EMS Room Reservations

Main page: <mark>rooms.ucmerced.edu</mark>

- Click the table graphic under **EMS Room Reservation System**.
- Login using your my.ucmerced.edu portal information.
- Click on "book now" for "Grad Student Meeting Rooms" (or "Faculty/Staff Meeting Rooms" if booking on behalf of faculty).
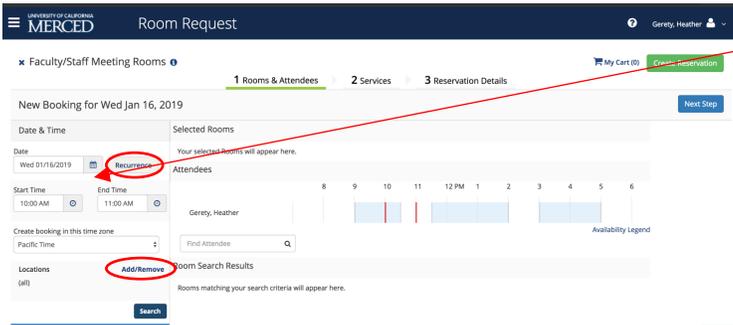
- Edit date, time, etc.
- For a recurring appointment, click on "Recurrence" (choose an end date).
- Under "Date & Time," click on "Add/Remove" under "Locations" to choose a building.

- Choose available room. (Click "+" sign next to room number.)
- Click through to "3. Reservation Details."
- Please note: **Rooms You Can Reserve** will allow you to instantly book the room. **Rooms You Can Request** requires approval (please wait on official confirmation email before booking other services, such as catering).
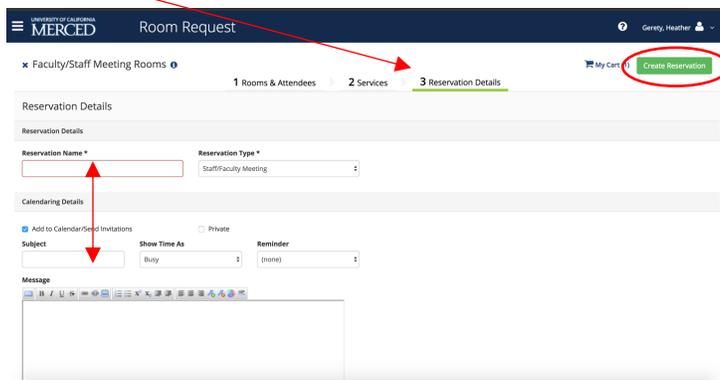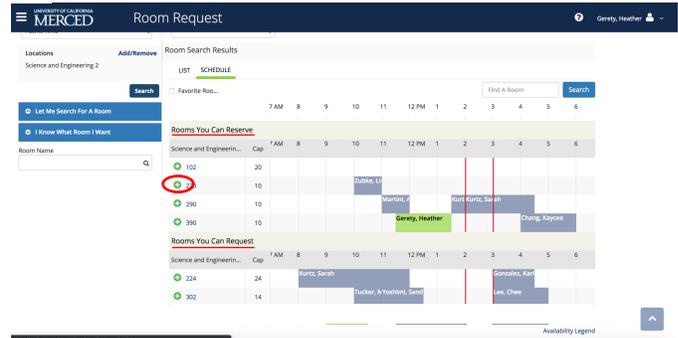
- Edit reservation name (note: whatever is entered in "Reservation Name" will auto-populate in "Subject").
- After either choosing the room or completing the reservation, you may "add attendees."
- Click "Create Reservation" and you're done! ☺

For further information, please contact the SoE front desk at 209-228-4411.