

Add Transportation & Parking Services To A Space Request

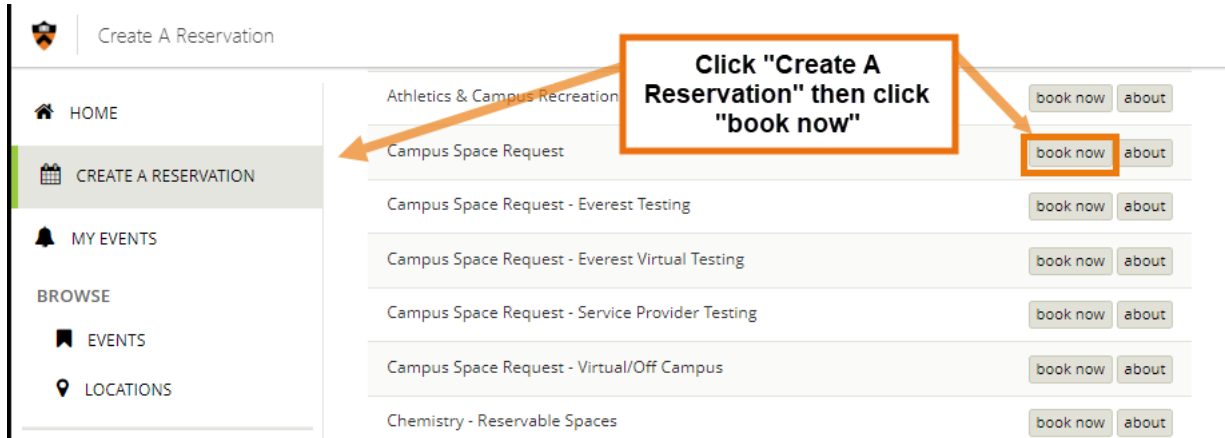
Requests for Parking services must be submitted within 7 business days of an event

Requests for charter bus services must be submitted within 2 weeks of an event

1. Navigate to scheduling.princeton.edu
2. Login by clicking “Welcome, Guest” in the top right corner of the page.

A screenshot of the Princeton University EMS Web App interface. The top navigation bar includes the Princeton University logo and the text "Princeton University - EMS Web App". Below this is a sidebar menu with options: HOME, CREATE A REQUEST, and a LINKS section containing: Overview & Accessing EMS (PDF), Requesting a Room (PDF), Browse for Events (PDF), Save Favorite Rooms (PDF), and EMS Training Videos. The main content area has tabs for "SITE HOME" and "MY HOME", with "SITE HOME" selected. The main content includes sections for "Guidance on Events and Gatherings" and "Submitting Requests". An orange box with the text "Click 'Welcome, Guest.' Then click 'Sign In'" has an arrow pointing to a "Welcome, Guest." button in the top right corner of the page. The "Submitting Requests" section contains the text: "To submit a request please log-in by clicking 'Welcome, Guest' at the top-right of the page and then 'Sign In'. You will be redirected to".

3. Click “Create A Reservation” on the left side of the screen. Click “Book Now” on the right side of the screen next to the appropriate template.



4. Select the date and time for your request. Feel free to add multiple dates - *if each date has the same parking needs*. If each date has different parking needs, enter separate reservations for each date.

The screenshot shows the 'New Booking for Sat Aug 5, 2023' form. The 'Date & Time' section includes a 'Date *' field with 'Sat 08/05/2023' and a calendar icon, and a 'Recurrence' button. Below it are 'Start Time *' and 'End Time *' fields, both with time pickers and circular refresh icons. The 'Start Time' is set to '2:00 PM' and the 'End Time' is set to '3:00 PM'. Below these fields is a dropdown menu for 'Create booking in this time zone' set to 'Eastern Time'. At the bottom, there is a 'Locations' section with '(all)' and an 'Add/Remove' button, and a 'Search' button.

5. Click “Add/Remove” next to “Locations” to choose a building.

New Booking for Sat Aug 5, 2023

Date & Time

Date *
Sat 08/05/2023 Recurrence

Start Time *
2:00 PM

End Time *
3:00 PM

Create booking in this time zone
Eastern Time

Locations Add/Remove

(all)

6. Scroll down or begin typing in the search bar to find the building you want. Click the checkbox next to the building, then click “Update Locations.”

Locations ×

BUILDINGS VIEWS

Find locations

Select All Buildings

1967 Hall

Aaron Burr Hall

Alexander Hall

Alexander Road, 600

Alexander Road, 619

Alexander Road, 693

Alexander Street, 228

Selected Locations

Aaron Burr Hall

Close

Select the building you want.
Select multiple buildings if needed.
Click Update Locations









7. Click the green plus sign next to the room you want to add to your reservation.

Room Search Results

LIST SCHEDULE FLOOR MAP

Favorite Rooms only.

Search

Room	Location	Floor	TZ	Cap	Filter Match
 209	Aaron Burr Hall	02 - Second Floor	ET	25	
 213	Aaron Burr Hall	02 - Second Floor	ET	16	
 216	Aaron Burr Hall	02 - Second Floor	ET	32	
 219	Aaron Burr Hall	02 - Second Floor	ET	78	

Rooms You Can Request

Click the green plus sign next to the space you want to request

8. Enter the number of people expected to attend and click “Add Room.”

Attendance & Setup Type

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

Number of Attendees *

70

Setup Type *

Bowl

Add Room Cancel

9. You will see the room we added at the top of the page. You can add more dates and rooms here if needed before moving on to the next step.

New Booking for Sat Aug 5, 2023

See the room we added here. Click "Next Step"

Next Step

Date & Time

Date *
Sat 08/05/2023

Start Time *
2:00 PM

End Time *
3:00 PM

Create booking in this time zone
Eastern Time

Locations
Aaron Burr Hall

Selected Rooms
219

Attendance & Setup Type

Room Search Results

LIST SCHEDULE FLOOR MAP

Favorite Rooms only.

Find A Room Search

Room	Location	Floor	TZ	Cap	Filter Match
209	Aaron Burr Hall	02 - Second Floor	ET	25	
213	Aaron Burr Hall	02 - Second Floor	ET	16	
216	Aaron Burr Hall	02 - Second Floor	ET	32	
219	Aaron Burr Hall	02 - Second Floor	ET	78	

Let Me Search For A Room

I Know What Room I Want

10. Add Transportation & Parking Services on this page. There are four potential selections to choose from. AV Services can also be added on this page.

Services For Your Reservation

Next Step

AV Services

Start Time [ET] 2:00 PM

End Time [ET] 3:00 PM

Service Type * AV Consultation/St

AV Services

Transportation & Parking

Parking

Attendee Parking Traffic and Parking Management

Pick-Up/Drop-Off

Ten or less individuals More than ten individuals

Services Summary

11. Choose “Attendee Parking” if your guests and/or vendors will be driving to campus and will need parking.

Services For Your Reservation

AV Services ?

Start Time [ET] 2:00 PM End Time [ET] 3:00 PM Service Type * AV Consultation/Suppc

AV Services ^

Transportation & Parking ?

Parking v

Attendee Parking Traffic and Parking Management

Pick-Up/Drop-Off v

Ten or less individuals More than ten individuals

12. Enter the estimated number of people who will need campus parking and click “OK.”

Attendee Parking x

How many attendees and/or vendors do you expect will need campus parking?

- 50 +

OK Cancel

13. The service you just added will appear on the right side under “Services Summary.”

Services For Your Reservation Next Step

AV Services ⓘ

Start Time [ET] 2:00 PM ⓘ End Time [ET] 3:00 PM ⓘ Service Type * AV Consultation/Suppc ▾

AV Services ^

Transportation & Parking ⓘ

Parking ▾

Attendee Parking Traffic and Parking Management

Pick-Up/Drop-Off ▾

Ten or less individuals More than ten individuals

Services Summary

Transportation & Parking

50 Attendee Parking ✎

14. Choose “Traffic and Parking Management” if you would like a parking attendant to assist with traffic management at your event. There is a charge for this service.

Services For Your Reservation

AV Services ⓘ

Start Time [ET] 2:00 PM ⓘ End Time [ET] 3:00 PM ⓘ Service Type * AV Consultation/Suppc ▾

AV Services ^

Transportation & Parking ⓘ

Parking ▾

Attendee Parking **Traffic and Parking Management**

Pick-Up/Drop-Off ▾

Ten or less individuals More than ten individuals

15. Select the number of parking staff you would like for your event. Enter any special instructions in the text box, and click “OK.” A member of Transportation & Parking Services will be in touch within 72 hours.

Traffic and Parking Management ×

Please enter the number of parking staff you would like for your event. A member of the transit team will respond within 72 hours with more information related to charges.

– +

Special Instructions

16. If your guests need to be picked up and dropped off on or near campus, make a selection under “Pick-Up/Drop-Off.” Choose “Ten or less individuals” or “More than ten individuals” based on the number of passengers.

Transportation & Parking ?

Parking ▼

Attendee Parking Traffic and Parking Management

Pick-Up/Drop-Off ▼

Ten or less individuals More than ten individuals

17. Enter the number of passengers, pick-up location, and drop-off location. Click “OK.” A member of Transportation & Parking Services will be in contact within 72 hours with a quote.

The dialog box is titled "Ten or less individuals" and contains the following elements:

- A text area with the instruction: "Enter estimated number of passengers. Enter pick-up/drop-off address in special instructions. Entering this information is not a guarantee of service. You will be contacted within 3 business days for further details and/or a quote for additional charges."
- A numeric input field containing the number "7", flanked by minus and plus buttons.
- A "Special Instructions" text area containing the text: "Pick up at Frist. Drop off at 701 Carnegie."
- "OK" and "Cancel" buttons at the bottom right.

18. Under “Services Summary,” you can view, edit, or delete the services you just added. To edit, click the pencil icon. To remove a service, click the red minus sign. A chart string is not necessary.

The screenshot shows the "Services For Your Reservation" page with several sections:

- AV Services:** Includes fields for Start Time [ET] (12:00 PM), End Time [ET] (1:00 PM), and Service Type * (AV Consultation/Support).
- Transportation & Parking:** A section with a dropdown menu for "Parking" (showing "Attendee Parking" and "Traffic and Parking Management") and a dropdown for "Pick-Up/Drop-Off" (showing "Ten or less individuals" and "More than ten individuals").
- Billing Information:** Includes a "Chart String" input field.
- Services Summary:** A callout box highlighting a list of services:
 - 50 Attendee Parking (with a red minus icon circled in orange)
 - 1 Traffic and Parking Management (with a pencil icon circled in orange)
 - 7 Ten or less individuals (with a pencil icon circled in orange)Below the list, it says "Pick up at Frist. Drop off at 701 Carnegie."

Two callout boxes with arrows point to the Services Summary:

- "Remove service here" points to the red minus icon next to "Attendee Parking".
- "Edit service here" points to the pencil icon next to "Ten or less individuals".

19. Click the blue “Next Step” button on the top right of the screen.

Services For Your Reservation

Click here → **Next Step**

AV Services

Start Time [ET]: 12:00 PM
End Time [ET]: 1:00 PM
Service Type *: AV Consultation/Support

AV Services

Transportation & Parking

Parking

Attendee Parking	Traffic and Parking Management
Pick-Up/Drop-Off	
Ten or less individuals	More than ten individuals

Services Summary

Transportation & Parking

- 50 Attendee Parking
- 1 Traffic and Parking Management
- 7 Ten or less individuals

Pick up at Frist. Drop off at 701 Carnegie.

20. Enter the reservation details: event name and type, and your contact information. A chart string is not necessary.

Click “Create Reservation” on the bottom right side of the screen.

You will hear directly from Transportation & Parking Services regarding the status of your service request.

Reservation Details

Event Details

Event Name * Event Type *

Department Details

Department *

1st Contact

1st Contact Phone *

1st Contact Mobile

1st Contact Email Address *

Additional Information ?

Will there be minors, non-matriculated individuals who are under 18 years old, in attendance? *

Will your event have food? *

Would you like your event to appear on the University's Events Calendar? *

Billing Information

Chart String

Created by Serena Thompson 7/2023