Scheduling - Reserving Space on Campus

Recognized Student Organizations (RSOs) have free access to space on campus for meetings and/or events. Organizations are able to schedule space through two means:

1. Face-to-Face by visiting Scheduling and Conference Services office in the Centennial Student Union (CSU 220)
2. Emailing University Scheduling at university.scheduling@mnsu.edu
3. Reserving space through our virtual Event Management System (EMS)

All organizations who were recognized in the previous academic year and have an RSO Email should have a template in EMS, but if it has been a while since the group was active, the organization may have trouble accessing EMS.

How to Browse for Space in EMS – No Login Required

1. Go to the MNSU scheduling website: www.mnsu.edu/scheduling
2. Click on “Online Event Management System” button near the bottom of the page.
3. Hover your mouse over “Browse.” You may browse by:
   - Events: List of events by date
   - Facilities: Shows details of the different types of rooms and their capacities
   - Space: Shows availability by date and time. It also shows the capacity of each room. Rooms are organized by building. (Recommended)
     - Use the “Filter” on the right to pick the date and filter by your needs
     - You may see a map of the CSU here: http://csu.mnsu.edu/about/layout.html

How to Login to EMS

1) Go to the MNSU scheduling website: www.mnsu.edu/scheduling
2) Click on “Online Event Management System” button near the bottom of the page.
3) Hover the mouse over “My Account” and click “Log In.” Are you a staff member or RSO?
   a) Staff Member: Log in with your Star ID and password per usual.
   b) RSO: Log-in with your RSO Email. The password will be the first part of the email address before the @ symbol. For example, if your email is paperclipcollectors@mnsu.edu, then your password is paperclipcollectors.
4) At the top of the screen, hover your mouse over “Reservations” and select the template that best fits your needs.
   *Each type of reservation will have specific instructions on the page after you click it.
5) Fill in the reservation form on the left of the screen with the following information. This will help you find the room you are looking for.
   - When is your event (Date, Start Time, End Time)
   - Where is your event (Facilities)
   - How many people are expected to attend (Attendance)
- How does the room need to be set up (tables, chairs, stage, backdrop, etc.) (Setup Type)

6) A chart with all the rooms that fit the requirements you entered will be listed. Select the room by clicking on the green “plus” sign next to the room.
   - Your selected time slot will be highlighted in light blue with two red lines.
   - If you decide that you don’t want this room or you select the wrong one, you may click the red “x” at the top of the window next to the reservation.

7) Click over to the “Details” tab and fill in the form with the following information:
   - Event Name: Name of your event
   - Event Type: What you are using the room for
   - Group: Which group this reservation is for
   - 1st Contact: Who should be contacted if there is a problem.
   - Name: Your name
   - Phone: Phone number of the person who should be contacted
   - Email: Email of the person who should be contacted
   - Publish all bookings on master calendar: Choose whether or not is listed in the Master Events Calendar on the MSU website

8) Click submit.

### Points of Contact

<table>
<thead>
<tr>
<th>Question/Concern</th>
<th>Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>I need to schedule a big event and book a large room.</td>
<td>University Scheduling</td>
</tr>
<tr>
<td>I need to schedule regular meetings for my RSO.</td>
<td>University Scheduling</td>
</tr>
<tr>
<td>I don’t know if my RSO is recognized or if we have an</td>
<td>RSO Office</td>
</tr>
<tr>
<td>email.</td>
<td></td>
</tr>
<tr>
<td>My RSO is recognized and has an email, but we can’t</td>
<td>RSO Office or University Scheduling</td>
</tr>
<tr>
<td>sign into EMS.</td>
<td></td>
</tr>
</tbody>
</table>

### Contact Information:

**University Scheduling**
Location: CSU 219  
Phone: 507-389-2223  
Email: university.scheduling@mnsu.edu

**Student Activities**
Location: CSU 173  
Contact Name: RSO Office  
Phone: 507-389-6076  
Email: RSO-Office@mnsu.edu