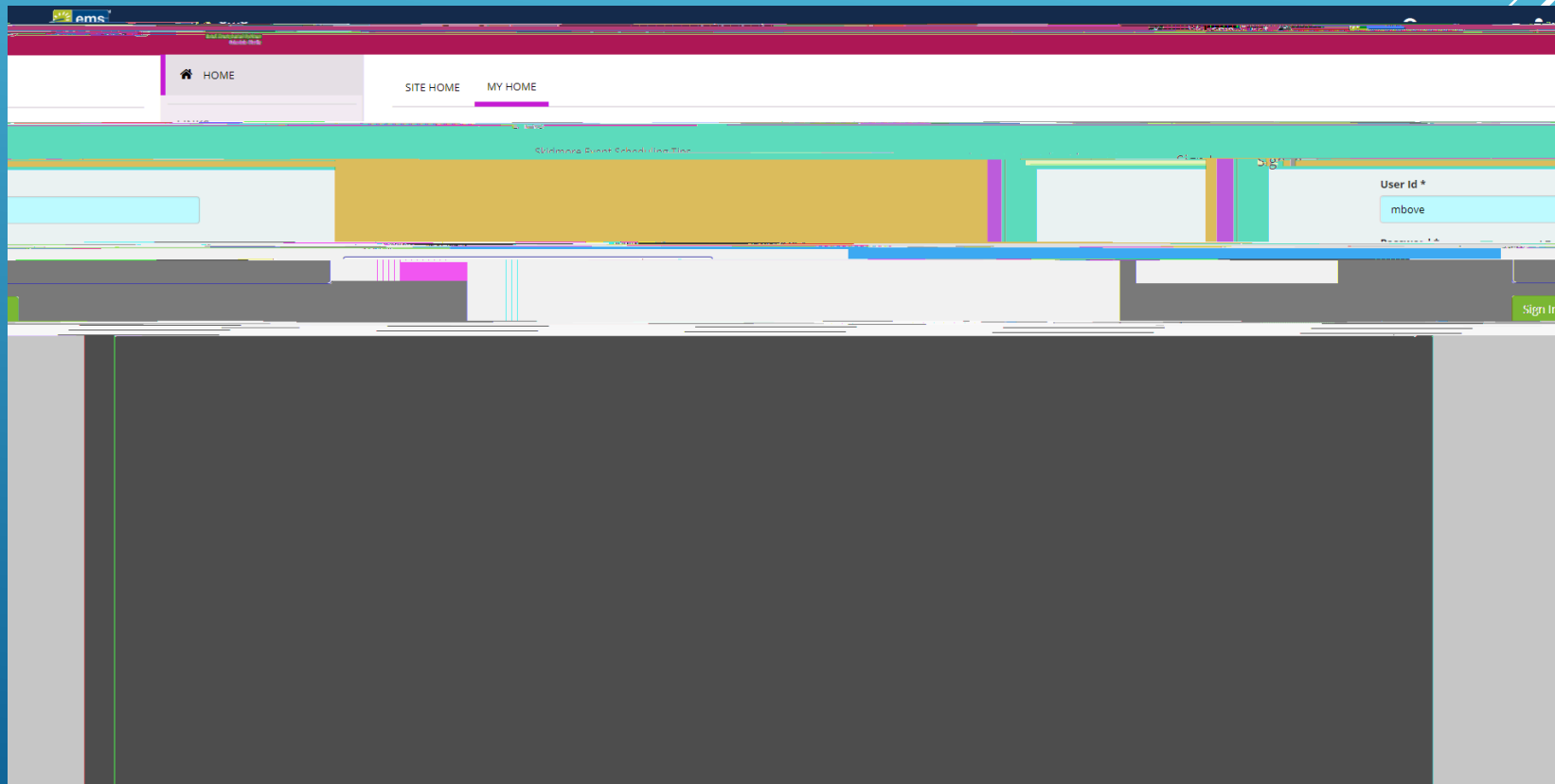
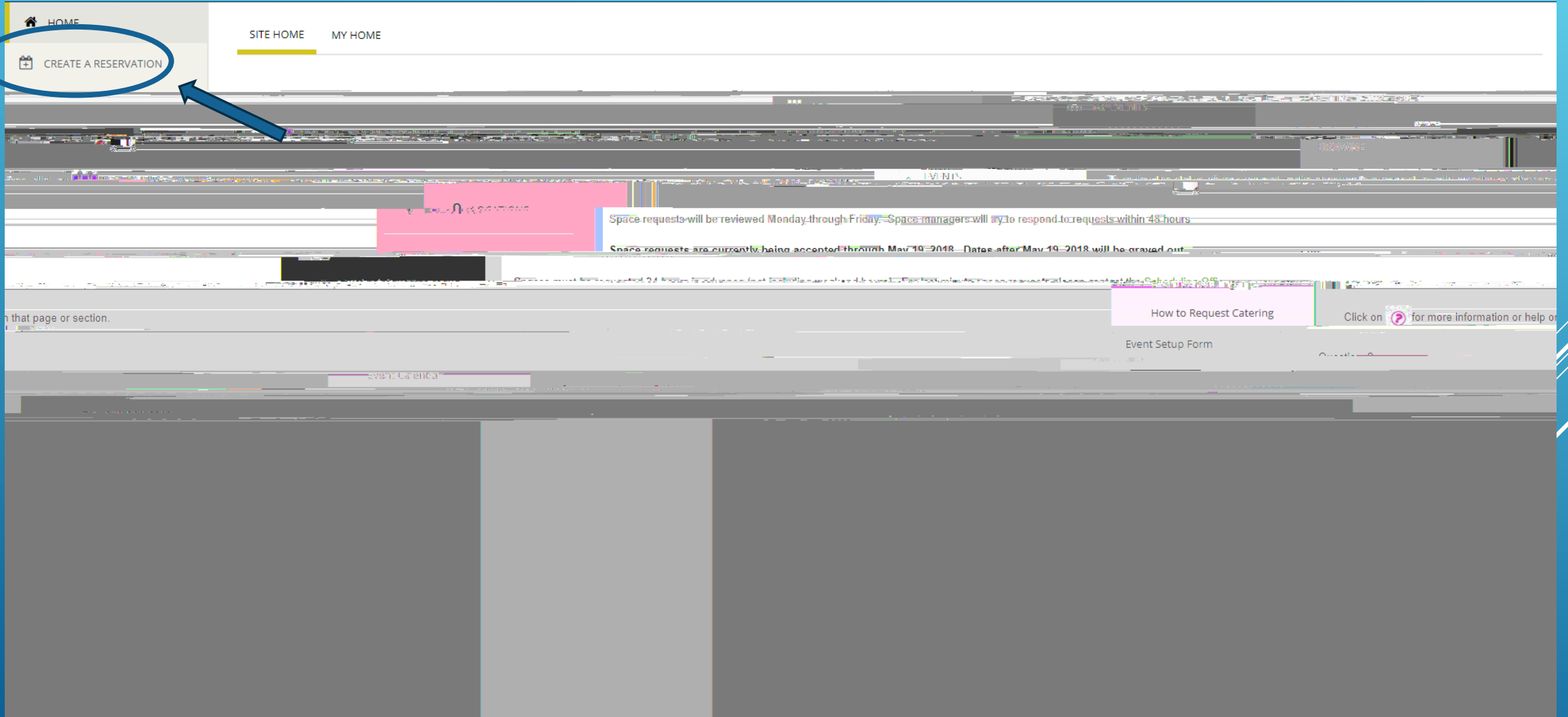


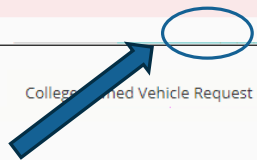
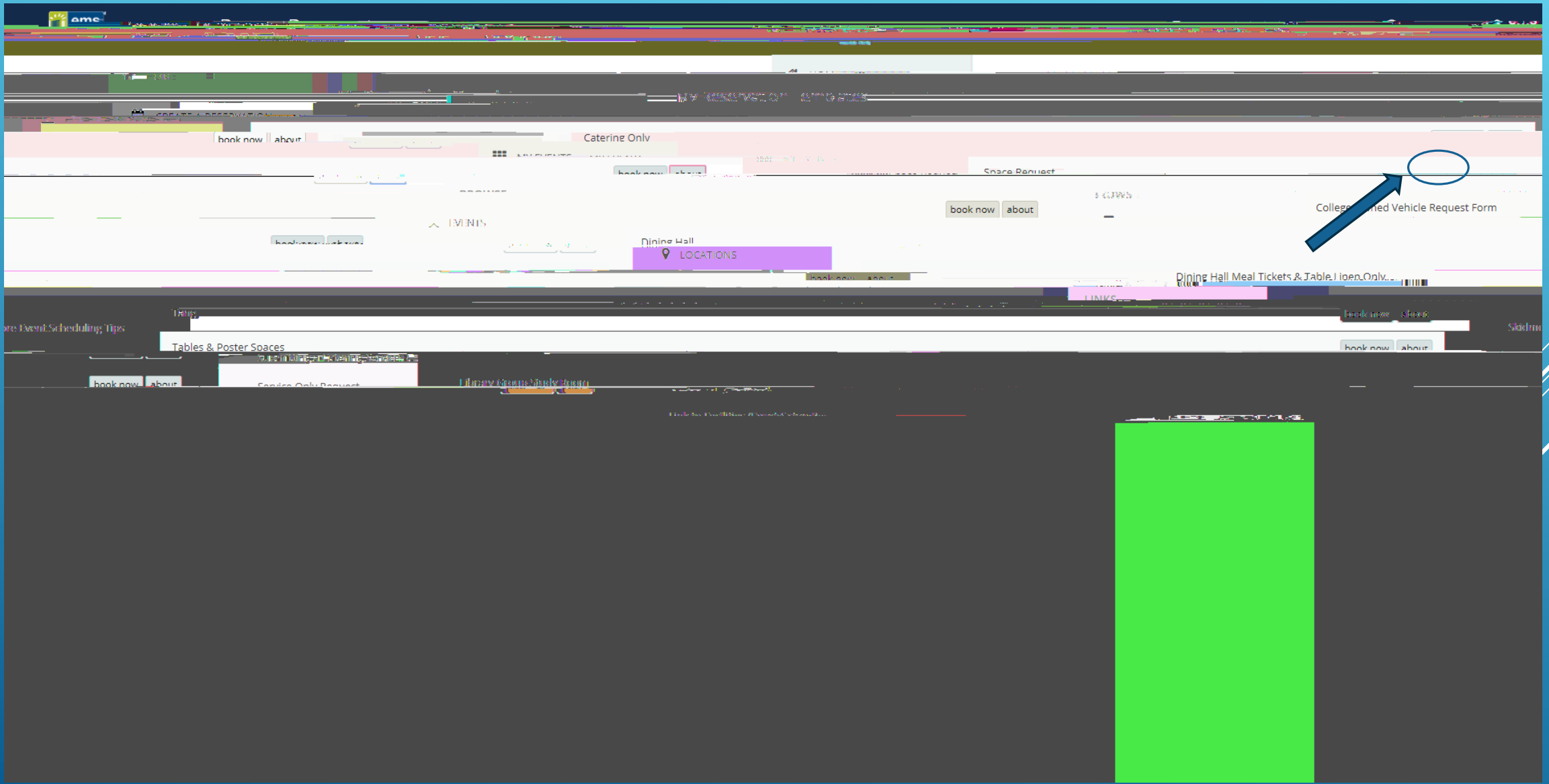


# Log into EMS



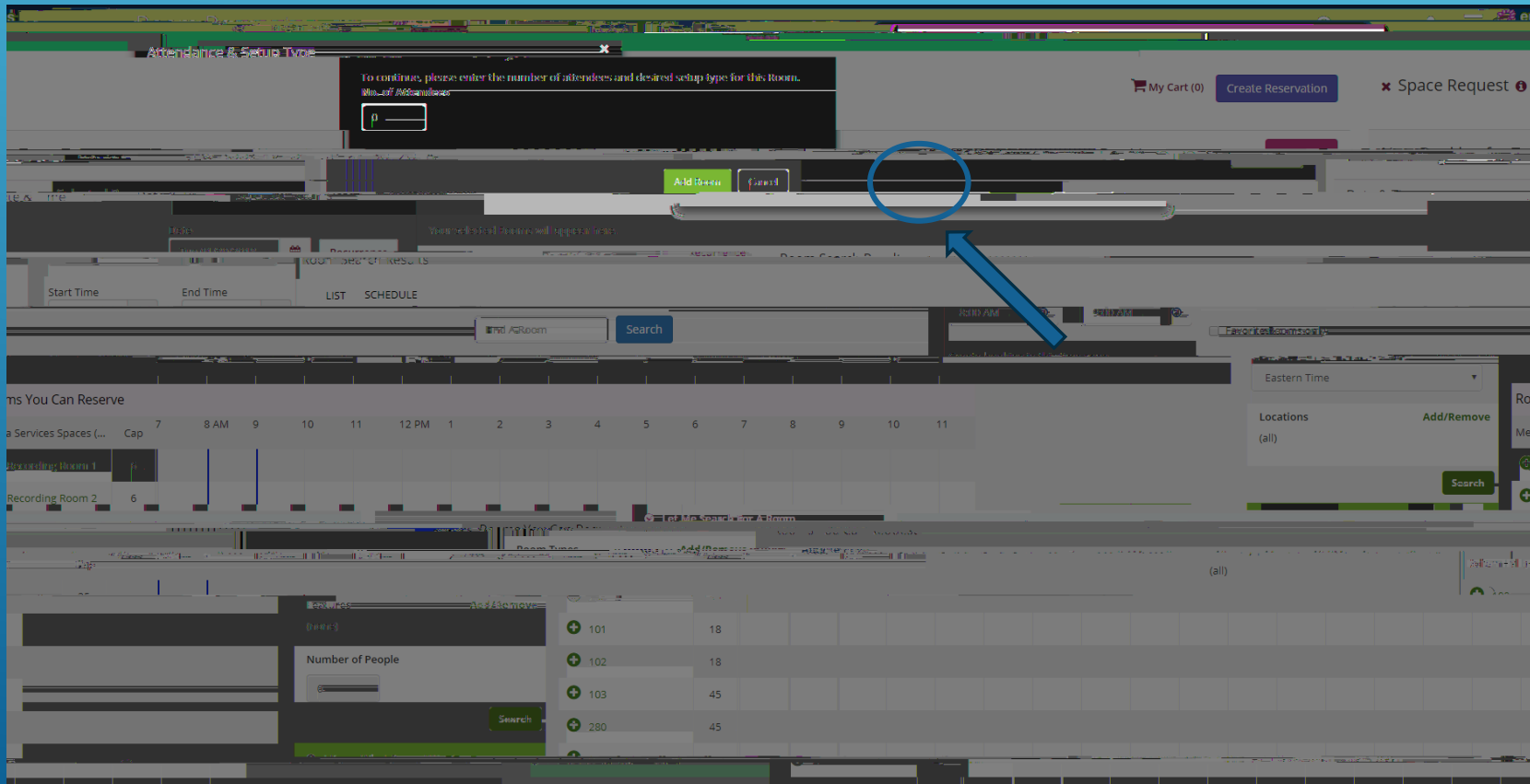
# Create A Reservation







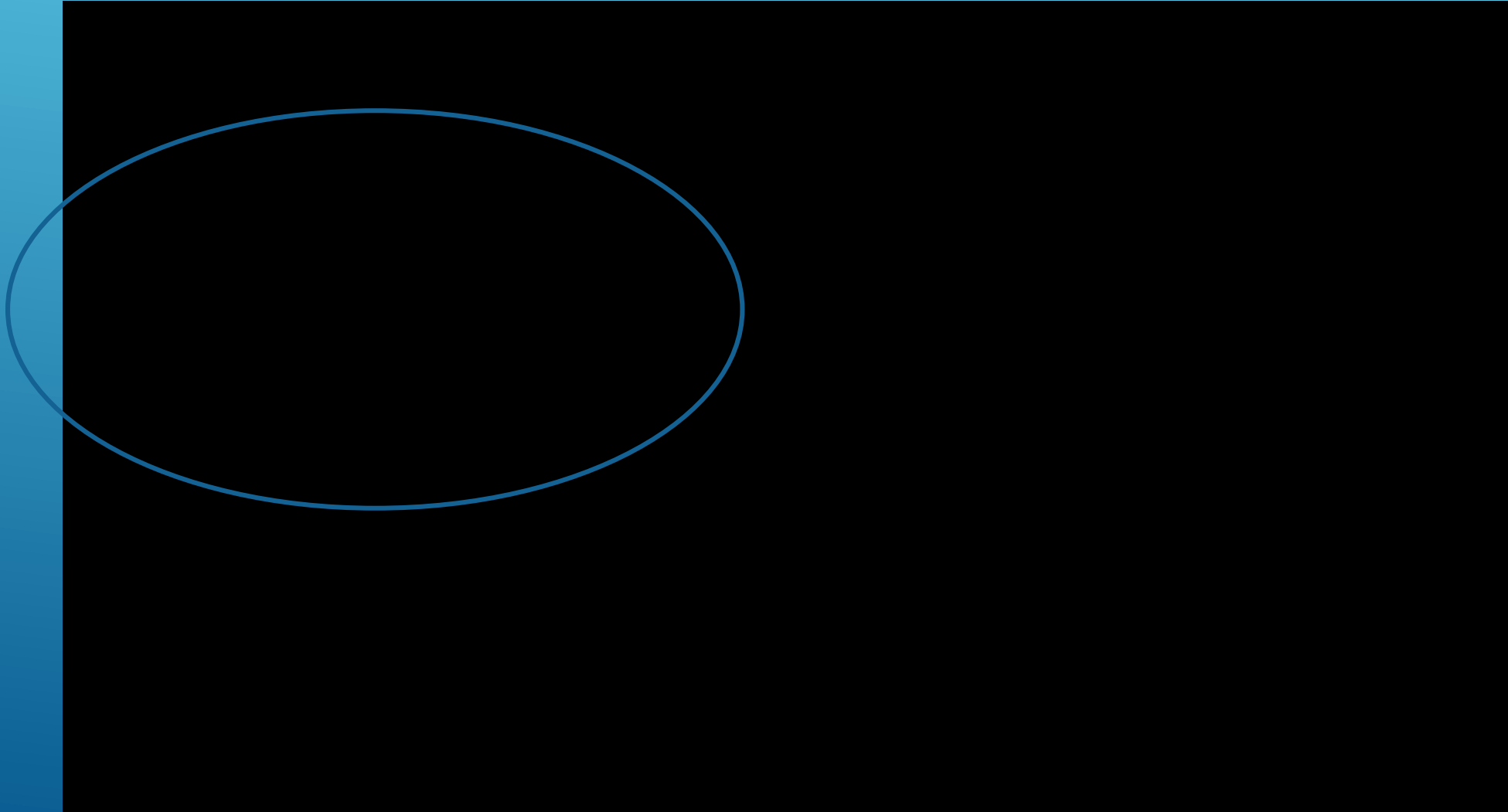
The screenshot displays a room booking interface with a search bar at the top left containing the text "Let Me Search For A Room" and a green "Search" button. Below the search bar, there are sections for "Rooms You Can Request" and "Rooms You Can Reserve". The interface includes a calendar view with a time axis from 8 AM to 11 PM. A blue circle highlights the "Search" button, with a blue arrow pointing to it from the left. The interface also shows various room types and their capacities, such as "Recording Room 1" (6), "Recording Room 2" (6), "Calendar Only #1" (100), "Calendar Only #2" (100), "Calendar Only #3" (100), and "Calendar Only #4" (100). The interface is overlaid on a blue background with white diagonal lines on the right side.







# Services





Services For Your Reservation

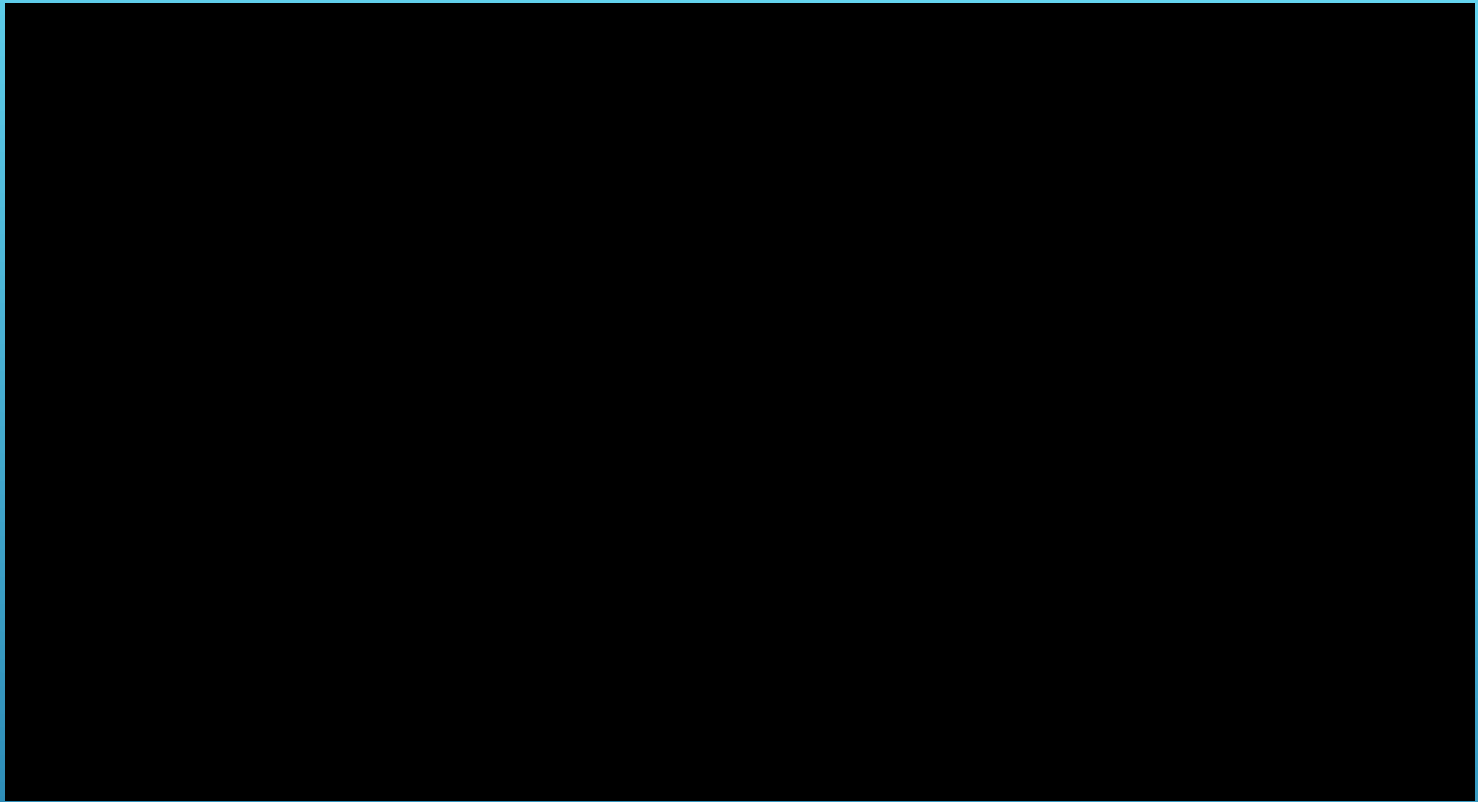
Media Services

	Start Time (ET)	End Time (ET)	Service Type
1	3:30 PM	4:30 PM	Media Services Setup

3  I have read and agree to the terms and conditions

4

Equipment Needed/Special Details (click here)



The screenshot shows a web application interface with a header area containing navigation links like 'Home', 'About Us', and 'Contact Us'. Below the header, there is a main content area with a tabbed interface. The active tab is labeled 'Media Services'. Under this tab, there are several time slots: '3:30 PM', '4:30 PM', and a dropdown menu currently displaying 'Media Services Setup'. A blue circle highlights the dropdown menu, and a blue arrow points to it from the top right. To the right of the dropdown, there is a 'Services Summary' section with a checkbox labeled 'I have read and agree to the terms and conditions' which is checked. At the bottom of the page, there is a footer area with a 'Equipment Needed / Contact Us' link.

Reservation Details

Event Details

Event Type \*

Event Name \*

Group Details

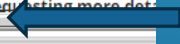
1st Contact

Additional Information

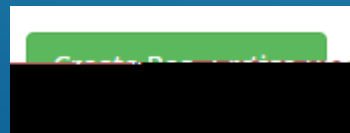
Set up time (in minutes)

Tear Down Time (in minutes)

Do you want this event posted on the student calendar (open to all Skidmore students)? If you answer Yes you will receive an email requesting more details.



SPACE





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