

The background of the slide is a blurred photograph of a workspace. It features a silver laptop at the top, a silver pen with a blue grip resting on a white notebook with blue lines, and a black smartphone at the bottom. The entire scene is overlaid with a semi-transparent orange banner that contains the text.

Best Practices

**Entering Event Details in EMS
to post to the University's Events Calendar**

Publishing Accurate Event Times/Locations

Options:

Recommended

1. Enter separate *reservations* for Event (times/locations to publish) and Set-up/Break-down

- Add calendar details and services to Event reservation

2. Enter separate *bookings* in the same reservation for the Event and Set-up/Break-down

- Booking status for calendar booking = Confirmed
- Booking status for other bookings = Confirmed Private
- Status must be changed by the space manager on the backend

Publishing Accurate Event Times/Locations

RESERVATIONS BOOKINGS

[Search Reservations](#)

CURRENT PAST

Name	First/Last Booking ^	Location
Event Set up and Breakdown - Do not publish	Sat Oct 28, 2023/ Sat Oct 28, 2023 (multi-booking)	Aaron Burr Hall - 213
Calendar Event - To publish	Sat Oct 28, 2023/ Sat Oct 28, 2023 (single booking)	Aaron Burr Hall - 213

**Option # 1
Recommended**

My Events / Calendar Event - To publish beginning Oct 28, 2023 (233857)

RESERVATION DETAILS

ADDITIONAL INFORMATION

[Edit Additional Information](#)

Will your event have food and/or alcohol?	No
Would you like your event to appear on the University's Events Calendar?	Yes
Event Description	Sample Event
Category	Arts Governance
Subcategory (Type first letter to jump down in the list)	Access & Opportunity
Additional Subcategory	American Studies
Event Audience (Select all that apply)	Staff Students
Is there a website associated with your event? If so, please enter the URL.	http://planyourevent.princeton.edu
Will there be minors, non-matriculated individuals who are under 18 years old, in attendance?	No

Bookings

CURRENT PAST

[Cancel Bookings](#) [Booking Tools](#)

Reservation Tasks

- [Add Services](#)
- [Booking Tools](#)
- [Cancel Reservation](#)
- [View Reservation Summary](#)

Publishing Accurate Event Times/Locations

Option # 2

← My Events / Publish event but not setup beginning Dec 2, 2023 (220416)

RESERVATION DETAILS ADDITIONAL INFORMATION

[Edit Reservation Details](#)

Event Name Publish event but not setup

Event Type Meeting

Group Conference and Event Services

1st Contact Name Horgan, Michelle A

Phone 603 853 6116

Reservation Tasks

[Add Services](#)

[Booking Tools](#)

[✕ Cancel Reservation](#)

[View Reservation Summary](#)

Bookings

CURRENT PAST

Include cancelled bookings

[Cancel Bookings](#) [Booking Tools](#)

[New Booking](#)

Edit	Remove	Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
✎	-	Sat Dec 2, 2023	3:00 PM	4:00 PM	ET	Helm - 132 Meeting Room	<input type="text" value="1"/>	<input type="text" value="Conference Room"/>	Confirmed - Private
✎	-	Sat Dec 2, 2023	4:00 PM	5:00 PM	ET	Helm - 132 Meeting Room	<input type="text" value="3"/>	<input type="text" value="Conference Room"/>	Confirmed

Shared Responsibility for Event Details

We recognize that different staff members may be responsible for marketing an event or adding service requests

Recommended

The screenshot shows a user interface with three tabs: 'DELEGATES', 'PERSONALIZATION', and 'MY FAVORITE ROOMS'. The 'DELEGATES' tab is selected and highlighted with a green underline. Below the tabs, there is a section titled 'Add New Delegate' with a search box labeled 'Find by name'. Underneath, there is a section titled 'Your Saved Delegates' with a table listing two delegates:

	Name ^
	Powick, Amanda
	Smolinski, Elizabeth A

Using Delegates

Self Service - Supports Shared Management

The screenshot shows a user interface titled 'My Events'. On the left, there is a navigation menu with options: 'HOME', 'CREATE A RESERVATION', 'MY EVENTS' (highlighted), 'BROWSE' (with sub-options 'EVENTS' and 'LOCATIONS'), and 'LINKS' (with sub-options 'Overview & Accessing EMS (PDF)' and 'Requesting a Room (PDF)'). On the right, there are two tabs: 'RESERVATIONS' (highlighted with a blue box) and 'BOOKINGS'. Below the tabs, there are filters for 'CURRENT' and 'PAST', with 'CURRENT' selected and highlighted with a green underline. A table of reservations is displayed with columns for 'Name' and 'First' (partially visible). The table contains two entries:

Name	First
Test Reservation	Sat Sat (sir
EMS Steering Committee Meeting	Thu Thu (sir

Change Everyday User

Space Manager Must Update - One User

Virtual / Off Campus Events

Only for off campus / virtual event locations

- All event/meeting/campus spaces required to be managed in EMS. Contact ems-support@ to add a space you manage.

EMS Template = Calendar/Services Request

- Virtual/Off Campus

- Can also be used to request Charter Bus Services



Troubleshooting - Event Not Displaying on Calendar

The screenshot shows the 'My Events' interface. At the top, there are tabs for 'RESERVATIONS' and 'BOOKINGS', with 'BOOKINGS' selected. Below the tabs, there is a date selector for 'Sat Dec 2, 2023' and view options for 'Day', 'Week', and 'Month'. A checkbox for 'Include cancelled bookings' is present. The time zone is set to 'Eastern Time [ET]'. A 'Search Bookings' button is located below the time zone. At the bottom, there is a table with columns for 'Time', 'Name', 'Location', 'Status', and 'Cancel'. The table contains one entry: '4:00 PM - 5:00 PM ET', 'Test Reservation', 'Helm - 132 Meeting Room', and 'Request'. The 'Status' column is highlighted with a red box.

Time ^	Name	Location	Status	Cancel
4:00 PM - 5:00 PM ET	Test Reservation	Helm - 132 Meeting Room	Request	Cancel

Booking status must be *Confirmed*
Space Manager Updates Status

The screenshot shows the 'My Events / Test Reservation' page. At the top, there are tabs for 'RESERVATION DETAILS' and 'ADDITIONAL INFORMATION', with 'ADDITIONAL INFORMATION' selected. Below the tabs, there is an 'Edit Additional Information' button. The page contains several questions with 'No' as the selected answer: 'Will your event have food and/or alcohol?', 'Would you like your event to appear on the University's Events Calendar?', and 'Will there be minors, non-matriculated individuals who are under 18 years old, in attendance?'. The 'Would you like your event to appear on the University's Events Calendar?' question and its 'No' answer are highlighted with a red box.

Will your event have food and/or alcohol? No

Would you like your event to appear on the University's Events Calendar? No

Will there be minors, non-matriculated individuals who are under 18 years old, in attendance? No

Confirm that *Yes* is selected
Event Planner Updates in My Events

Additional Tips

Invite Only Events

Subcategory (Type first letter to jump down in the list) *

Additional Subcategory

Event Audience

Invite only

Add/Remove

University Contact

- Open to the public
- Faculty & Academic Professionals
- Staff
- Students
- Alumni
- Invite only

Invite Only Events

Selecting **Invite Only** in Audience suppresses location

Updating Event Titles

← My Events / Test Reservation beginning Dec 2, 2023 (220416)

RESERVATION DETAILS ADDITIONAL INFORMATION

[✎ Edit Reservation Details](#)

Event Name	Test Reservation
Event Type	Meeting
Group	Conference and Events
1st Contact Name	Horgan, Michelle A
Phone	603-853-6116

Updating Event Titles

Click Edit Reservation Details to change an Event Name

Resources

Event Planning Toolkit

<http://planyourevent.princeton.edu>

User Guides

Conference & Event Services

<http://planyourevent.princeton.edu>

ces@princeton.edu

scheduling@princeton.edu

Office of Communications

commpro@princeton.edu