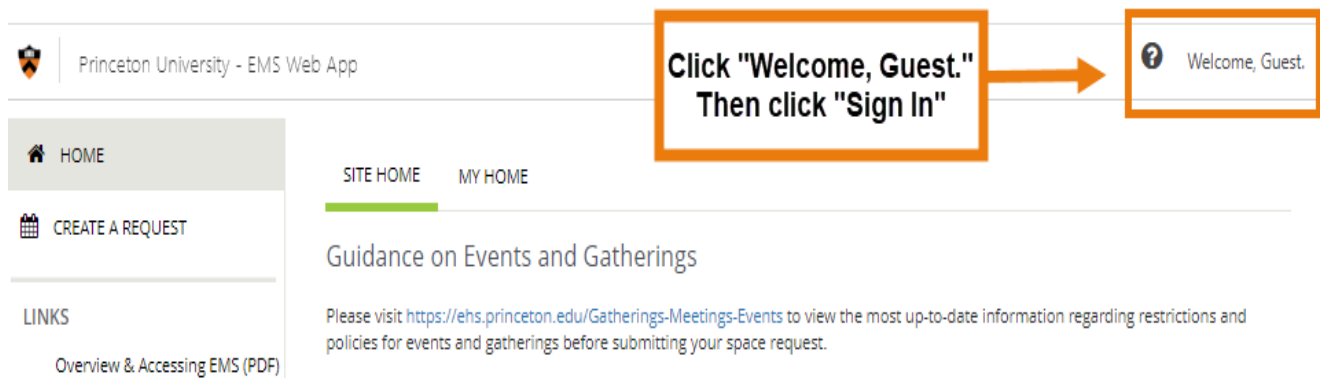


Transportation Service Request for Off Campus Events

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

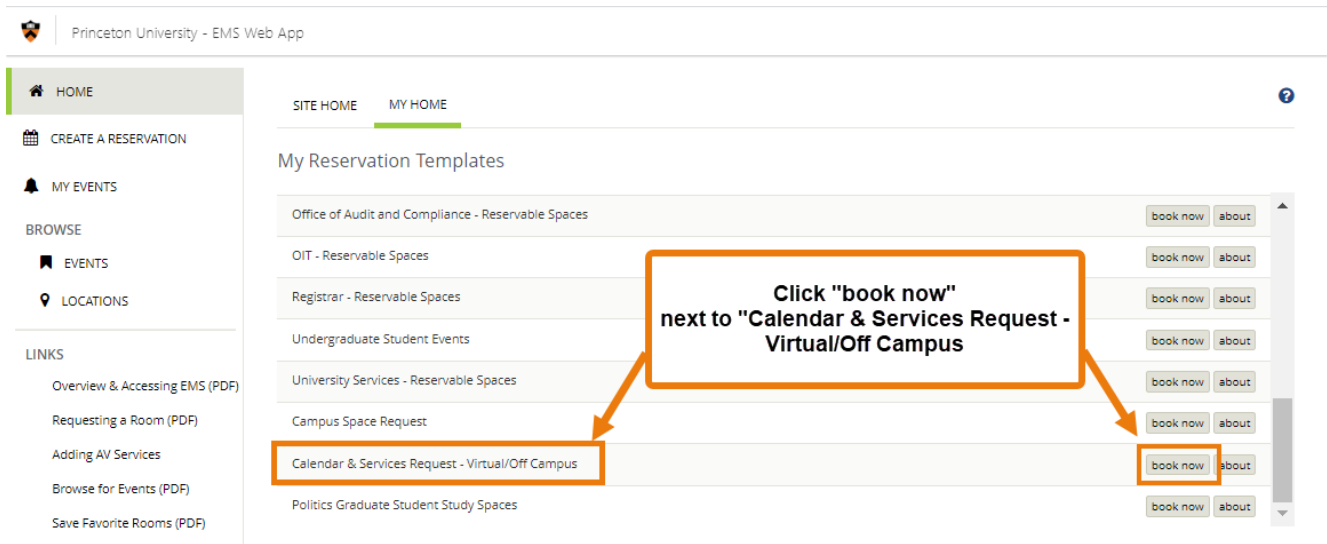
1. Navigate to: scheduling.princeton.edu

To login, click “Welcome, Guest” then click “Sign In” in the top right corner of the screen.

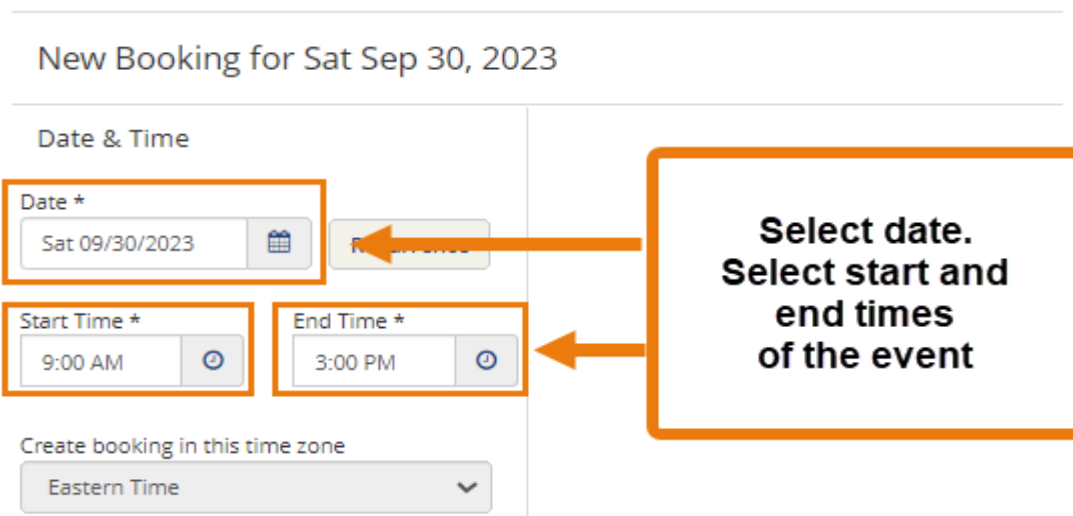


The screenshot shows the top navigation bar of the Princeton University EMS Web App. The page title is "Princeton University - EMS Web App". On the left, there is a sidebar with a "HOME" button and a "CREATE A REQUEST" button. Below the sidebar, there is a "LINKS" section with a link to "Overview & Accessing EMS (PDF)". In the main content area, there are tabs for "SITE HOME" and "MY HOME", with "SITE HOME" selected. Below the tabs, there is a section titled "Guidance on Events and Gatherings" with a link to <https://ehs.princeton.edu/Gatherings-Meetings-Events>. In the top right corner, there is a "Welcome, Guest." button with a question mark icon. An orange box with the text "Click 'Welcome, Guest.' Then click 'Sign In'" has an arrow pointing to the "Welcome, Guest." button.

2. Under “My Reservation Templates,” locate the template “Calendar & Services Request – Virtual/Off-Campus.” Click “book now” on the right side of the screen.



3. Select the date for your request. Under “Start Time,” select the time passengers will need to be picked up. Under “End Time,” select the time that passengers will need to be dropped off **at the end of the event**.



4. Under “Location,” enter the off-campus pick-up location ***if the location is not a requestable space in EMS***. If the location is a requestable space in EMS, go back to the home page and choose the appropriate template. Click “Next Step.”

Calendar & Services Request - Virtual/Off Campus

1 Service Availability | 2 Services | 3 Reservation Details

Create Reservation

New Booking for Fri Aug 25, 2023

Next Step

Date & Time

Date *
Fri 08/25/2023

Start Time *
2:00 PM

End Time *
3:00 PM

Location Details

Buildings
Virtual/Off Campus

Location *
Hyatt Hotel

Transportation and Parking
Must be submitted by 2:00 PM at least 7 day(s) prior to the start of the booking
Available to the following Building

Under "Location,"
enter pickup location.
Click "Next Step"

5. Under “Pick-Up/Drop-Off,” choose “***More than ten individuals***” or “***Ten or less individuals***” depending on how many passengers will need to be picked up and dropped off for this event. ***Transporting more than ten individuals will require charter bus services, which comes with a fee.***

Calendar & Services Request - Virtual/Off Campus

1 Service Availability | 2 Services | 3 Reservation Details

Create Reservation

Services For Your Reservation

Next Step

Transportation and Parking

Pick-Up/Drop-Off

More than ten individuals

Ten or less individuals

Billing Information

Chart String

6. Enter the number of passengers. Under “Special Instructions,” enter the pick-up location and drop-off location. Click “OK.”

More than ten individuals

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.

45

Special Instructions

Pick up at Hyatt Hotel
Drop off at Seed Farm

OK Cancel

7. Added services populate on the right side of the screen under “Services Summary.” To remove an added service, click the red minus sign. To edit an added service, click the pencil icon. A chart string is not necessary at this time. Click “Next Step” to continue.

Calendar & Services Request - Virtual/Off Campus

Create Reservation

1 Service Availability 2 Services 3 Reservations

Click "Next Step"

Next Step

Services For Your Reservation

Transportation and Parking

Pick-Up/Drop-Off

More than ten individuals Ten or less individuals

Billing Information

Chart String

Services Summary

Transportation and Parking

45 More than ten individuals

Pick up at Hyatt Hotel
Drop off at Seed Farm

Remove service here

Edit service here

8. Fill in the reservation details. Enter if you would like this event published on the University Events Calendar. A chart string is not necessary at this time. Click “Create Reservation.”

A member of Transportation & Parking Services will be in contact within 72 hours with a quote.

The image shows a web form titled "Reservation Details" with several sections:

- Event Details:** Includes "Event Name *" (text input: "The Art of Calligraphy") and "Event Type *" (dropdown menu: "Exhibition").
- Group Details:** Includes "Group *" (dropdown menu: "Conference and Event Serv"), "1st Contact" (dropdown menu: "Thompson, Serena"), "1st Contact Phone *" (text input: "6092581724"), "1st Contact Mobile" (empty text input), and "1st Contact Email Address *" (text input: "st9443@princeton.edu").
- Additional Information:** Includes "Would you like your event to appear on the University's Events Calendar? *" (dropdown menu: "No").
- Billing Information:** Includes "Chart String" (empty text input) and a "Go Back" button.

An orange callout box with the text "Fill in reservation details. Click 'Create Reservation'" is positioned in the center-right of the form. An arrow points from the callout box to the "1st Contact" dropdown menu, and another arrow points from the callout box to the "Create Reservation" button, which is also highlighted with an orange border.