

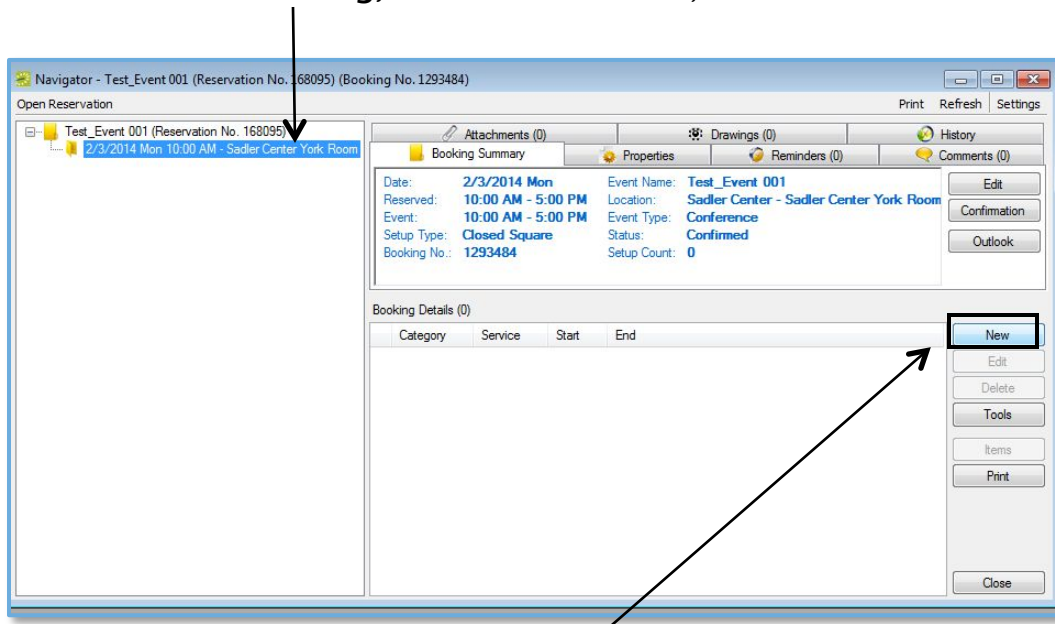
Posting an EMS Event Booking on a W&M Calendar

Your EMS bookings can now appear as events on the following W&M Calendars:

- Academics and Research
- Arts and Entertainment
- Group Calendar
- Service Events
- Sports and Recreation
- University Life

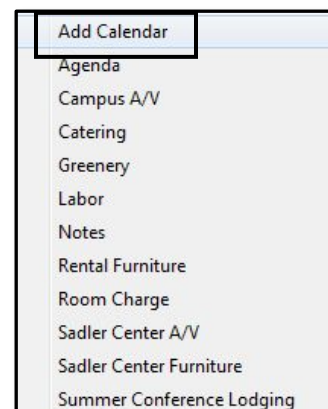
USING THE EMS CLIENT

- 1.) Create a reservation in the EMS client as you normally would.
- 2.) Open the reservation in Navigator.
- 3.) Be sure that the **booking**, not the reservation, is selected.



Click on **New**.

- 4.) Select **Add Calendar** from the list.



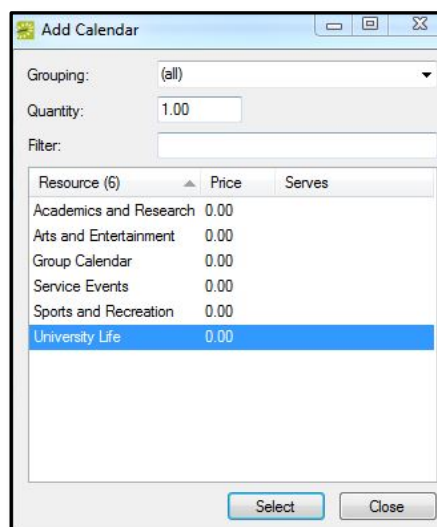
5.) To select one or more calendars:

- Click on a calendar then click **Select**.

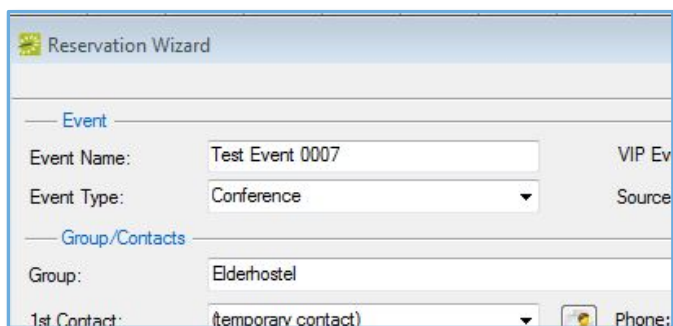
OR

- Double click on a calendar.

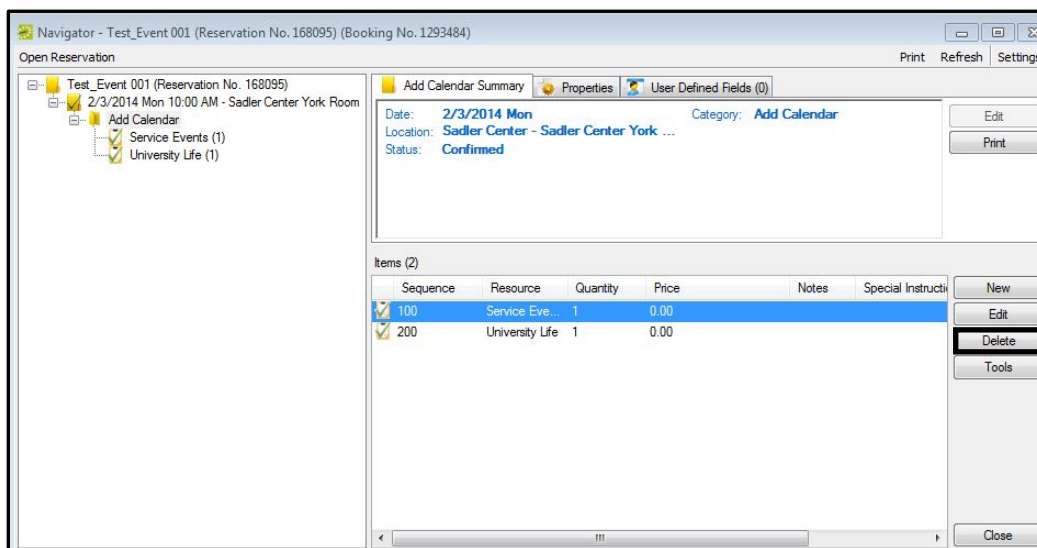
Click **Close** when you are finished.



NOTE: when you select **Group Calendar**, your event will appear on the calendar for the group you chose when you created the reservation. In the example to the left, the user has selected Elderhostel as the group. (A group is required before a reservation can be completed.) If Group Calendar is selected, the event will be added to the Elderhostel calendar.



6.) Once a calendar has been created, an **Add Calendar** folder will be added under the booking. The folder will contain all of the calendars you have chosen.



To add additional calendars:

- Select the **Add Calendar** folder.
- Repeat steps 3 - 5 in this handout.

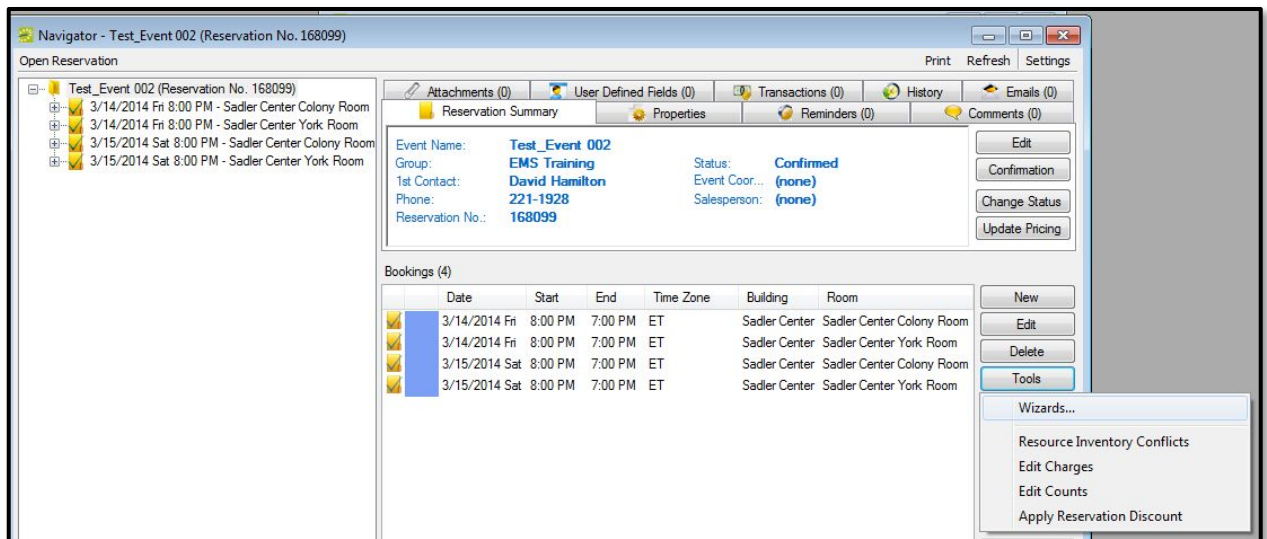
To remove a calendar:

- Select the **Add Calendar** folder.
- Select the calendar in the box on the lower right of the Navigator.
- Click **Delete**.

7.) A network process running every **10** minutes will detect any calendars you have added. If you are an administrator on one of the W&M calendars, your event is automatically approved and will show up immediately on the calendar. If you are not an administrator, your event will not appear until it has been approved.

8.) Other features:

- If your reservation has a status of **waitlist** or **tentative**, you can still add calendars. They will not be pushed over to be processed as a W&M calendar event until the reservation status changes to **confirmed**.
- Changes made to a booking (name, location, time, type of event, etc.) will be detected and appear automatically in the calendar.
- If a reservation has more than one booking, calendars can be added to bookings individually or you can use one of the Wizards to add calendars to all bookings:



a. On the upper left side of the Navigator box, select the reservation or any booking.

- b. On the lower right side of the Navigator box, click **Tools**, then select **Wizards**.
- c. Under the **Booking Details** section, select **Add Booking Details**, then click **Next**.

Booking Details

☐ Copy Booking Details Copy Booking Details to existing Bookings.

☒ Add Booking Details Add Booking Details to existing Bookings.

☐ Delete Booking Details Delete Booking Details from existing Bookings.

Booking Detail Items

☐ Add Items Add Booking Detail Items to existing Booking Details.

☐ Delete Items Delete Booking Detail Items from existing Booking Details.

Cancel Next >

- d. Select **Add Calendar**. Click **Next**.

Categories (11)

- Add Calendar
- Agenda
- Campus A/V
- Catering
- Greenery
- Labor
- Notes
- Rental Furniture
- Sadler Center A/V
- Sadler Center Furniture
- Summer Conference Lodging

- e. Select the calendar(s). Click **Next**.

Items (6)

- Academics and Research
- Arts and Entertainment
- Group Calendar
- Service Events
- Sports and Recreation
- University Life

Date	Weekday	Start	End	Building	Room	Event	Status	Service Ord
3/14/2014 Fri	Friday	8:00 PM	7:00 PM	Sadler Center	Sadler Center Colony Room	Test_Event 002	Confirmed	Yes
3/14/2014 Fri	Friday	8:00 PM	7:00 PM	Sadler Center	Sadler Center York Room	Test_Event 002	Confirmed	Yes
3/15/2014 Sat	Saturday	8:00 PM	7:00 PM	Sadler Center	Sadler Center Colony Room	Test_Event 002	Confirmed	Yes
3/15/2014 Sat	Saturday	8:00 PM	7:00 PM	Sadler Center	Sadler Center York Room	Test_Event 002	Confirmed	Yes

Hide Cancelled Bookings: ☐ Hide Old Bookings: ☒ Select All Unselect All

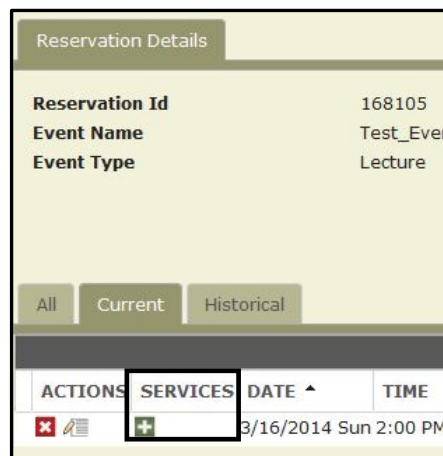
Cancel < Previous Finish

- f. Select one or more bookings to apply the calendar(s) to, then click **Finish**.

USING THE EMS WEB CLIENT

1.) Create a reservation in the EMS Web client as you normally would.

2.) The reservation summary will open. To add calendars, click the **plus (+)** sign under **Services**.



The image shows a 'Reservation Details' form. It has a tabbed interface with 'Reservation Details' selected. The form contains the following fields: 'Reservation Id' with value '168105', 'Event Name' with value 'Test_Eve', and 'Event Type' with value 'Lecture'. Below these fields are three tabs: 'All', 'Current', and 'Historical'. At the bottom, there is a table with four columns: 'ACTIONS', 'SERVICES', 'DATE ^', and 'TIME'. The 'SERVICES' column has a plus sign icon. The 'DATE ^' column shows '3/16/2014 Sun 2:00 PM'.

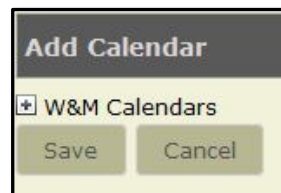
3. Click **Add Calendar**.



The image shows a form with two tabs: 'Available Services' and 'Existing Services'. Under 'Available Services', there are three links: 'Add Calendar', 'Catering', and 'Greenery'.

(NOTE: depending on the web template you're using, you may see other services listed as well.)

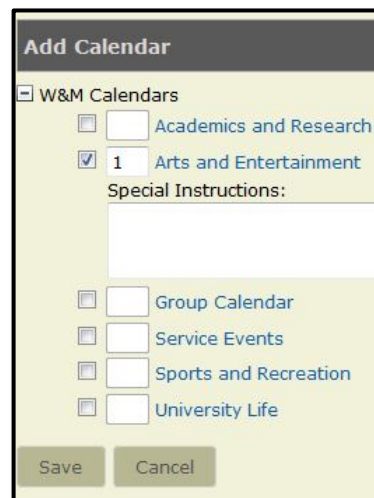
4.) Click the **plus (+)** sign next to **W&M Calendars**.



The image shows an 'Add Calendar' form. It has a plus sign icon next to 'W&M Calendars'. Below this are two buttons: 'Save' and 'Cancel'.

5.) Select one or more calendars, then click **Save**.

(NOTE: *Special Instructions* are not necessary for adding calendars)



The image shows an 'Add Calendar' form. It has a plus sign icon next to 'W&M Calendars'. Below this are several checkboxes: 'Academics and Research', 'Arts and Entertainment' (checked), 'Group Calendar', 'Service Events', 'Sports and Recreation', and 'University Life'. There is a 'Special Instructions' text area. At the bottom are two buttons: 'Save' and 'Cancel'.

6.) A summary of selected services will open:

The screenshot displays a web interface for managing services. On the left, a sidebar titled 'Available Services' lists 'Catering' and 'Greenery'. The main area is titled 'Existing Services' and features a dark header with a plus sign, a minus sign, and the text 'Add Calendar'. Below this is a table with columns: ACTIONS, QTY, ITEM, PRICE, NOTES, and SPECIAL INSTRUCTIONS. The table contains one row for 'Arts and Entertainment' with a quantity of 1. The 'ACTIONS' column for this row includes an edit icon and a red 'X' icon. At the bottom right, there is a small logo for 'ems'.

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
	1	Arts and Entertainment			

- To add another calendar, click the **plus (+)** sign to the left of **Add Calendar**.
- To remove all calendars, click the **X** to the left of **Add Calendar**.
- To remove a single calendar, click the **X** under **Actions**.