# 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 Facuty & Staff Template in UF Rooms.
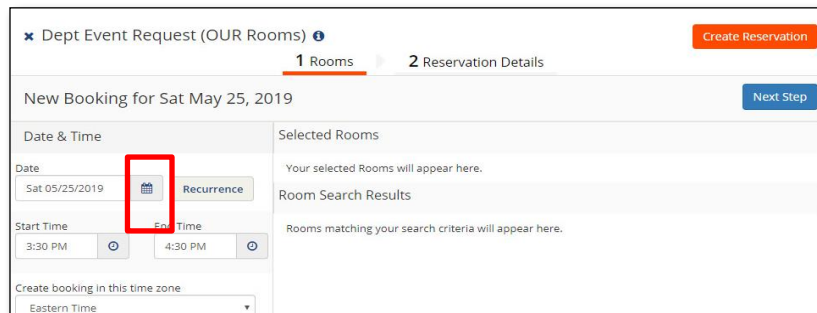
To complete this process, you will use the following navigation path in myUFL:

Search > Main Menu Event Scheduling
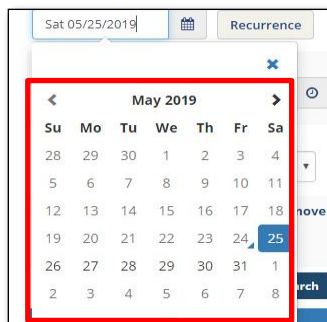
or ROOMS.UFL.EDU

1. Click **Book Now** to access the Room Request template.
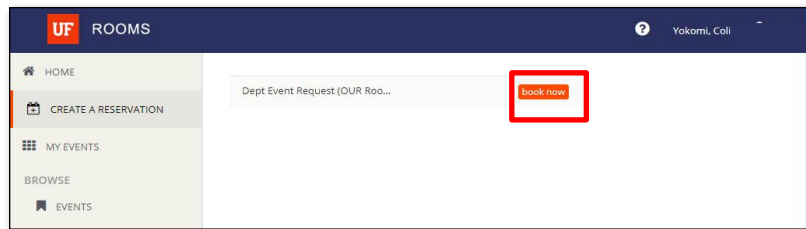
2. Set the date and time of your event. Click the **Calendar** button.

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

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

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

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

7. Click **Search**.

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.
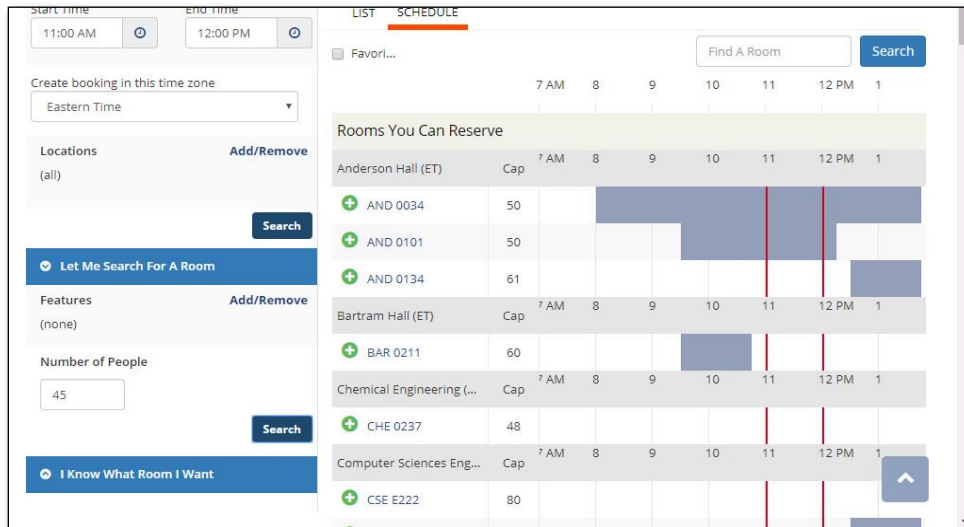
9. Scroll down, you will see a section called **Rooms You Can Request**. If you select a room in this section, the room will be requested, but not automatically reserved when you fill out the room request template. The Registrar's Office will be notified of your request and will email you with more information as to whether your room request has been granted.
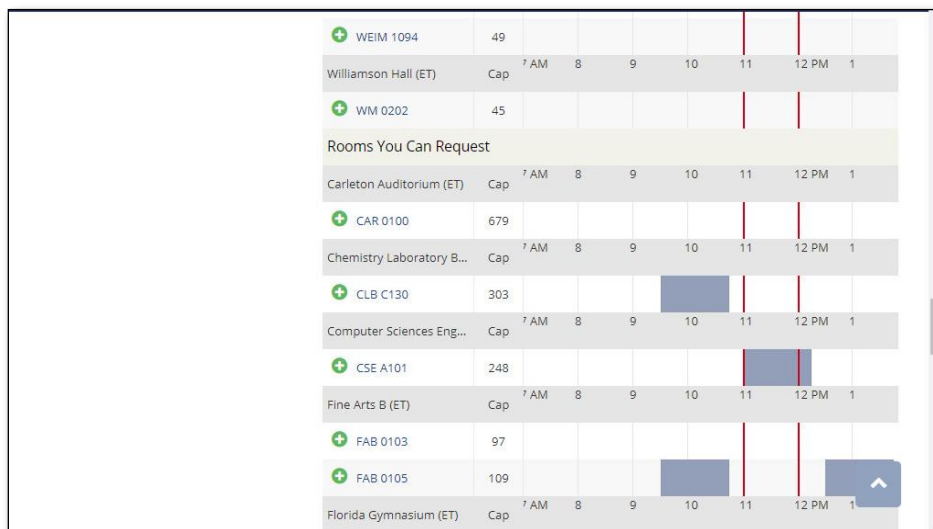
Please Note: every step from here forward is the same whether you choose a **Room You Can Request** or a **Room You Can Reserve**.

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**.)

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

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.

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

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.

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

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.