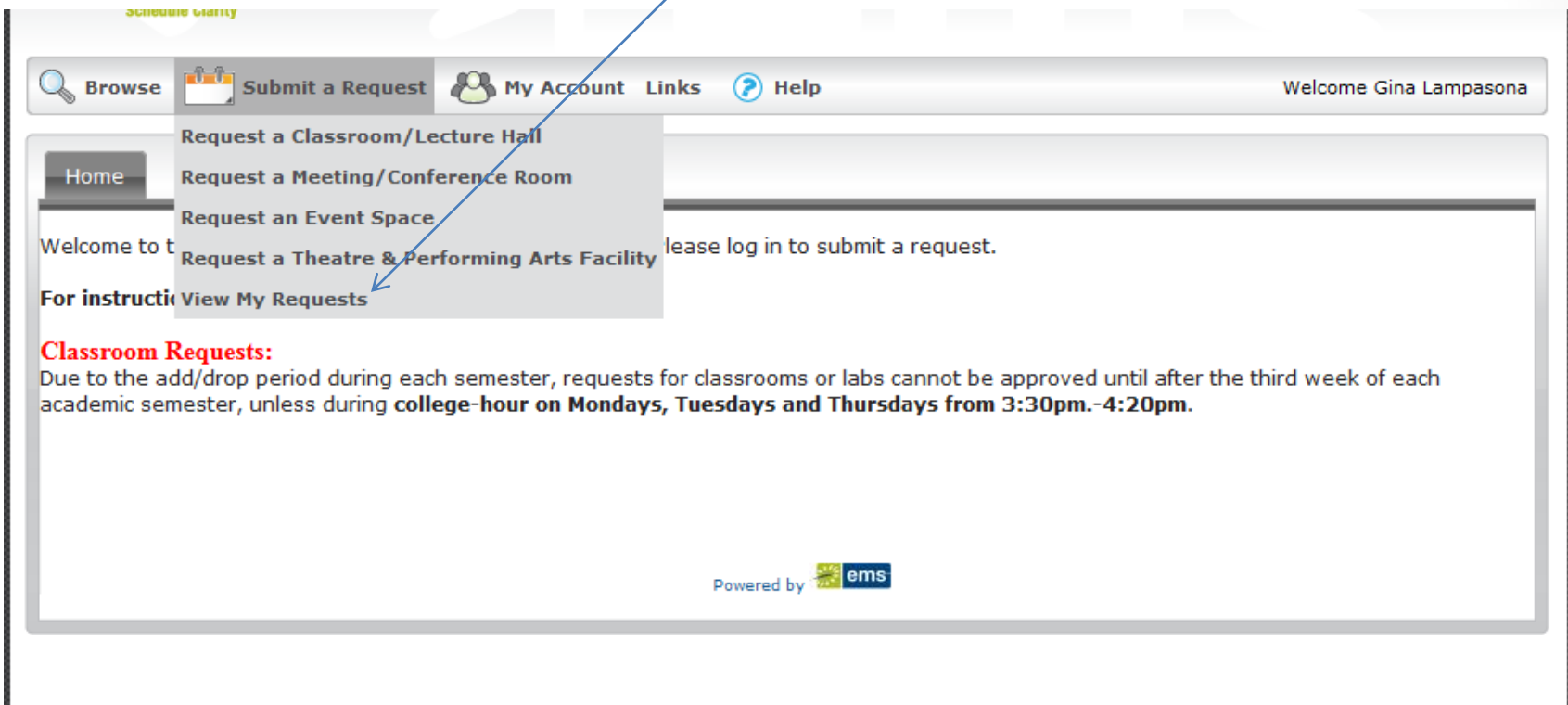
Below the details are tabs for 'All', 'Current', and 'Historical'. The 'Bookings' section is a table with the following data:

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		1/31/2014 Fri	8:00 AM - 12:00 PM ET	Test	DN*Conference Center	Web Requests	Banquet Style (80)

- Please allow 2 business days for your request to be reviewed and processed.
- You will receive an email **Confirmation** within 2 business days of your request.
- Once your request has been approved, you will see the Status changed from **Web Requests** to **Confirmed**.
- If your request is denied, you will receive a **Denial Notice** via email indicating the reason for the denial.

My Requests

- You can review all submitted requests and confirmed reservations by clicking **Submit a Request** then selecting **View My Requests**.



Schedule Clarity

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Master Calendar

- To view a calendar of events scheduled on campus, visit <http://events.kean.edu/mastercalendar/>

The screenshot displays the Kean University Master Calendar interface. At the top, the Kean University logo and name are prominently featured, along with the tagline "WORLD-CLASS EDUCATION". Below the header, the interface shows the current month as "September, 2014" with navigation options for "Day", "Week", and "Month" views. A user is logged in as "guest".

The main calendar grid is organized by days of the week (Sunday through Saturday). The dates shown are from the 31st of August to the 13th of September. The calendar is currently empty of events.

On the right side, there is a secondary calendar view for "September 2014" with a search bar for events and a "GO" button. Below this, there are options for "Notifications/iCal Feeds" and a "Calendars" section. The "Calendars" section includes a "Check All" button, a "Collapse All" button, and a list of calendar categories: "Summer Camps & Conferences" (unchecked) and "Academics" (checked).

Questions

Questions: Please contact the Office Conference & Event Services at ext.74730 or hostevents@kean.edu for assistance.