EMS Quick User Guide

To access the website, go to: Campus Recreation Homepage ➔ Click on Facilities & Reservations ➔ Click on General Information ➔ Click on Browse for Space
Direct Link: [http://130.212.56.150/CampusRec/Login.aspx](http://130.212.56.150/CampusRec/Login.aspx)

**Step 1:**

Create an account. If you already have an account, your email address is your User ID. Enter your personalized password.

Access will not be granted immediately. You will receive an email, notifying you that your account has been approved. Once you receive a Registration Confirmation email, you can log in and request available gymnasium & outdoor space.
Step 2:
Click on the Reservations tab, located at the top of the page.

Step 3:
Select the type of request you are submitting.
Step 4:

Enter the Date of the event.

Step 5:

Enter the Start Time and End Time of the event. Remember to include the time needed for set-up and breakdown within the start and end times.
**Step 6:**
Select the Facility you are requesting.

**Step 7:**
Click Find Space.
Step 8:

To select the facility you wish to request, click on the green box with the plus symbol.

Step 9:

After selecting the facility, click Continue.
Step 10:
Enter in the Event Details.

Step 11:
Enter in the Group Details.

Step 12:
Enter in Other Information.

Step 13:
Click Submit Reservation.
Step 14:

A summary of your request will generate, showing that you have successfully submitted your request.

Checking the Status of a Request:

To view requests you have submitted, and to check the status of a request; click on Reservations, then select View My Requests.
Error Messages

**Error:** Request would create a conflict with another booking. (This means you are requesting space that is already reserved by another group).

**Error:** Bookings not allowed to begin in the past. (This means you are trying to request space for a date that has already pasted).
**Error:** Request violates building hours. (This means you are requesting a time that is outside of the normal operating building hours).

**Error:** First available booking date violation. (This means the date you have selected is not 14 days prior to your event date. All requests must be submitted 14 days prior to the event date).