

## 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.)


### My Reservation Templates


FCS - Outreach Shared Spaces	book now	about
FCS - PACS Shared Spaces	book now	about
Event Space Request	book now	about
Classroom Request	book now	about


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”


Date & Time

Date  
Wed 06/23/2021  [Recurrence](#)

Start Time  
9:00 AM 

End Time  
10:00 AM 

Create booking in this time zone  
Central Time 

Locations  
FCS Areas [Add/Remove](#) 


[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 room setup. Then click “Add Room”


Attendance & Setup Type ×

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees \*

10 

Setup Type \*

Boardroom 

[Add Room](#) [Cancel](#)

- c. The space will now show at the top under the “Selected Rooms” section
- d. Repeat for any additional rooms that you may need

- e. 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](mailto: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”

A screenshot of a 'Reservation Details' form. At the top, there are two dropdown menus: 'Event Name' (with 'Test Meeting' selected) and 'Event Type' (with 'Meeting' selected). Below these is a 'Close Details' button. The form is divided into several sections: 'Client' (dropdown menu), '1st Contact' (dropdown menu), '1st Contact Name' (text input), '1st Contact Mobile #' (text input), '1st Contact Email Address' (text input), '1st Contact Office #' (text input), '2nd Contact' (dropdown menu), '2nd Contact Mobile #' (text input), and '2nd Contact Email Address' (text input). Below the contact information is an 'Attachments' section with a 'Select your files' button and a 'Drag and drop your files here' area. At the bottom is a 'Billing Information' section with 'Billing Reference' and 'PO Number' text input fields. A green 'Create Reservation' button is located at the bottom right of the form.

7. Click “OK” on the pop-up
8. You will receive a confirmation email from [conferenceservices@ou.edu](mailto: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](mailto:jpmaurer@ou.edu) or Kristin Trammell at 325-7378 or [ktrammell@ou.edu](mailto:ktrammell@ou.edu) for assistance.