

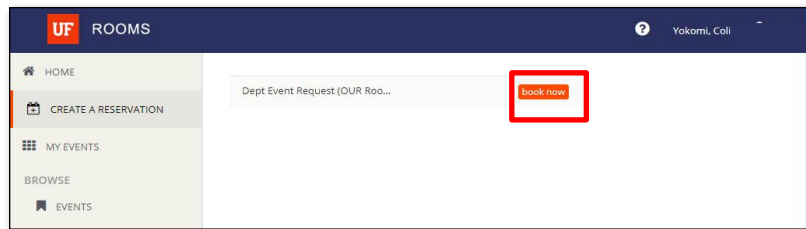
EMS: USING THE FACULTY AND STAFF TEMPLATE

The following simulation will walk you through the process of requesting or reserving a Registrar-controlled room using the EMS Faculty & Staff Template in UF Rooms.

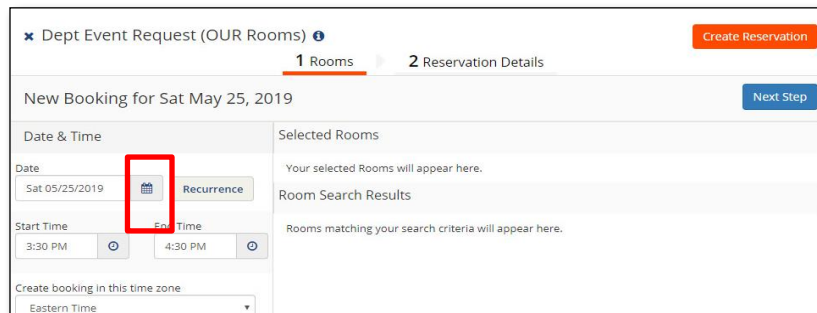
To complete this process, you will use the following navigation path in myUFL:

SEARCH > MAIN MENU EVENT SCHEDULING
OR [ROOMS.UFL.EDU](https://rooms.ufl.edu)

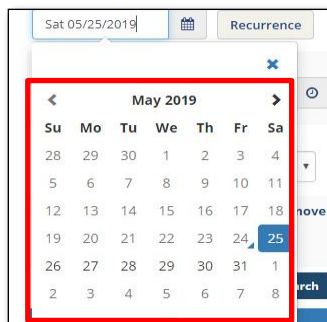
1. Click **Book Now** to access the Room Request template.



2. Set the date and time of your event. Click the **Calendar** button.



3. Select your **event's date**.



4. Click on **Start Time** or **End Time**.

The screenshot shows a 'Date & Time' configuration window. At the top, the date is 'Tue 07/09/2019' and there is a 'Recurrence' button. Below this, the 'Start Time' is '3:30 PM' and the 'End Time' is '4:30 PM'. Both time fields have up and down arrows next to them. A red box highlights these two time fields. Below the time fields, there is a dropdown menu for 'Create booking in this time zone' set to 'Eastern Time'. At the bottom, there is a 'Locations' section with '(all)' and an 'Add/Remove' button.

5. Set the start and end times using the **up and down arrows**.

The screenshot shows a time selection interface. The time is displayed as '03 : 30 PM'. The hour and minute fields have up and down arrows. Two red boxes highlight these arrows. Below the time selection, there are two buttons: '3:30 PM' and '4:30 PM', each with a circular refresh icon.

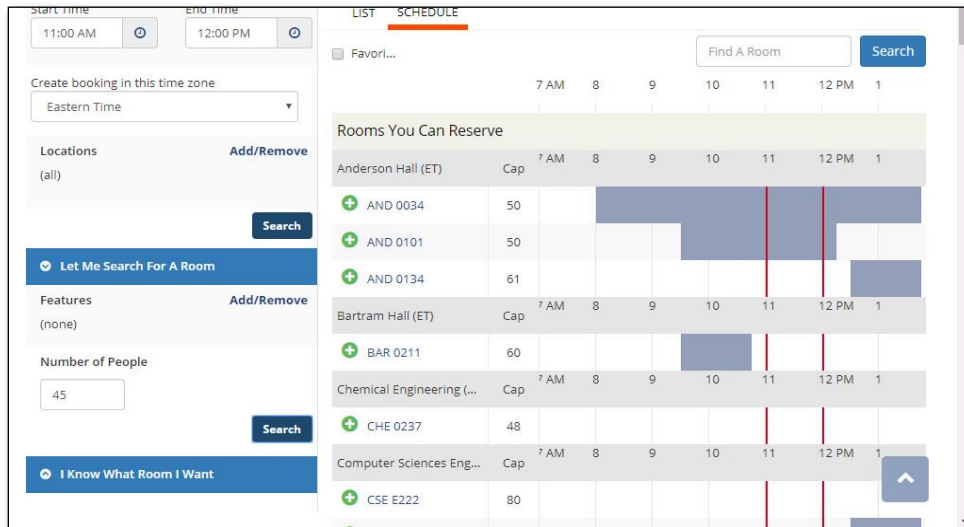
6. Scroll down and select the **Number of People** your desired room needs to hold.

The screenshot shows a search interface titled 'Let Me Search For A Room'. There are two radio buttons: 'Let Me Search For A Room' (selected) and 'I Know What Room I Want'. Below the radio buttons, there is a 'Features' section with '(none)' and an 'Add/Remove' button. The 'Number of People' field is a dropdown menu currently set to '0' and is highlighted with a red box. A 'Search' button is located at the bottom right.

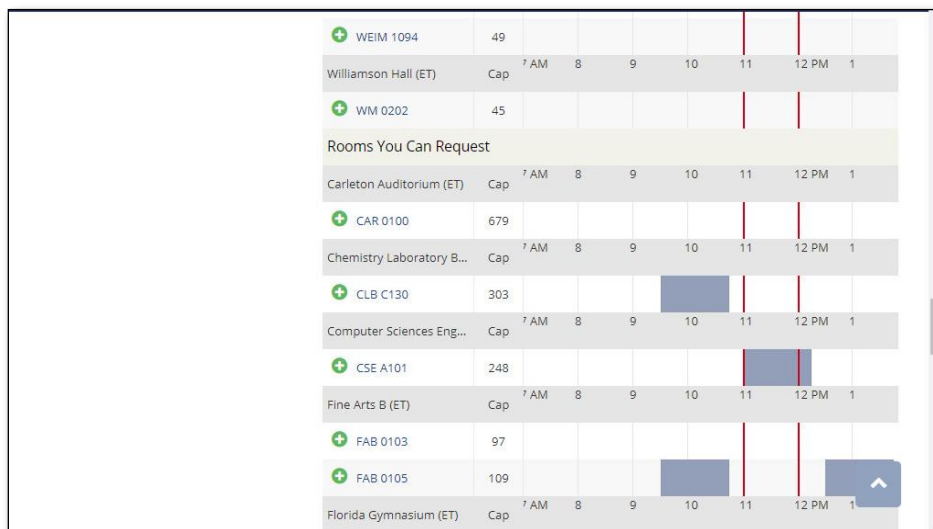
7. Click **Search**.

The screenshot shows a close-up of the 'Number of People' dropdown menu. The value is '45'. A red box highlights the 'Search' button to the right of the dropdown.

8. The rooms that are available featuring the selected criteria will appear. The top of the page will show **Rooms You Can Reserve**. If you select a room in this section, EMS will automatically reserve the room during your selected timeframe.



9. Scroll down, you will see a section called **Rooms You Can Request**. If you select a room in this section, the room will be requested, but not automatically reserved when you fill out the room request template. The Registrar's Office will be notified of your request and will email you with more information as to whether your room request has been granted.



Please Note: every step from here forward is the same whether you choose a **Room You Can Request** or a **Room You Can Reserve**.

10. The times that are greyed out indicate that the room is already reserved at that time. If it is white, it is available. When you find a room, click the + button. (For this guide, the chosen room is under **Rooms You Can Reserve**.)

ROOMS YOU CAN RESERVE		7 AM	8	9	10	11	12 PM	1
Anderson Hall (ET)	Cap							
+ AND 0034	50							
+ AND 0101	50							
+ AND 0134	61							
Bartram Hall (ET)	Cap							
+ BAR 0211	60							

11. You will be asked to confirm your attendance number. Click **Add Room** to confirm.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees

Add Room
Cancel

12. Anderson Hall 0134 has been added to the **Selected Rooms** section. You can add more than one room at a time, but doing so will reserve each room for your event. Only do this when necessary for your event. Click **Next Step** to continue.

Dept Event Request (OUR Rooms) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Tue Jul 9, 2019 Next Step

Date & Time

Date: Tue 07/09/2019 Recurrence

Start Time: 11:00 AM End Time: 12:00 PM

Create booking in this time zone: Eastern Time

Locations: (all) Add/Remove

Selected Rooms Attendance & Setup Type

Anderson Hall 0134

Room Search Results

LIST SCHEDULE

Favori...

Find A Room Search

Rooms You Can Reserve

Anderson Hall (ET)	Cap	7 AM	8	9	10	11	12 PM	1

13. Enter the **Event Name** and **Event Type**.

The screenshot shows a web interface for a 'Dept Event Request (OUR Rooms)'. It has two tabs: '1 Rooms' and '2 Reservation Details'. The 'Reservation Details' tab is active. Below the tabs is a 'Reservation Details' section, followed by an 'Event Details' section. In the 'Event Details' section, there are two fields: 'Event Name *' (a text input field) and 'Event Type *' (a dropdown menu). Both fields are highlighted with a red rectangular box. A 'Create Reservation' button is visible in the top right corner.

14. Scroll down and enter your information in the **Group Details** section. Please note: Group will be populated by any Academic Departments you are affiliated with. If you are affiliated with more than one, make sure to select the correct one for this event.

The screenshot shows the 'Group Details' section of the form. It contains several fields: 'Group *' (a dropdown menu with 'EM-OFFICE OF REGISTRAR' selected and a search icon), '1st Contact' (a dropdown menu with 'Alligator, Albert' selected and a search icon), '1st Contact Phone *' (a text input field), '1st Contact Fax' (a text input field), '1st Contact Email Address *' (a text input field), '2nd Contact' (a dropdown menu with '(none)' selected), '2nd Contact Phone' (a text input field), '2nd Contact Fax' (a text input field), and '2nd Contact Email Address' (a text input field). A red rectangular box highlights the 'Group *' field.

15. Scroll down and enter the event's Additional Information and click I have read and agree to the terms and conditions.

The screenshot shows the 'Additional Information' section. It contains a text input field with the placeholder text 'Please provide a brief description of your requested event *'. Below this is a dropdown menu with the text 'Will any individual who is not enrolled at the University of Florida who is also under the age of 18 be attending this event?' and the option 'Choose one'. At the bottom, there is a checkbox labeled 'I have read and agree to the terms and conditions'. The text input field and the checkbox are highlighted with red rectangular boxes.

16. Click **Create Reservation**. There is a Create Reservation button at the top and the bottom of the template. You can click on either.



17. The Reservation has been created. You will receive an email verifying your room reservation. As a reminder, if you chose to Request a room rather than reserve one, you will be sent a final confirmation email once the Office of the Registrar confirms your request.

