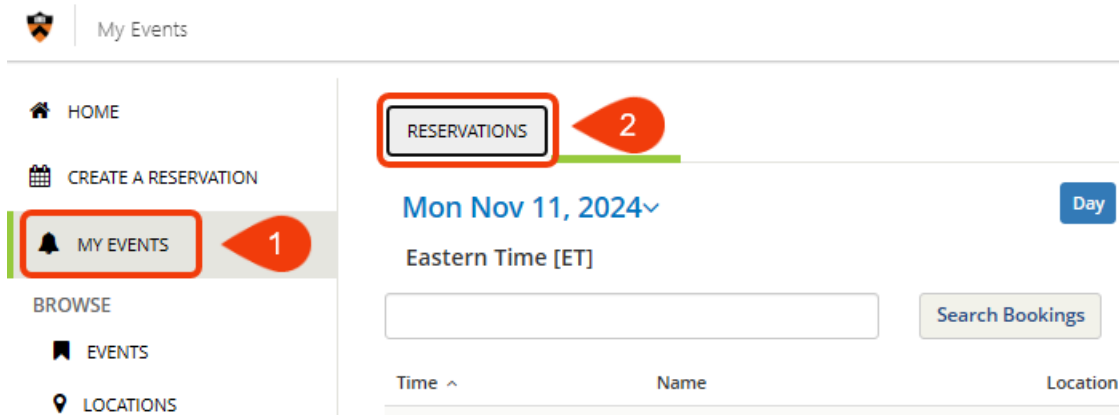


Add Campus Dining to an Existing Reservation

1) Login to the EMS Web App at scheduling.princeton.edu

2) Click “My Events” in the left toolbar. Then, click “Reservations.”



My Events

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

- EVENTS
- LOCATIONS

RESERVATIONS

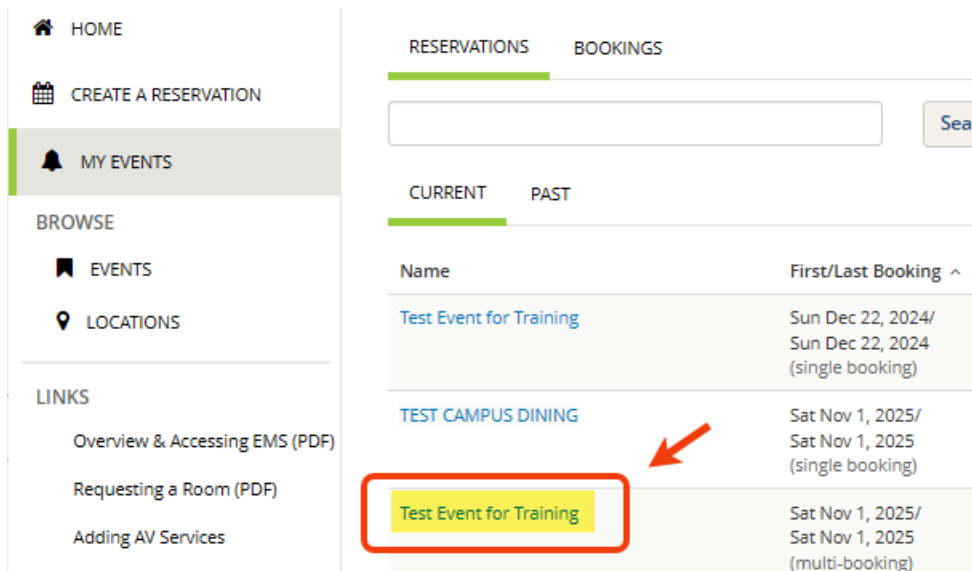
Mon Nov 11, 2024

Eastern Time [ET]

Search Bookings

Time ^	Name	Location
--------	------	----------

3) Click on the event name you would like to edit.



HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

- EVENTS
- LOCATIONS

LINKS

- Overview & Accessing EMS (PDF)
- Requesting a Room (PDF)
- Adding AV Services

RESERVATIONS BOOKINGS

Search

CURRENT PAST

Name	First/Last Booking ^
Test Event for Training	Sun Dec 22, 2024/ Sun Dec 22, 2024 (single booking)
TEST CAMPUS DINING	Sat Nov 1, 2025/ Sat Nov 1, 2025 (single booking)
Test Event for Training	Sat Nov 1, 2025/ Sat Nov 1, 2025 (multi-booking)

4) Click “Add Services” on the right side of the screen.

◀ My Events / Test Event for Training beginning Nov 1, 2025 (338340)

RESERVATION DETAILS

[Edit Reservation Details](#)

Event Name: Test Event for Training

Event Type: Lecture

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	Setup Type	Status
✎	✖	Sat Nov 1, 2025	3:00 AM	4:00 AM	Bowl	Tentative
✎	✖	Sat Nov 1, 2025	3:00 AM	4:00 AM	Classroom	Tentative

5) Under the *Campus Dining* section, select either “Full Service Catering” or “Paper Tiger”.

Select Services

Campus Dining

Time Zone

Eastern Time

Start Time: 3:00 AM End Time: 4:00 AM Service Type:

Campus Dining

Full Service Catering Paper Tiger - A la Carte Selections

**Choose:
"Full Service Catering"
or
"Paper Tiger"**

6) Full Service Catering: \$150 minimum

- Enter estimated number of attendees and any special instructions
- Select up to six options for “Type of Service”

Full Service Catering

In the special instructions box please enter any details you would like us to know about your event. After submission, a member of the Campus Dining Staff will reach out to discuss your event.

1

Enter estimated number of attendees

Type of Service (Select a minimum of 1 and a maximum of 6)

Breakfast Lunch Dinner
 Full Plated Dinner Cookout Reception

Special Instructions

-- or --

7) Paper Tiger – A la Carte Selections: budget friendly; food trays are dropped off

- Enter estimated number of attendees and any special instructions
- Select up to four options for “Type of Service”

Paper Tiger - A la Carte Selections

In the special instructions box please enter any details you would like us to know about your event. After submission, a member of the Campus Dining Staff will reach out to discuss your event.

1

Enter estimated number of attendees

Type of Service (Select a minimum of 1 and a maximum of 4)

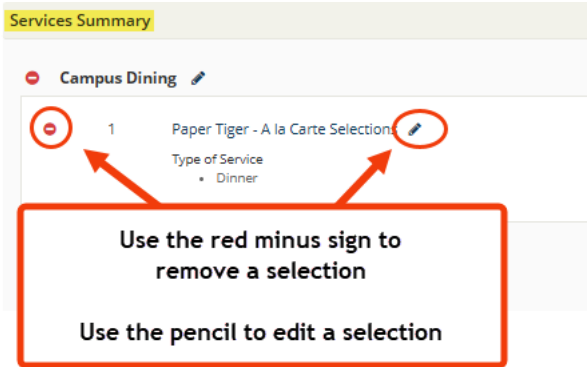
Breakfast Lunch Dinner
 Reception/Break

Special Instructions

8) Your selections will populate on the right side of the screen under **“Services Summary”**.

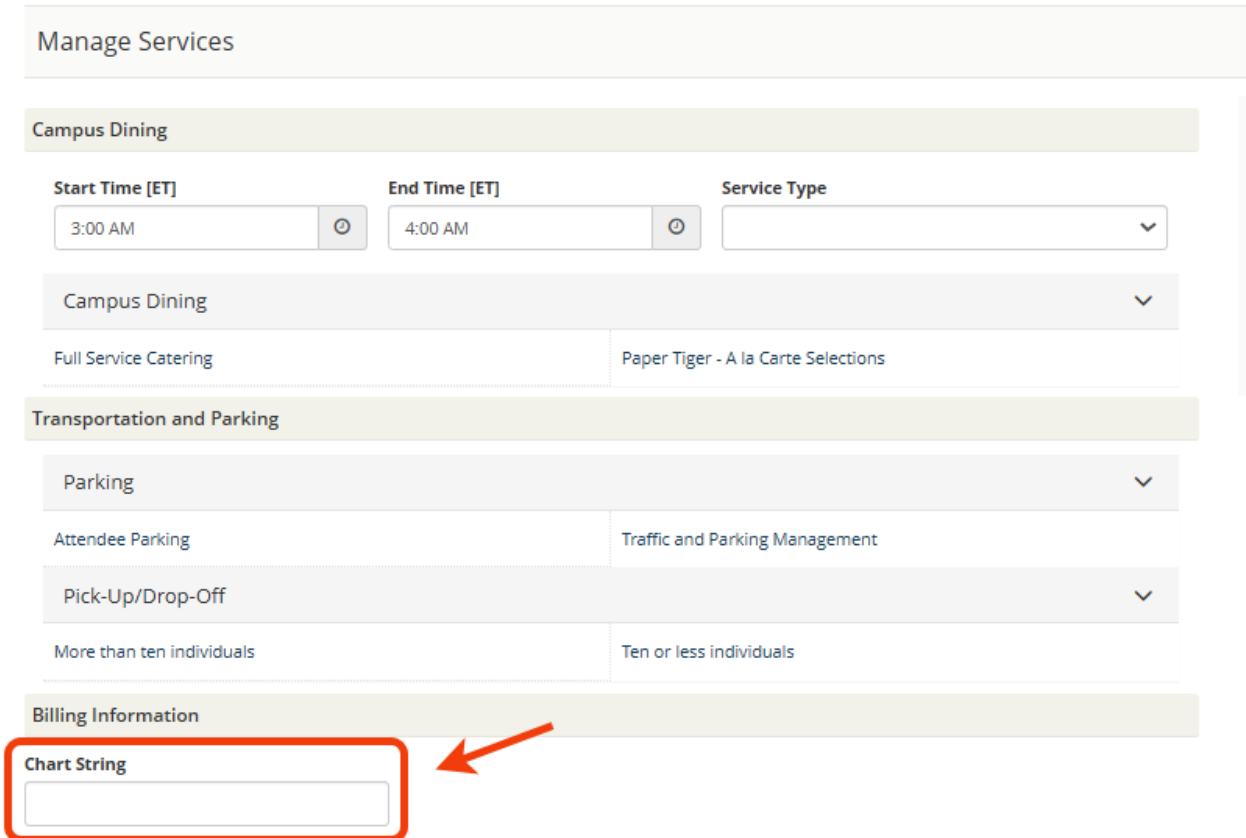
Click the red minus sign to remove a selection. 

Click the pencil to edit a selection. 



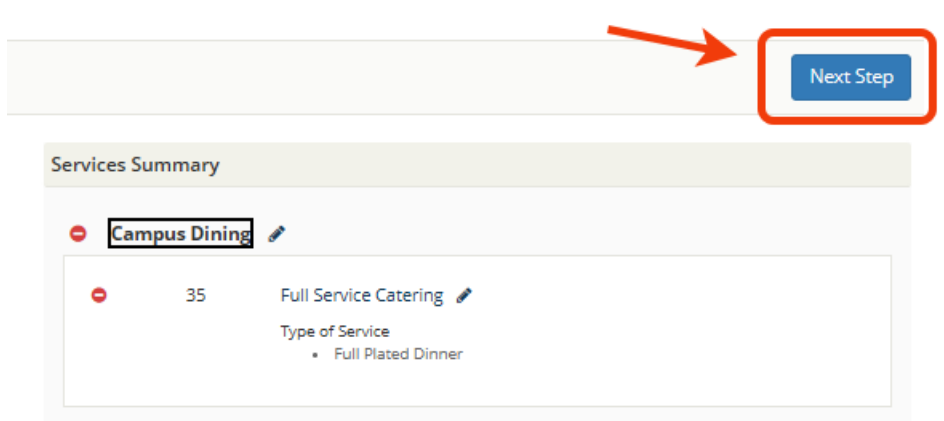
The screenshot shows a 'Services Summary' section with a 'Campus Dining' category. A selection for 'Paper Tiger - A la Carte Selection' is shown with a quantity of 1. A red minus sign and a pencil icon are circled in red. A red box contains the text: 'Use the red minus sign to remove a selection' and 'Use the pencil to edit a selection'.

9) Enter a Chart String on the bottom left of the screen.

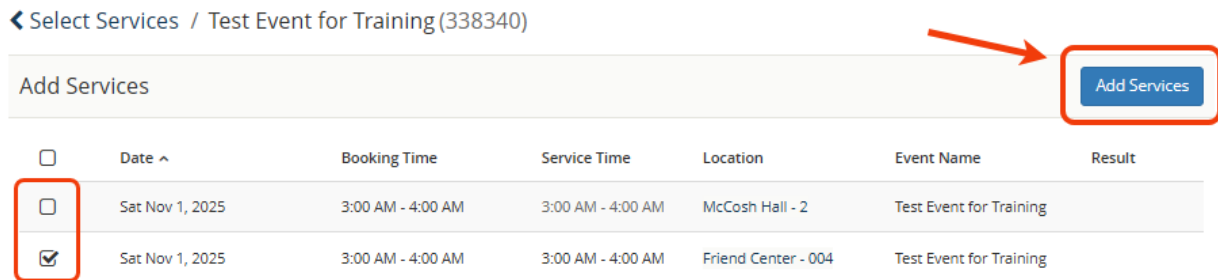


The screenshot shows the 'Manage Services' interface. It includes sections for 'Campus Dining' (with Start Time [ET] 3:00 AM, End Time [ET] 4:00 AM, and Service Type dropdown), 'Transportation and Parking' (with Parking dropdown and Attendee Parking/Pick-Up/Drop-Off options), and 'Billing Information'. The 'Chart String' field is highlighted with a red box and an arrow pointing to it.

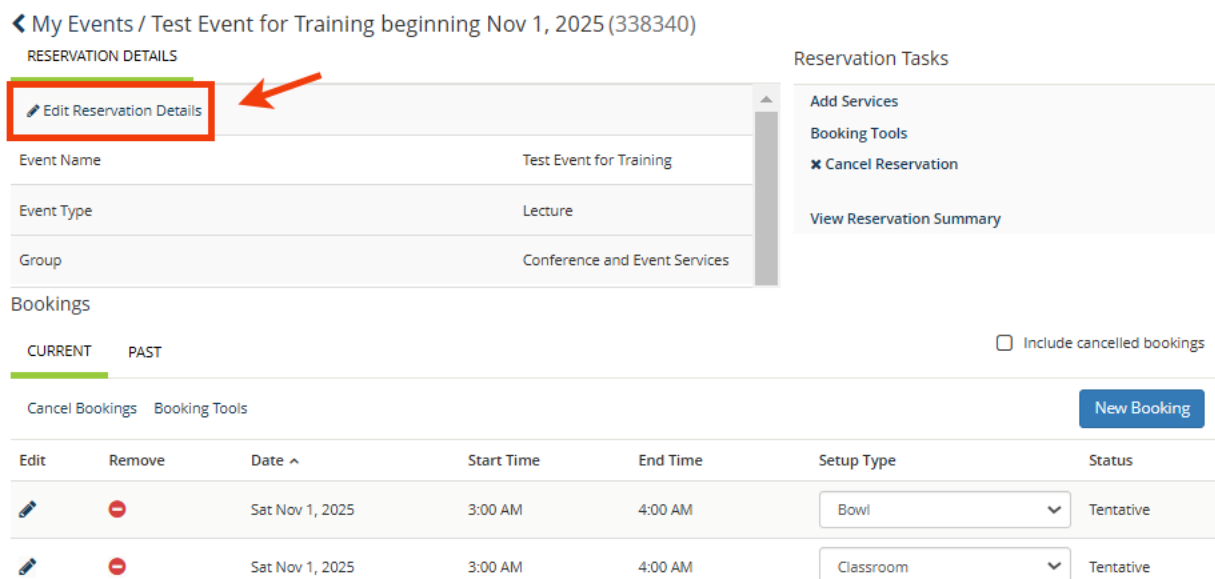
10) Click the blue “Next Step” button at the top right of the screen.



11) If your reservation has multiple bookings, select the date or location you want to add these services to. Select all that apply. Then, click “Add Services.”



12) Next, edit the details of your reservation to indicate that you will have food. To do this, click “Edit Reservation Details.”



13) Select yes under the question “Will your event have food and/or alcohol?”

A. Select “Yes – Food”

B. Enter a Chart String, if you have not already done so

C. Click “Save Reservation Details” at the bottom of the page

The screenshot shows a web form with several sections: 'Event Details', 'Group Details', 'Additional Information', and 'Billing Information'. In the 'Event Details' section, 'Event Name' is 'Test Event for Training' and 'Event Type' is 'Lecture'. In 'Group Details', 'Group' is 'Conference and Event Services' and '1st Contact' is 'Thompson, Serena'. '1st Contact Phone' is '609-258-1724'. In the 'Additional Information' section, a dropdown menu for 'Will your event have food and/or alcohol? *' is open, with 'No' selected. In the 'Billing Information' section, the 'Chart String' field is empty. A blue button labeled 'Save Reservation Details' is at the bottom right. Red callout boxes with letters A, B, and C point to the dropdown menu, the Chart String field, and the 'Save Reservation Details' button, respectively.

Event Details

Event Name * Event Type *

Test Event for Training Lecture

Group Details

Group *

Conference and Event Services

1st Contact

Thompson, Serena

1st Contact Phone * 1st Contact Mobile

609-258-1724

Additional Information

Will your event have food and/or alcohol? *

No

Choose one

No

Yes - Food

Yes - Food and Alcohol

Billing Information

Chart String

Save Reservation Details

