## **EMS Room Reservations**

## Main page: rooms.ucmerced.edu

- 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).

	m Request	😗 Gerety, Heather 🚢 🗸
* Faculty/Staff Meeting Rooms	1 Rooms & Attendees     2 Services     3 Reservation Details	My Cart (0) Create Reservation
New Booking for Wed Jan 16, 2	019	Next Step
Date & Time	Selected Rooms	
Date Wed 01/16/2019	Your selected <del>Rooms</del> will appear here. Attendees	
Start Time End Time 10:00 AM O 11:00 AM O	8 9 10 11 12 PM 1 2 3 4 Gerety Heather	5 6
Create booking in this time zone Pacific Time \$	Find Attendee Q	Availability Legend
Locations Add/Remove	Soom Search Results	
(ell) Search	Rooms matching your search criteria will appear here.	

• 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

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Locations	Add/Remove	Room Search Results													
Science and Engineering 2		LIST SCHEDULE													
	Search	Favorite Roo										Find A P	loom		Search
Let Me Search For A Room				7 AM	8	9	10	11	12 PM	1	2	3	4	5	6
I Know What Room I Want		Rooms You Can Rese	inve												
loom Name		Science and Engineerin	Cap	' AM	8	9	10	11	12 PM	1	2	3	4	5	6
	۹	O 102	20												
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		O 224	24		Kurtz,							Gonza	alez, Karl		
		O 302	14				Tucker	, NYoshin	il, Sand			Lee, C	hee		
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wait on official confirmation email before booking other services, such as catering).

	Room Request	🕜 Gerety, Heather 🚢 🗸
× Faculty/Staff Meeting	Rooms 0 1 Rooms & Attendees 2 Services 3 Reservation Details	My Cert () Create Reservation
Reservation Details		
Reservation Details		
Reservation Name *	Reservation type * Statifizantly Meeting *	
Add to Calendar/Send Invitations	Private	
Subject	Show Time As         Reminder           Busy         0         (none)         0	
	****	

- 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! <sup>(C)</sup>