Making a Shared Space Reservation

1. Access the OU Reserve online reservation system at https://ems.ou.edu/EmsWebApp/. If you experience issues with Chrome or Microsoft Edge click here for instructions.

2. To begin your reservation, select the appropriate Reservation Template by click “Book Now” beside that template. (Note: Only the templates that are available to your account will be shown.)

3. Fill out the reservation details in the left pane (date and times), then select “Search.” If you need to make a recurring reservation, click on the “Recurrence” button to select your dates, frequency, etc. then click “Search”

4. After you click “Search,” all available spaces will show under the “Rooms You Can Reserve” section
   a. Click the green “plus” sign next to the room that you wish to reserve
   b. In the pop-up box, select the number of attendees and rom setup. Then click “Add Room”
   c. The space will now show at the top under the “Selected Rooms” section
   d. Repeat for any additional rooms that you may need
Once all spaces have been added, click on “Next Step” in the upper right-hand area.

5. On the “Services for Your Reservation” screen, select any beverages that you would like to add to the meeting space, and type in any special notes that you would like to include. (Note: that these options are only available 3 days out. If you need to add anything that you do not have an option for, please email conferenceservices@ou.edu.)
   a. After you have made any selections that you would like to include, Click on “Next Step” in the upper right-hand area.
6. On the “Reservation Details” screen, complete all of the required fields:
   a. Event Name
   b. Event Type
   c. Client: Select your department from the dropdown
   d. Contact name
   e. Contact Mobile #
   f. Contact Email Address
   g. (If you ordered beverages, please complete the Billing Reference with your Chartfield Spread and the PO Number with your Purpose Code, otherwise, leave blank)
   h. Click on “Create Reservation”

7. Click “OK” on the pop-up
8. You will receive a confirmation email from conferenceservices@ou.edu within 6 hours

You can always review your reservations by clicking on “MY EVENTS” in the left pane while you are logged in.

If you have any questions or issues, please contact Jake Maurer at 325-4318 or jpmaurer@ou.edu or Kristin Trammell at 325-7378 or ktrammell@ou.edu for assistance.