# HOW TO REQUESTMEDIA SERVICES USING EMS



## Log in using your Skidmore user name and password

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# Create A Reservation

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### HERE IS WHERE YOU CAN ADD YOUR MEDIA SERVICES REQUESTS



#### 1. ENTER THE ARRIVAL TIME FOR MEDIA SERVICES

3. CHECK 🗷 THAT YOU HAVE READ THE TERMS AND CONDITIONS

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#### TYPE IN THE TEXT BOX AS MUCH INFORMATION AS MEDIA SERVICES WILL NEED TO KNOW.

### THE SERVICES YOU ARE REQUESTING WILL NOW SHOW HERE

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FINISH FILLING OUT YOUR EVENT RESERVATION DETAILS.

#### ENTER YOUR EVENT NAME, EVENT TYPE, AND GROUP.

SET UP AND TEAR DOWN IS FOR SPACE ONLY (NOT MEDIA SERVICES).

IF YOU WOULD LIKE YOUR EVENT POSTED TO THE SKIDMORE PUBLIC, STUDENT OR DEPARTMENT

THESE QUESTIONS.

IN UPPER OR LOWER RIGHTCORNER

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WHEN FINISHED CLICK

#### YOU WILL RECEIVE EMAILS FROM SEPARATE MANGERS CONFIRMING:

YOUR SPACE YOUR SERVICES



### PLEASE CONTACT SCHEDULE@SKIDMORE.EDU