

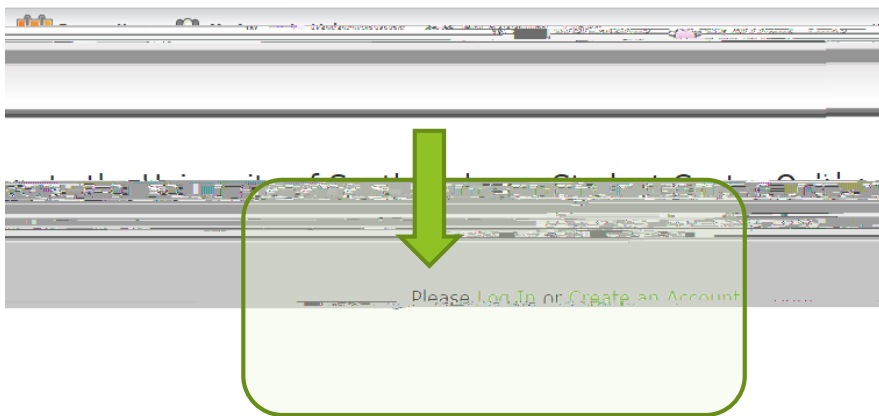
Online Reservation with EMS

University of South Alabama Student Center



Login & Room Request

If you don't have a login, you will need to create an account.



Click on Reservations & go to Room Request

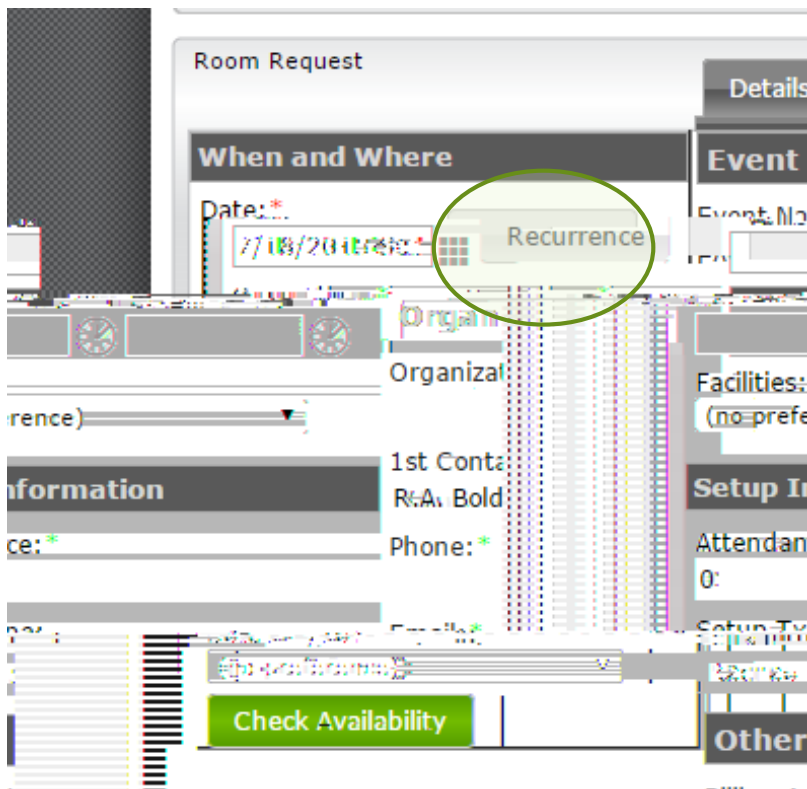




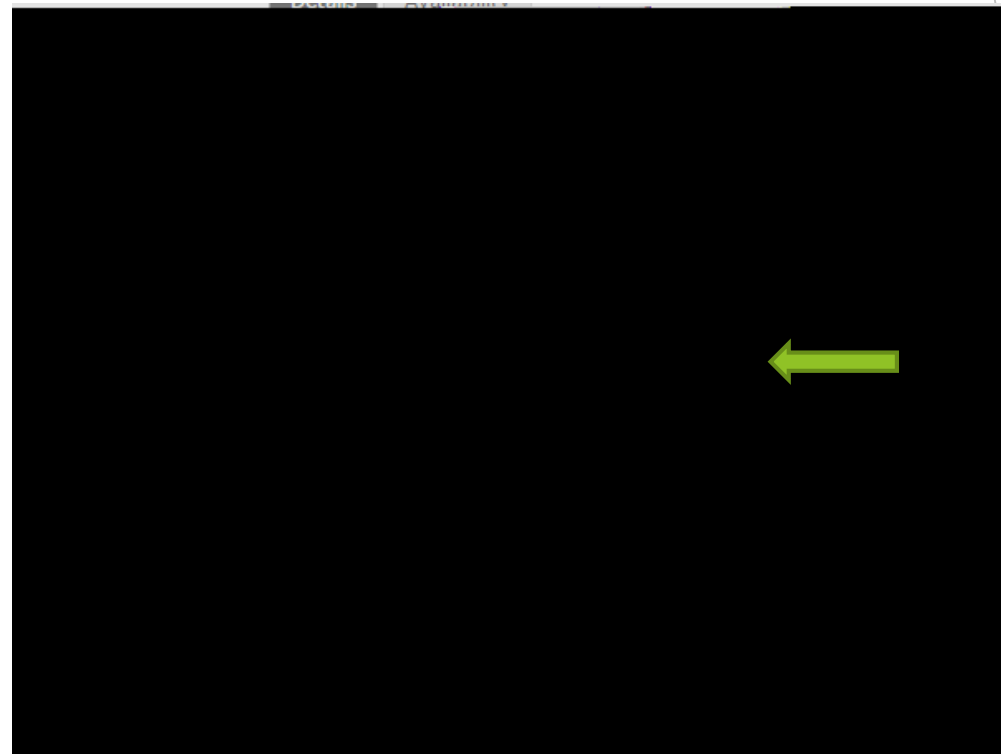
Recurrence

~~At a glance~~


If you want to book an event for the same time on different number of days, use 'Recurrence' button.

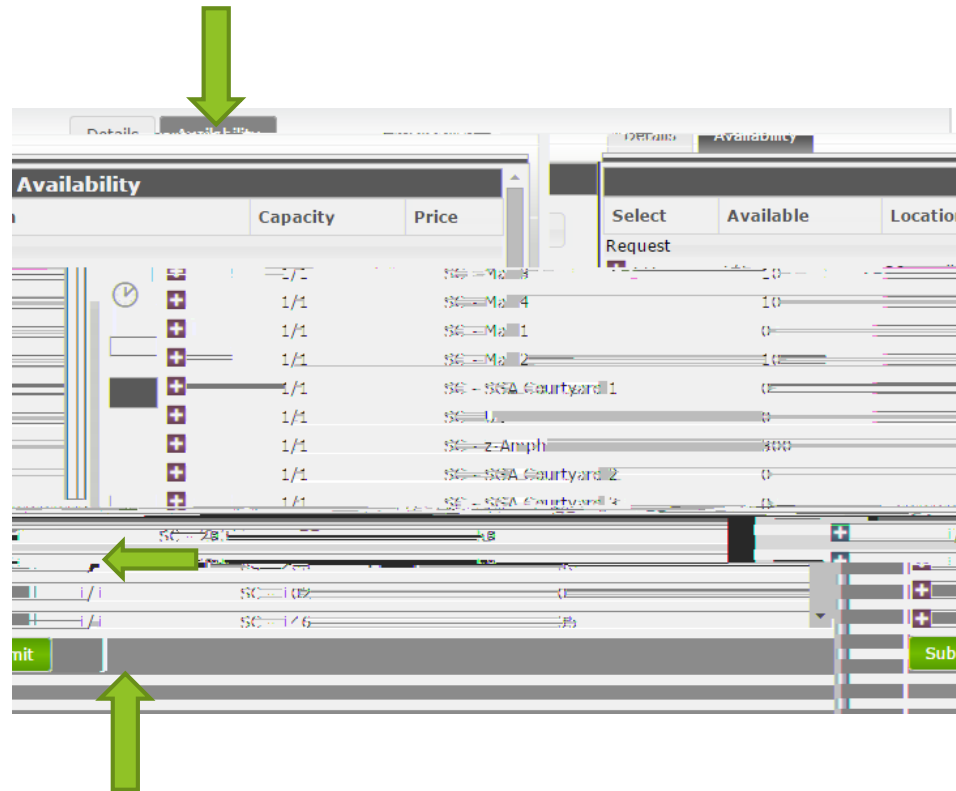


You can choose to do it weekly, monthly, or random dates.



Availability & Submit

1. Once you finish 'Event Details,' click on 'Check Availability' button.
2. Go to the 'Availability' tab.
3. This is the list of available rooms that meet your 'Attendance' and 'Setup Type' you entered.
4. Click the  to choose your room and then hit 'Submit' button.



Details	
Event Type	SCS Service Request
Request Date	Friday, July 29, 2016
Time	2:00 PM - 3:00 PM
Building	Student Center
Room	140
Organizational Unit	Student Center
1st Contact Name	SCS
1st Contact Phone	251-468-6677
1st Contact Fax	
1st Contact Email	scs@southalabama.edu
2nd Contact Name	SCS
2nd Contact Phone	
2nd Contact Fax	
2nd Contact Email	scs@southalabama.edu

Event Request Details Summary

After hitting submit, you will see the screen above. It will be a summary of what you requested. You can also 'Cancel Request' if something comes up. If you need to add/change anything, email scs@southalabama.edu.