

## Making Your Reservation (6 Steps):

**Step 1:** Access the Yale Event Management System (EMS): <https://rrs.yale.edu/>

**Step 2:** Check for Available Rooms

- Click “Locations” to view room availability by date and time:

The screenshot displays the 'Locations' page in the EMS. The left sidebar contains 'LOCATIONS' and 'LINKS' (RRS Quick Guides, Web Accessibility). The main area shows a calendar for 'Tue October 5, 2021'. A table lists rooms and their availability:

Room	Capacity	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10		
SHML 112B - Classroom	16	2021 Fall Semester																
SHML 115 - Large Class...	125	Clinical Skills																
SHML Cushing Center C...	20				Matters of Color/Ci				YCCI Mentor Training Co									
SHML E23 - Meeting Ro...	5			Private					Principles of N		Private Meeting - Grading							

**Step 3:** Select Your Template

- Click “Book Now” to Access the Templates. Select either:
  - CWML Standard Reservation Request – Rooms for 16 people or less
  - CWML Special Request – More than 16 People

**Step 4:** Select the Room, Date, & Time within the Template you selected

- Input the day and time you are reserving for and use the search options to find available rooms:

New Booking for Wed Jun 2, 2021

Date & Time

Date: Wed 06/02/2021

Start Time: 6:30 PM

End Time: 7:30 PM

Create booking in this time zone: Eastern Time

Locations: (all)

Floors: (all)

Number of People: 0

Attendees: Gibson, Pamela

Buttons: Add/Remove, Search, Find Attendee, Room Search Results, I Know What Room I Want

Annotations: "Enter date & Start / End times" (pointing to Date and Time fields), "Click search when times selected" (pointing to Search button)

- With the above selected, available rooms will be displayed for you with their locations and capacities. Select the (+) button to choose your desired room.

Room Search Results

LIST SCHEDULE FLOOR MAP

Favorite Rooms

Find A Room Search

Room	Location	Floor	TZ	Cap	Price	Filter Match
<b>Rooms You Can Reserve</b>						
(+) SHML 112A - Classroom	Sterling Hall of Medicine	01	ET	8		
(+) SHML 112B - Classroom	Sterling Hall of Medicine	01	ET	8		
(+) SHML E24/25 - Combo Room	Sterling Hall of Medicine	E	ET	12		
(+) SHML E26/27 - Combo Room	Sterling Hall of Medicine	E	ET	12		
(+) SHML E28/29 - Combo Room	Sterling Hall of Medicine	E	ET	12		

Annotation: "Click the (+) button on your desired room" (pointing to the green plus icon in the first row)

- Scroll back to the top and select "Next Step"

CWML Open Reservation Request

1 Rooms & Attendees 2 Reservation Details

New Booking for Wed Jun 2, 2021

Date & Time

Selected Rooms: SHML 112A - Classroom

Attendees: Gibson, Pamela

Availability Legend

Buttons: My CWML, Create Reservation, Next Step

Annotation: "Select 'Next Step'" (pointing to Next Step button)

## Step 5: Input Reservation Details

- Fill in necessary details like your Event Name and Event Type. You can also select or unselect to have a copy of the room reservation sent to your Outlook calendar at this point.

The screenshot shows the 'Reservation Details' section of a form. It includes fields for 'Event Name \*' (containing 'Room test') and 'Event Type \*' (a dropdown menu with 'Other' selected). Below this is the 'Calendar Details' section, which has checkboxes for 'Add to Calendar/Send Invitations' and 'Private'. There are also fields for 'Subject' (containing 'Room test'), 'Show Time As' (a dropdown menu with 'Busy' selected), and 'Reminder' (a dropdown menu with '(none)' selected). Two callout boxes are present: one pointing to the 'Event Name' and 'Event Type' fields with the text 'Fill out the necessary event information', and another pointing to the 'Add to Calendar/Send Invitations' checkbox with the text 'Unselect Add to Calendar'.

## Step 6: Fill in contact information and additional details. Press “Create Reservation” when done.

The screenshot shows the 'Customer Details' section of a form. It includes fields for 'Customer \*' (a dropdown menu with 'Gibson, Pamela' selected), 'Contact Person' (a dropdown menu with 'Temporary Contact' selected), 'Contact Person Name \*' (containing 'Patron Name'), 'Contact Person Phone \*' (containing '555-5555'), and 'Contact Person Email Address \*' (containing 'Email@domain.com'). There is also a 'Contact Person Fax' field. Below this is the 'Additional Information' section, which has a 'Reserving for YNHH?' dropdown menu with 'No' selected. Two callout boxes are present: one pointing to the 'Contact Person' dropdown with the text 'Select Temporary contact from the drop down menu and fill out patron's information', and another pointing to the 'Reserving for YNHH?' dropdown with the text 'Select 'Yes' from drop down if patron is YNHH'. At the bottom right, there is a 'Create Reservation when done' button with a right-pointing arrow and a green 'Create Reservation' button.

- Note - If you are reserving a Special Template Room, you will be asked to provide a CoA and Facilities Ticket number.
  - Do you need to submit a Facilities Tickets?
    - They are required for Combo Rooms because the Facilities Team must unlock and move the partitions to configure the space safely and correctly before your event. (If the partitions are not moved correctly, the technology will not sync between the two sides of the Combo room.)
    - Facilities Tickets are also required for the other rooms in the CWML *if* you are moving furniture and/or have been approved to have catering in the space. The Facilities Team can ensure everything is moved safely for your event and reset for the next group or class to use the space after you.

- However, if you are not using a Combo Room, using catering, and/or rearranging the room, a Facilities Ticket is not required. If you have any questions, please reach out to the CWML Senior Administrative Assistant for assistance.

### Done!

- If you are reserving a Special Template Room, your request will be sent for manual approval. If you are reserving a Standard Template Room, you should receive an automated email immediately! In 99% of cases this email will confirm your reservation. If not, it will provide a detailed rationale for why the room is unbookable (ex. conflicting reservations listed as “Web Conflict”).