HELLO AND WELCOME TO THE WALKTHROUGH FOR PROPER USE OF THE EVENT MANAGEMENT SYSTEM. BROUGHT TO YOU BY THE DEPARTMENT OF STUDENT CENTER OPERATIONS AN AUXILIARY SERVICES UNIT.

In this walkthrough you will learn how to:

• Log into the system.
• Schedule your event.
• Modify an event request.
• Cancel an event.
ONCE YOU RECEIVE YOUR LOG IN INFORMATION (IF YOU DO NOT HAVE THEM, EMAIL STUDENT_CENTER@PVAMU.EDU) YOU WILL HIGHLIGHT THE “MY ACCOUNT” TAB AND CLICK “LOG IN”
Next, you will type your username and password and click “Login”
Once logged in, you will need to highlight the “Reservations” tab and click on “Request a Room”.

Step 1  In order to gain access you must first email student_center@pvamu.edu with your first and last name, department/organization, email, phone number, and/or fax number (if you are a student organization please contact your advisor for event submissions, also, if you have already received your credentials you can skip Step 1).

Step 2 Once you receive your credentials, Log in 📡 My Account.

Step 3 If you are looking to make a reservation click on the Reservations 📅 tab. If you are looking to browse our facility please click on the Browse 📅 tab.
In the reservation window, you will first need to select your date or dates in which you will have your event.
Next, you will pick which location/building you will be within.
You will now type in the expected attendance number, select the setup type, and click “Find Space”.

We do NOT accept any event request less than 1 week in advance.

If you receive an error message or the system says no rooms are available, make sure you are requesting more than 1 week before your event (make sure your start time is more than 1 week away). If the room still doesn’t appear try a new set-up type. The system will only show rooms that are free.

Selecting your group

When making a reservation for the first time you will need to select your group on the event details page. If you do not see your group listed in the drop down menu click the magnifying glass to the right and select your group from there. Your group will then appear in the drop down menu.

Reserving of Audio Visual Equipment and Furniture

If you wish to reserve an item that you do not see listed, it is either already in use for that time frame or we do not have it.

If there are any other questions call the Student Center Operations Office at 936-261-1320
Your available options for a location for your event should show up in the “Availability” list (if it does not, this most likely means the location you want is no longer available). To select your space, click the green “+” button. This will move your selection to what you see above. Now click “Continue”.

<table>
<thead>
<tr>
<th>Date</th>
<th>HOLIDAYS</th>
<th>START</th>
<th>END</th>
<th>LOCATION</th>
<th>STATUS</th>
<th>SETUP COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/13/2015</td>
<td></td>
<td>11:00 AM</td>
<td>2:00 PM</td>
<td>MSC - 111-Auditorium</td>
<td>Request</td>
<td>200</td>
</tr>
</tbody>
</table>
Now, you must fill in ALL required fields (the ones marked with a red “*”). For some people, the contact information will automatically be populated (check to make sure this is correct).
Further down the details tab, you will begin to request all needed A/V equipment and furniture for your event. Lastly, click “Submit”

REMEMBER, ALL FOOD AND BEVERAGES SERVED IN AND ON OUR CAMPUS MUST GO THROUGH SODEXO DINING SERVICES @ 936-261-1770 or Trellis. Reese@sodexo.com
Once submission is complete, you will be taken to the “Reservation Details” screen. From here you can modify anything that you may have forgotten or even cancel at least 48 hours in advance of your event.
If ever you need to change or view an upcoming event request that has been submitted. Simply log back in and highlight the “Reservations” tab and then click “View My Requests” in the drop down menu.
Here a list of all your upcoming event requests will be displayed. You can go into each one and change anything at least 48 hours in advance. To do this, click on the blue “Name”.

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>GROUP</th>
<th>FIRST BOOKING</th>
<th>LAST BOOKING</th>
<th>STATUS</th>
<th>LOCATION</th>
<th>HAS SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>92</td>
<td>A Most Fun Occasion</td>
<td>Student Center Operations</td>
<td>7/13/2015 Mon</td>
<td>7/13/2015 Mon</td>
<td>Web Request</td>
<td>Willie A Tempton Memorial Student Center Opal Johnson Smith Auditorium</td>
<td>Yes</td>
</tr>
</tbody>
</table>
You will now be brought back to the “Reservation Details” screen that you saw earlier. If you wish to edit the booking from here, click on the “Edit Reservation” link.
Here you can make any additions and subtractions of your needs as long as it is at least 48 hours in advance. Anything after this time frame will need to be addressed with our office @ 936-261-1320.
CONGRATULATIONS!!!!

You have now come to the end of our EMS instructional slide show.

If you need any further assistance please contact our office at 936-261-1320 or by email @ student_center@pvamu.edu.