

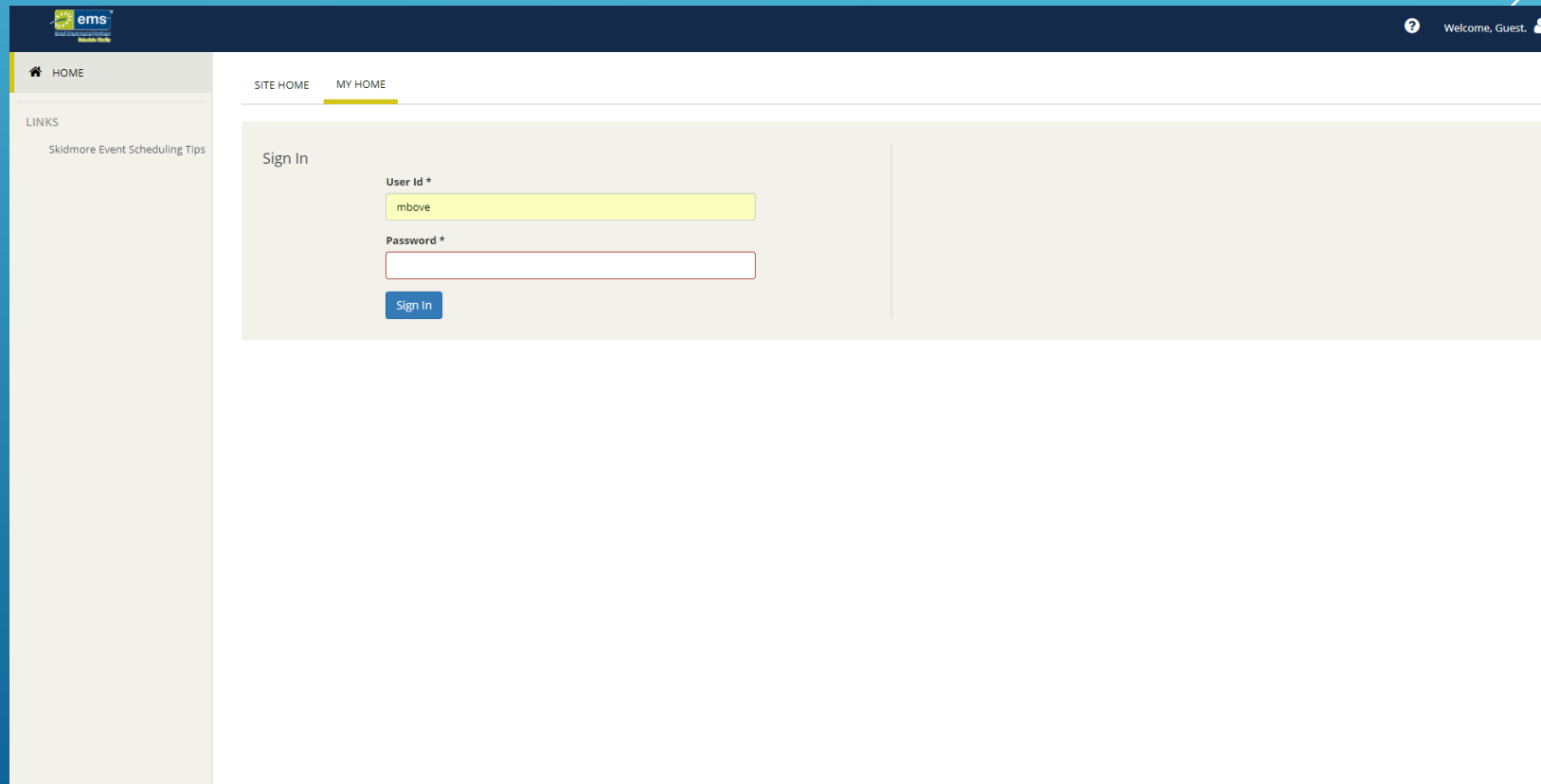
HOW TO ORDER MEAL TICKETS & LINEN USING EMS

Skidmore's online Event Management System

<https://calendar.skidmore.edu//EMSWebApp/>

Log into EMS

Log in using your Skidmore user name and password



The screenshot shows the EMS login interface. At the top left is the EMS logo. The top right corner displays a user profile icon and the text "Welcome, Guest.". Below the logo is a navigation bar with "HOME" and "MY HOME" (which is highlighted). A sidebar on the left contains a "LINKS" section with a link to "Skidmore Event Scheduling Tips". The main content area is titled "Sign In" and contains two input fields: "User Id *" with the value "mbove" and "Password *". A "Sign In" button is located below the password field.

ems

HOME MY HOME

LINKS
Skidmore Event Scheduling Tips

Sign In

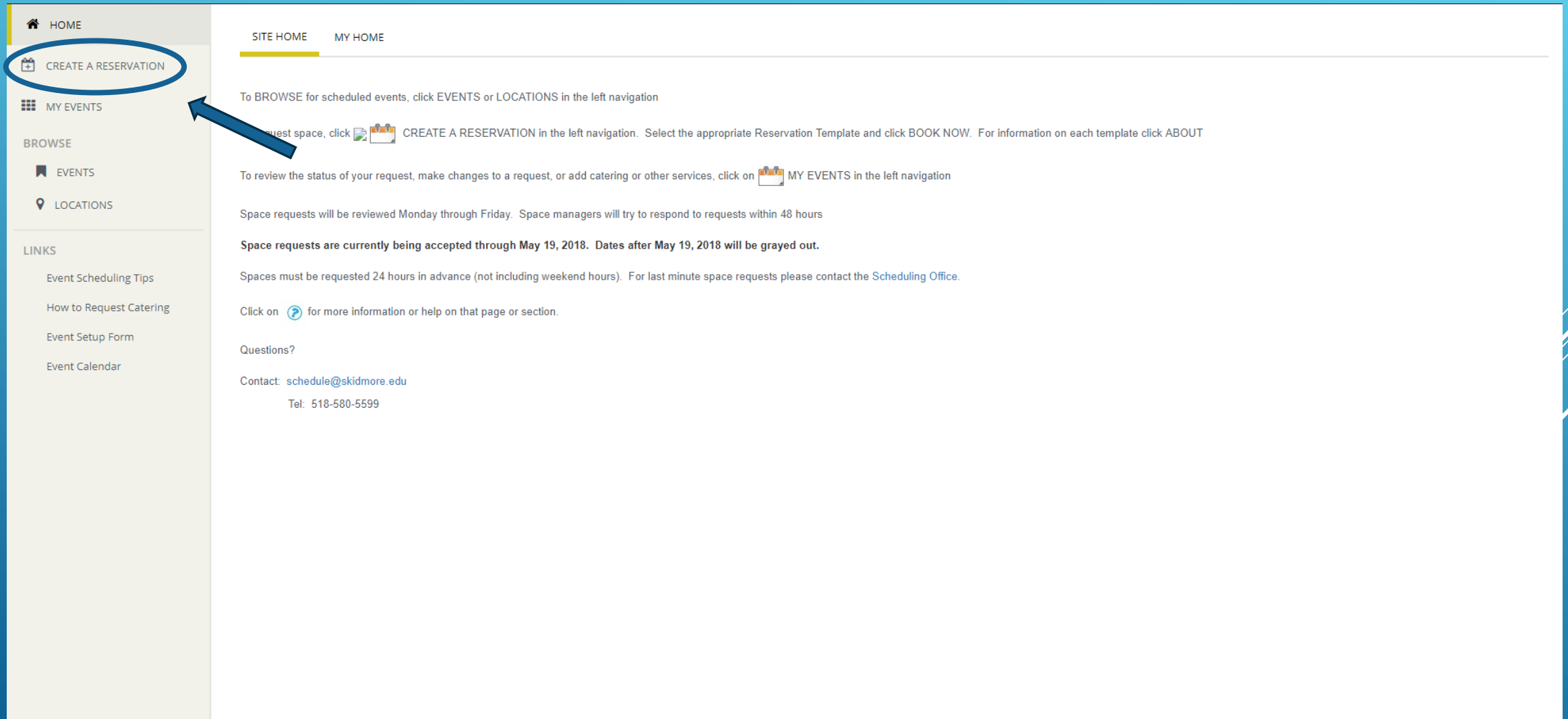
User Id *
mbove

Password *

Sign In

Welcome, Guest.

Click on “Create A Reservation” at your home screen



HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS


LOCATIONS


LINKS

- Event Scheduling Tips
- How to Request Catering
- Event Setup Form
- Event Calendar

SITE HOME MY HOME

To BROWSE for scheduled events, click EVENTS or LOCATIONS in the left navigation


To request space, click  CREATE A RESERVATION in the left navigation. Select the appropriate Reservation Template and click BOOK NOW. For information on each template click ABOUT

To review the status of your request, make changes to a request, or add catering or other services, click on  MY EVENTS in the left navigation

Space requests will be reviewed Monday through Friday. Space managers will try to respond to requests within 48 hours

Space requests are currently being accepted through May 19, 2018. Dates after May 19, 2018 will be grayed out.

Spaces must be requested 24 hours in advance (not including weekend hours). For last minute space requests please contact the Scheduling Office.

Click on  for more information or help on that page or section.

Questions?

Contact: schedule@skidmore.edu
Tel: 518-580-5599

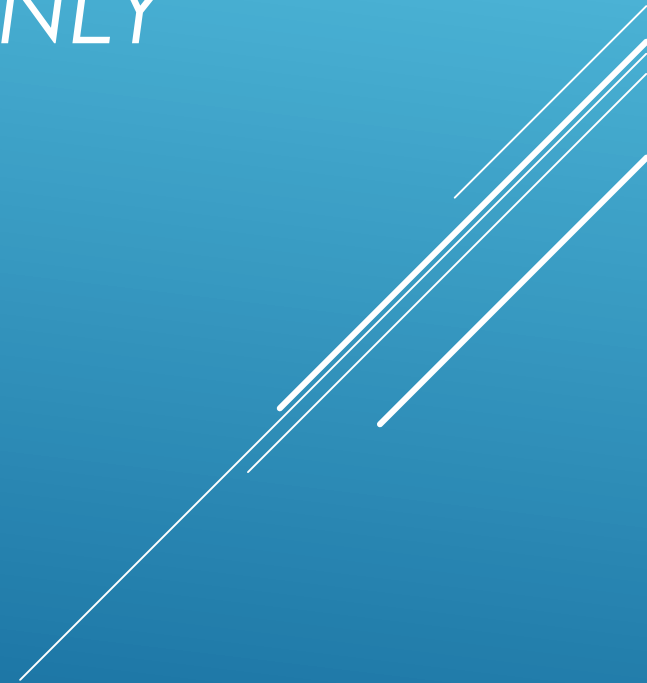
Click “Book Now” for the Dining Hall Meal Tickets & Table Linen Only template

The screenshot shows the 'Room Request' interface. The top navigation bar includes the 'ems' logo, the page title 'Room Request', and the user's name 'Megan Bove'. The left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS), and LINKS (Skidmore Event Scheduling Tips, Submitting a Catering Service R..., Service Only Request, Link to Facilities (Event Setup R...)).

The main content area, 'My Reservation Templates', lists the following options with 'book now' and 'about' buttons:

Reservation Template	book now	about
Catering Only	book now	about
Space Request	book now	about
College Owned Vehicle Request Form	book now	about
Dining Hall	book now	about
Dining Hall Meal Tickets & Table Linen Only	book now	about
Tang	book now	about
Tables & Poster Spaces	book now	about
Library Group Study Room	book now	about

HOW TO ORDER MEAL TICKETS *ONLY*



x Dining Hall Meal Tickets & Table Linen Only

1 Service Availability

New Booking for Mon Jan 29, 2018

Date & Time

Date

Mon 01/29/2018



Start Time

12:00 PM



End Time

1:01 PM



Create booking in this time zone

Eastern Time

Location Details

Buildings

Must Pick Up/Return to DHall - Enter OK

Location *

Dining Hall Meal Tickets

Must be submitted at least 24 hour(s) prior to the start of the booking

Available to the following Building

Linen

Must be submitted by 4:30 PM at least 5 day(s) prior to the start of the booking

Available to the following Building

-Enter the **expected** date and time meal tickets or linen will be used (or when the tickets or linen are needed by)

*Linen requests must be 72 hours in advanced

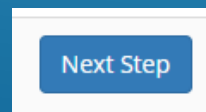
*Meal ticket request must be 24 hour in advanced

Location Details

- "Buildings" this will default to "Must Pick Up/Return to DHall"

- In the "Location" text box, enter PICK UP or alternative arrangements if needed

Then Click



Answer YES or NO if tickets will be used for a group of 30 or more. This will allow Dining Services to adjust meal preparation.

Next, select the MEAL you are requesting tickets for



SKIDMORE COLLEGE Room Request

× Dining Hall Meal Tickets & Table Linen Only ⓘ

1 Service Availability ▶ 2 Service

Services For Your Reservation

Dining Hall Meal Tickets

Will these tickets be used by a group of 30 or more during a single meal period? *

Choose one

Choose one

No

Yes

Breakfast	Brunch (weekends only)
Lunch	Dinner

Lunch (serves 1) - \$9.50

- 1 +

Special Instructions

OK Cancel

3

Enter how many meal tickets you need as well as any special instructions. Press "OK"

*Note: this will always default to "1"

Services For Your Reservation

Next Step

Dining Hall Meal Tickets

Will these tickets be used by a group of 30 or more during a single meal period? *

No

Can be used any time during specified meal period

Breakfast	Brunch (weekends only)
Lunch	Dinner

Linen

Additional Information for Dining Services

Tablecloths (Note: rental fee is per day)

Disposable: 8-ft Banquet Table	Linen: 4-ft Round Table
Linen: 8-ft Banquet Table	Overlay: 61" linen

Skirting (Note: rental fee is per day)

Skirting for 8-ft Banquet Table	Skirting for Serpentine Table
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Billing Information

SCIP Account Number

766

Services Summary

Dining Hall Meal Tickets

20	Lunch	\$9.50
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Your selected tickets will now show here

Enter your SCIP Account Number and press next step



SKIDMORE
Room Request

Megan Bove

Dining Hall Meal Tickets & Table Linen Only

Create Reservation

1 Service Availability 2 Services 3 Reservation Details

Reservation Details

Event Details

Event Name *
Special Programs Lunch Tickets

Event Type *
Lunch

Group Details

Group *
Special Programs

1st Contact
Megan Bove

1st Contact Phone *
518-580-5599

1st Contact Email Address *
mbove@skidmore.edu

2nd Contact
(none)

2nd Contact Phone

2nd Contact Email Address

1st Contact Fax
518-580-5548

2nd Contact Fax

Create Reservation



1

Type in the purpose of your meal tickets and fill out "Group Details"

2



Then "Create Reservation"

HOW TO ORDER LINEN *ONLY*

*REPEAT SLIDES 2-6



x Dining Hall Meal Tickets & Table Linen Only

1 Service Availability

New Booking for Mon Jan 29, 2018

Date & Time

Date

Mon 01/29/2018

Start Time

12:00 PM

End Time

1:01 PM

Create booking in this time zone

Eastern Time

Location Details

Buildings

Must Pick Up/Return to DHall - Enter OK

Location *

Dining Hall Meal Tickets

Must be submitted at least 24 hour(s) prior to the start of the booking

Available to the following Building

Linen

Must be submitted by 4:30 PM at least 5 day(s) prior to the start of the booking

Available to the following Building

-Enter the **expected** date and time meal tickets or linen will be used (or when the tickets or linen are needed by)

*Linen requests must be 72 hours in advanced

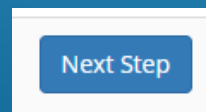
*Meal ticket request must be 24 hour in advanced

Location Details

- "Buildings" this will default to "Must Pick Up/Return to DHall"

- In the "Location" text box, enter PICK UP or alternative arrangements if needed

Then Click



SKIDMORE Room Request

✕ Dining Hall Meal Tickets & Table Linen Only ⓘ

1 Service Availability ▶ 2 Ser

Services For Your Reservation

Dining Hall Meal Tickets

Will these tickets be used by a group of 30 or more during a single meal period? *

No ▼

Can be used any time during specified meal period ▼

Breakfast	Brunch (weekends only)
Lunch	Dinner

Linen

Additional Information for Dining Services

Tablecloths (Note: rental fee is per day) ▼ **1**

Disposable: 8-ft Banquet Table	Linen: 4-ft Round Table
Linen: 8-ft Banquet Table	Overlay: 61" linen

Skirting (Note: rental fee is per day) ▼

Skirting for 8-ft Banquet Table	Skirting for Serpentine Table
---------------------------------	-------------------------------

Billing Information

SCIP Account Number

766 🔍

1. Select the linens you would like to order
2. Adjust the quantity of the linen you would like. Enter any special instructions here

Please note that is the LINEN category does not show up, your date violates the booking rules

Linen: 8-ft Banquet Table - \$6.50 ✕

- 1 + **2**

Special Instructions

OK Cancel

Services For Your Reservation

Next Step

Dining Hall Meal Tickets

Will these tickets be used by a group of 30 or more during a single meal period? *

No

Can be used any time during specified meal period

Breakfast	Brunch (weekends only)
Lunch	Dinner

Linen

Additional Information for Dining Services

Tablecloths (Note: rental fee is per day)

Disposable: 8-ft Banquet Table	Linen: 4-ft Round Table
Linen: 8-ft Banquet Table	Overlay: 61" linen

Skirting (Note: rental fee is per day)

Skirting for 8-ft Banquet Table	Skirting for Serpentine Table
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Billing Information

SCIP Account Number

766

Services Summary

Linen

4 Linen: 8-ft Banquet Table \$6.50

Your selected linens will now show here

Enter your SCIP Account Number and press "Next Step"



Reservation Details

Event Details

Event Name *

Linens for Special Programs Lunch

Event Type *

Lunch

Group Details

Group *

Special Programs

Q

1st Contact

Megan Bove

1st Contact Phone *

518-580-5599

1st Contact Fax

518-580-5548

1st Contact Email Address *

mbove@skidmore.edu

2nd Contact

(none)

2nd Contact Phone

2nd Contact Fax

2nd Contact Email Address

2



1

Type in the purpose of your
linens and fill out “Group
Details”

Then “Create Reservation”





QUESTIONS?



PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU

