Event Management

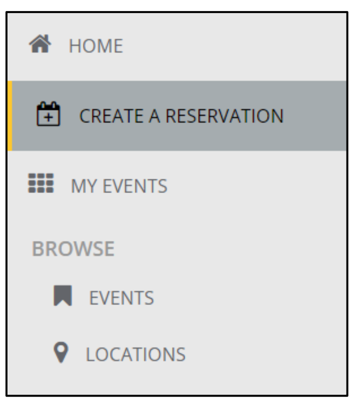
The University is moving to a new event management system, simply referred to as **EMS**. This new system will be in use for various buildings and spaces on campus, such as the Student Union and the University Center. Most other academic classrooms will still be using **Astra** for scheduling.

Accessing EMS

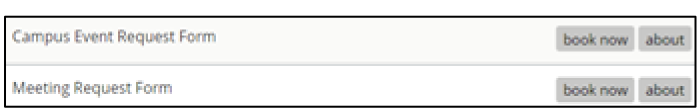
EMS is located at https://nku.emscloudservice.com/web/. Click **Welcome, Guest** in the upper right corner, then **Sign In** and enter your NKU username and password.

Making a Reservation

To schedule an event or meeting, click **Create A Reservation** on the left side of the screen.



The reservation templates will be displayed. Click the **Book Now** button to the right of the appropriate form to begin your reservation.



Questions?
Email space@nku.edu.

Depending on the type of event you wish to hold, you'll need to select from two different forms.

The **Meeting Request Form** should be used for events similar to the following:

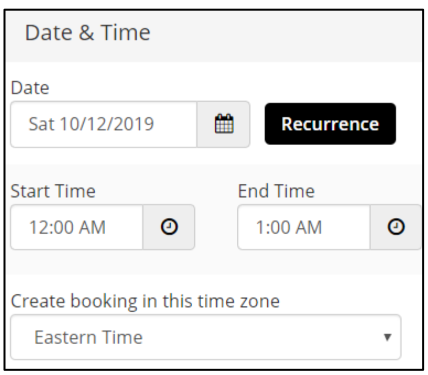
- Department Meeting
- RSO Meeting
- SU Lobby Table
- Norse Commons Rock
- Banner

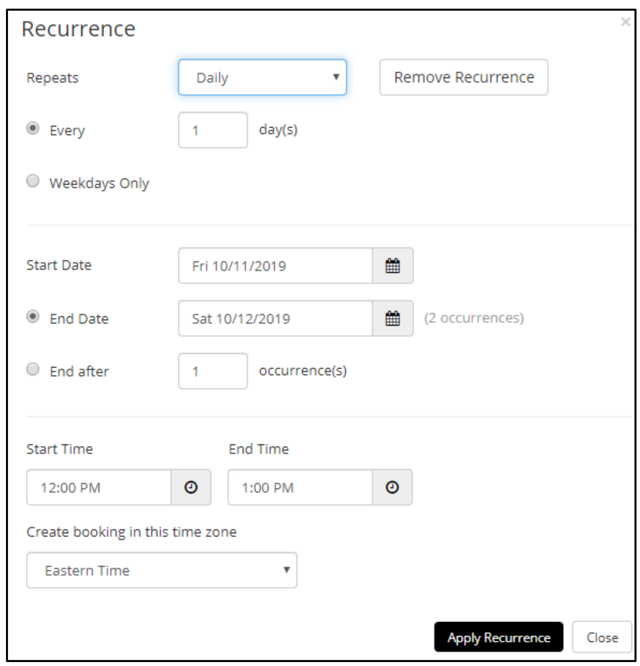
The **Event/Conference Request Form** should be used for events similar to the following:

- Speaker
- Fundraiser
- Dance
- Career Fair
- Conference

Select a date and time for the reservation in the upper left pane.

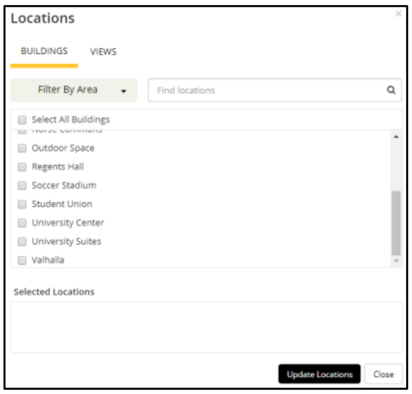
You can also use the **Recurrence** button if your event will be held multiple times.

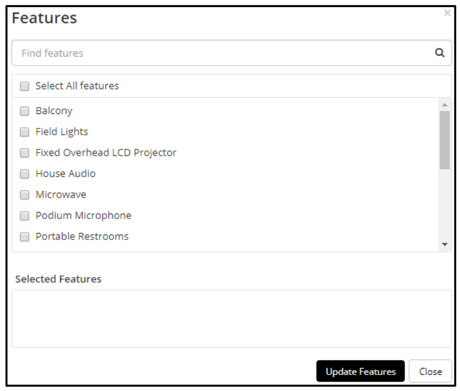


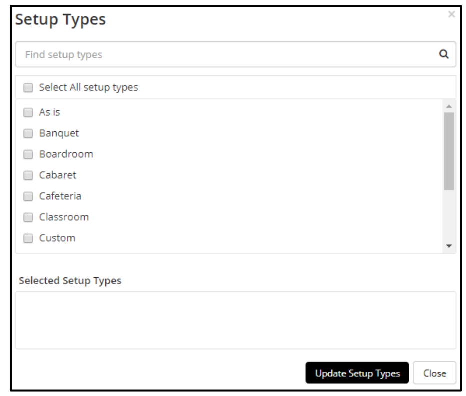


Next, you must assign a room to the event. A list of all rooms is available by clicking the **Search** button under **Locations**. This list can be refined by adding Location, Setup, and Feature filters.

Click the **Add/Remove** buttons to apply filters.

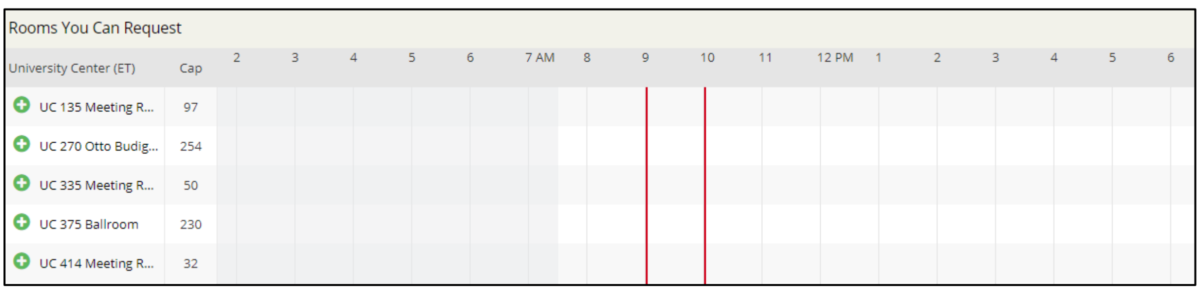






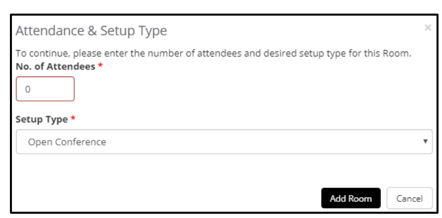
Once you have set any filters and clicked **Search**, a list of schedulable rooms will appear on the right.

Unavailable times will be darkened. Your proposed time will be flanked by red bars, and any scheduled events will be blocked out.



To select a room for your event, click the "plus" icon.

The **Attendance & Setup Type** screen will appear. Fill out the **No. of Attendees** and **Setup Type** fields and click **Add Room**.

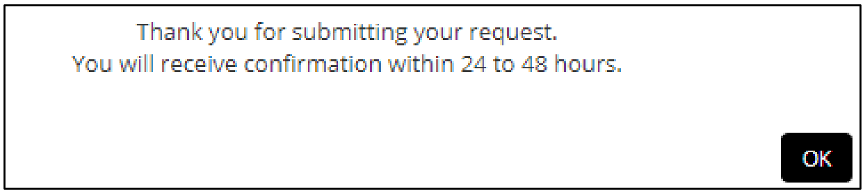


Note: If the number of attendees entered exceeds the capacity of the room, you will receive an error. You can check the room capacity in the **Cap** column of the scheduling grid.

Once the room is selected, it will appear above the room search results. Click **Next Step** to add reservation details.

A **Reservation Details** form will appear, requiring detail about the meeting or event (setup required, attendees of note, etc.). Once this form is complete, click the **Create Reservation** button.

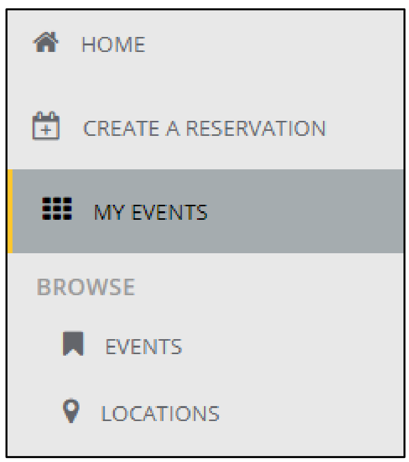
Your reservation will then be confirmed.



You will receive a notification via email that your request has been received. A follow-up email will be sent after the request has been approved.

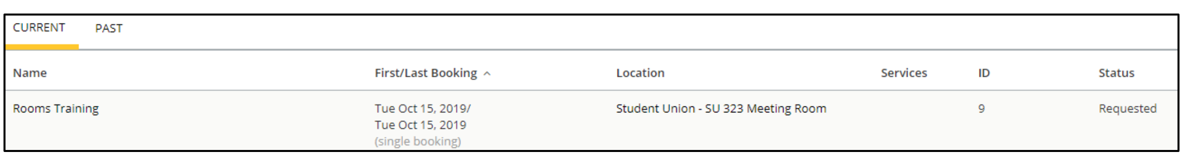
Editing Existing Events

You can review your existing requests and bookings, by clicking the **My Events** link in the left navigation bar.



This screen will show your current and past requests and bookings. You can edit reservations up to 3 business days prior to the event.

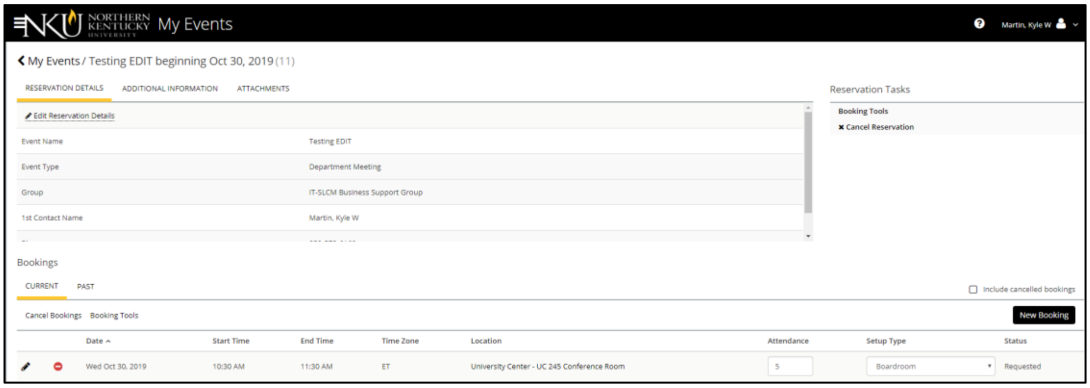
To edit a reservation, click the event's name in the list.



CURRENT PAST

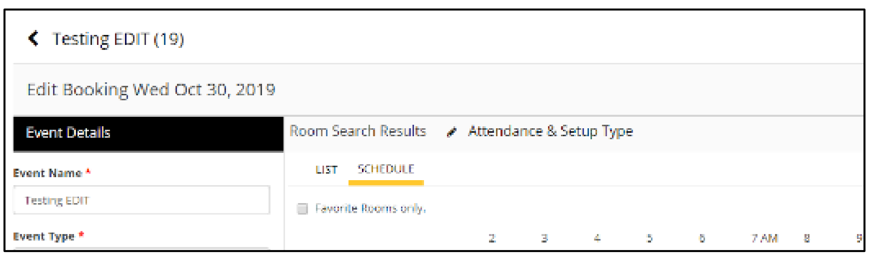
Name	First/Last Booking	Location	Services	ID	Status
Rooms Training	Tue Oct 15, 2019/ Tue Oct 15, 2019 (single booking)	Student Union - SU 323 Meeting Room		9	Requested

Various aspects of your event can be edited, including its name, type, contact and time.



Click **Edit Reservation Details** to make changes, then click **Save Reservation Details**.

To reschedule your event, click the pencil icon next to the event name.



You will be able to edit the scheduled room, date, and/or time of the event.

Once you have made your changes, click **Update Booking**.