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.

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**.

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

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

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

4 – EMS to WMCalendars
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.

3.) Click Add Calendar.

   (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.

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

   (NOTE: Special Instructions are not necessary for adding calendars)
6.) A summary of selected services will open:

- 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**.