

Event Scheduling Directions

The following slides provides directions on how to request space on campus.
If you have further questions, please contact Auxiliary Services at 719-549-2149.

Thank you.

Event Scheduling Directions

- 1) Please click on the link on the Event Scheduling website page or go to the website:
<https://ems.csupueblo.edu>

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Event Scheduling

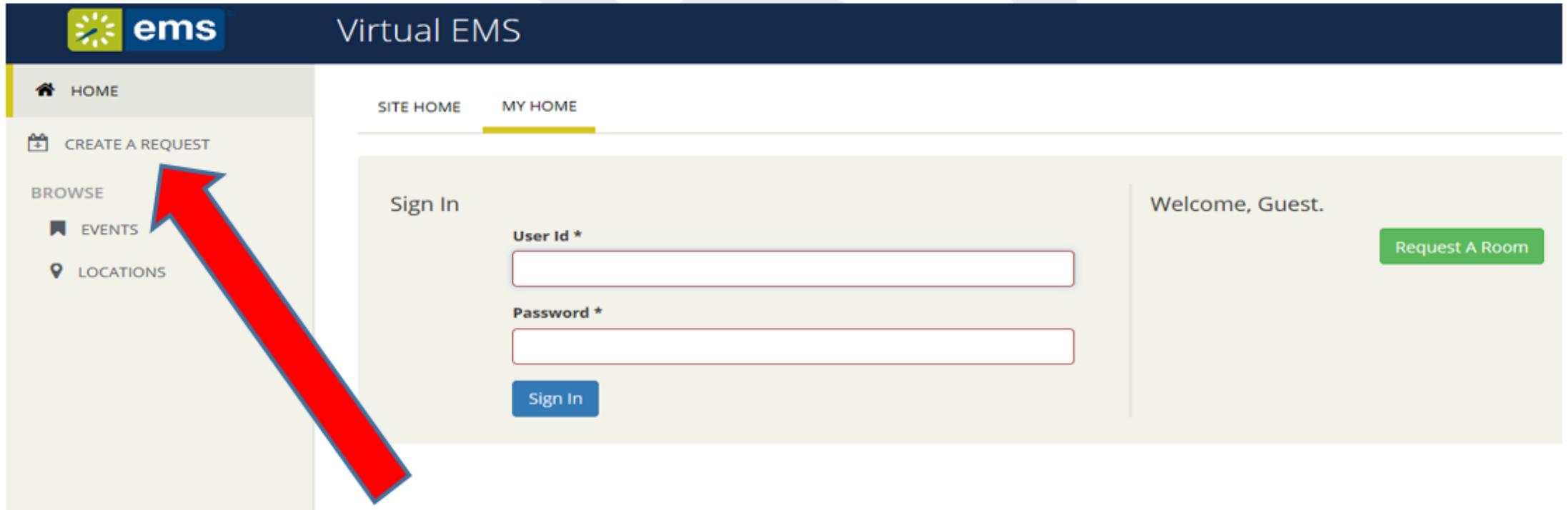
Welcome to Event Scheduling at Colorado State University - Pueblo. We facilitate space reservations and manage the Event Management Software (EMS). Colorado State University - Pueblo hosts events for many different student, faculty, staff and external clients. There are many event held on campus that include meetings, guest speakers, concerts, weddings, quinceaneras and conferences. Space is limited so please click the link below to schedule your event.

SCHEDULE AN EVENT

Pride of the Pack Event

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2) – Select CREATE A REQUEST in the upper left hand corner.



The screenshot displays the Virtual EMS website interface. At the top left, there is a logo for 'ems' and the text 'Virtual EMS'. Below the logo, a navigation menu is visible with the following items: 'HOME', 'CREATE A REQUEST', 'BROWSE', 'EVENTS', and 'LOCATIONS'. A large red arrow points to the 'CREATE A REQUEST' button. The main content area is divided into two sections: 'Sign In' and 'Welcome, Guest.'. The 'Sign In' section contains two input fields labeled 'User Id *' and 'Password *', and a 'Sign In' button. The 'Welcome, Guest.' section contains a 'Request A Room' button.

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3) – Fill in the date and time of the event.

The screenshot displays the 'Request Form' interface for a 'Room Request'. The header includes the EMS logo and the title 'Request Form'. Below the header, the form is titled 'Room Request' and 'New Booking for Fri Oct 13, 2017'. The 'Date & Time' section contains a date field set to 'Fri 10/13/2017', a calendar icon, and a 'Recurrence' button. Below this, there are 'Start Time' and 'End Time' fields, both set to '8:00 AM' and '9:00 AM' respectively, with dropdown arrows. A red arrow points to the 'End Time' field. Below the time fields is a blue button labeled 'Let Me Search For A Room' with a search icon. Underneath, there is a 'Locations' section with '(no preference)' and an 'Add/Remove' link. A 'Search' button is located at the bottom of this section. At the very bottom, there is a blue button labeled 'I Know What Room I Want'.

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4) – To search for a room, select which building location you would like your event to occur in by selecting the Add/Remove link. Then add the building to your search and select the search icon.

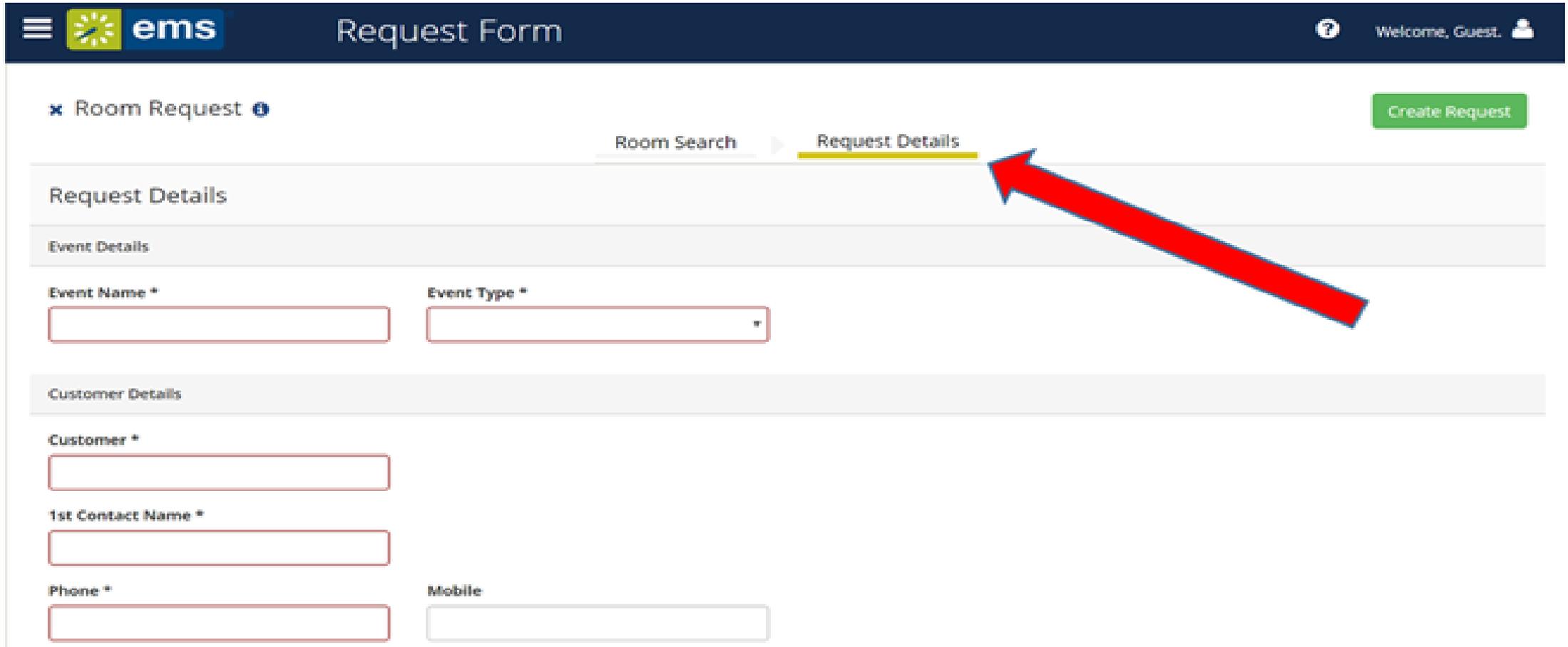
The screenshot shows the 'Request Form' interface for a 'Room Request'. The page title is 'Request Form' and the sub-header is 'Room Request'. The main heading is 'New Booking for Fri Oct 13, 2017'. Under 'Date & Time', the date is 'Fri 10/13/2017' and the start/end times are '8:00 AM' to '9:00 AM'. The 'Selected Rooms' section is empty. The 'Let Me Search For A Room' option is selected, and a red arrow points to the search icon. Below it, the 'Locations' section shows '(no preference)' and an 'Add/Remove' link. A 'Search' button is also visible.

OR If you know which room you want select the building, room name and select the search icon.

The screenshot shows the 'Request Form' interface for a 'Room Request'. The page title is 'Request Form' and the sub-header is 'Room Request'. The main heading is 'New Booking for Fri Oct 13, 2017'. Under 'Date & Time', the date is 'Fri 10/13/2017' and the start/end times are '8:00 AM' to '9:00 AM'. The 'Selected Rooms' section is empty. The 'I Know What Room I Want' option is selected. Below it, the 'Buildings' section shows '(no preference)' and a dropdown arrow. The 'Room Name' section has an empty text box and a search icon. A red arrow points to the search icon.

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5) – Select Request Details at the top of the page.

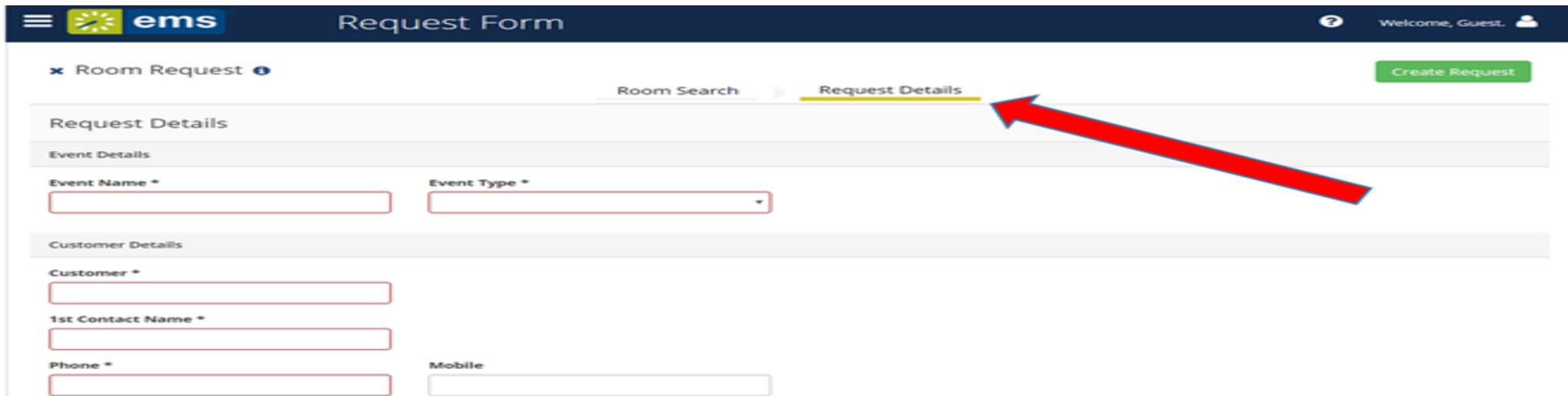


The screenshot displays the EMS Request Form interface. At the top, there is a dark blue header with the EMS logo on the left, the text "Request Form" in the center, and a user profile icon with the text "Welcome, Guest." on the right. Below the header, the main content area is titled "Room Request" with a close icon and an information icon. A green "Create Request" button is located in the top right corner. The interface features two tabs: "Room Search" and "Request Details", with the latter being highlighted in yellow and indicated by a red arrow. The "Request Details" section is divided into three sub-sections: "Event Details", "Customer Details", and "Event Details". The "Event Details" section contains two input fields: "Event Name *" and "Event Type *". The "Customer Details" section contains three input fields: "Customer *", "1st Contact Name *", and "Phone *". The "Event Details" section contains one input field: "Mobile".

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6) – Enter the required information in the appropriate field.

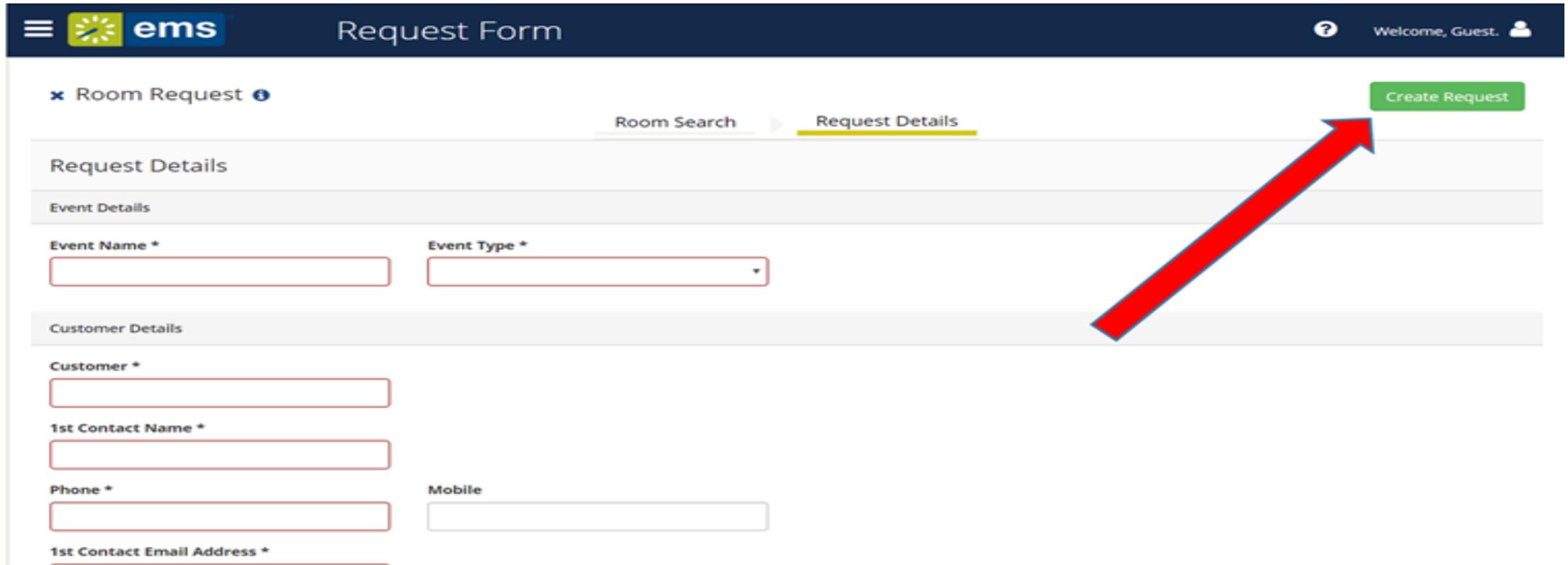
- a) Event name
- b) Event type
- c) Customer (group or individual name)
- d) 1st contact name – person CSU-Pueblo will contact
- e) Phone number for contact person
- f) 1st contact email address
- g) Detailed description of the event
- h) Do you need catering at your event?
- i) Have you contacted the catering office?
- j) Room set-up information / equipment needed / special services
- k) Does the event require extended hours? (before 8:00 a.m. or after 5:00 p.m.)
- l) If applicable, CSU-Pueblo account number
- m) Estimated number of event participants
- n) Person completing this request / contact information
- o) Terms and conditions



The screenshot displays the 'Request Form' interface for EMS. The top navigation bar includes the EMS logo, the title 'Request Form', and a user greeting 'Welcome, Guest'. Below the navigation bar, there are two tabs: 'Room Search' and 'Request Details', with a red arrow pointing to the 'Request Details' tab. A green 'Create Request' button is located in the top right corner. The 'Request Details' section is divided into two main areas: 'Event Details' and 'Customer Details'. The 'Event Details' section contains two fields: 'Event Name *' (a text input field) and 'Event Type *' (a dropdown menu). The 'Customer Details' section contains four fields: 'Customer *' (a text input field), '1st Contact Name *' (a text input field), 'Phone *' (a text input field), and 'Mobile' (a text input field).

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8) – Submit the request by selecting the “Create Request” button.



The screenshot displays the EMS Request Form interface. At the top, there is a dark blue header with the EMS logo on the left, the text "Request Form" in the center, and a user profile icon with the text "Welcome, Guest." on the right. Below the header, the page title "Room Request" is visible with an information icon. The main content area is divided into two tabs: "Room Search" and "Request Details", with "Request Details" being the active tab. A green "Create Request" button is located in the top right corner of the form area. A large red arrow points from the bottom right towards this button. The form contains several input fields: "Event Name *" (text input), "Event Type *" (dropdown menu), "Customer *" (text input), "1st Contact Name *" (text input), "Phone *" (text input), "Mobile" (text input), and "1st Contact Email Address *" (text input).

The request is then sent to the Auxiliary Services for review. We will contact the requestor with a decision confirming, denying the request or the need for additional information with-in one business day.