

# Online Reservation with EMS

University of South Alabama Student Center

# Making an online reservation for the USA Student Center

Go to [www.southalabama.edu](http://www.southalabama.edu) and use the A-Z to find the Student Center

# Login & Room Request



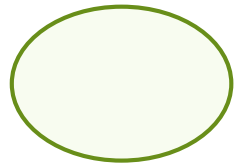
## Start with 'When and Where'

1. Under 'Date' enter the date of your event
2. Enter the 'Start Time' of your event. Then end time defaults to 1 hour, but you can adjust for more time. \*\*Please note: Put in the actual start time of your event and NOT the time you want to setup\*\*
3. Under 'Facilities' choose the Student Center
4. Continue under 'Setup Information' and enter number of expected 'Attendance' and 'Setup Type'. \*\*Please note: It is important

# Recurrence

*Want to set a meeting for a Semester?*

If you want to book an event for the same time on different number of days, use 'Recurrence' button.




You can choose to do it weekly, monthly, or random dates.





## Availability & Submit

1. Once you finish 'Event Details,' click on 'Check Availability' button.
2. Go to the 'Availability' tab.
3. This is the list of available rooms that meet your 'Attendance' and 'Setup Type' you entered.
4. Click the  to choose your room and then hit 'Submit' button.



## Event Request Details Summary