

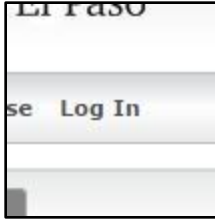
Reserving TechLink Rooms in Virtual EMS

Step One:

Access EMS by 1 of 2 methods:

* Directly at <http://elpappems01.ttuhs.edu/VirtualEms/>

* From [WebRaider](#) - Select the HSC Employee tab **HSC Employee** and then “Event Management System (EMS)” under the Important Texas Tech Links – HSC on the right hand side.



Log in using e-raider credentials.



Step Two:

Once logged in, select on the type of reservation needed.



Campus Room Request – Events requiring public non-Techlink rooms located at main campus.

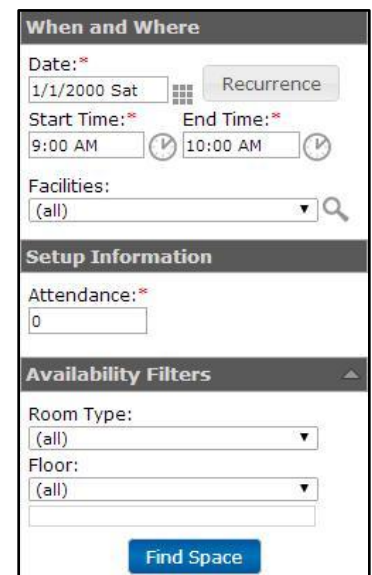
Techlink Room Request – Events requiring public Techlink rooms located at main campus.

Off Campus Classroom Technology Support – Events occurring off campus.

Step Three:






Enter the required information, that is indicated with a red asterisk (*).

If your event is recurring then click on the **Recurrence** tab to enter the start and end dates and select “Find Space”



Step Four:

From the list of available rooms displayed, select the desired room by clicking on the green plus (+) next to the listed room.

Room	
AEC (MT)	
	AEC 212
	AEC 235
ASB (MT)	
	ASB 1102
CSB (MT)	
	CSB A3500
	CSB B3600

The selected room will then appear in the Selected Locations section of the screen. You can continue to add other TechLink locations, if necessary.




Selected Locations								
	DATE	HOLIDAYS	START ^	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
	1/1/2000 Sat		8:00 AM	10:00 AM	AEC 235	Request	5	

Selected Locations								
	DATE	HOLIDAYS	START ^	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
	1/1/2000 Sat		8:00 AM	10:00 AM	AEC 235	Request	<input type="text" value="5"/>	
	1/1/2000 Sat		8:00 AM	10:00 AM	ASB 1102	Request	<input type="text" value="5"/>	
	1/1/2000 Sat		8:00 AM	10:00 AM	CSB B3600	Request	<input type="text" value="5"/>	

Select  and complete the information found within the “Details” tab.

Step Five:

As indicated with a red asterisk (*), please enter the required information in the Event and Group Details sections.

Event Details	
Event Name:*	Event Type:*
<input type="text"/>	Video Conference 
Group Details	
Group:*	<input type="text"/> 
1st Contact:*	<input type="text"/> 
Phone:*	Fax:
<input type="text"/>	<input type="text"/>
Email:*	<input type="text"/>

Step Six:

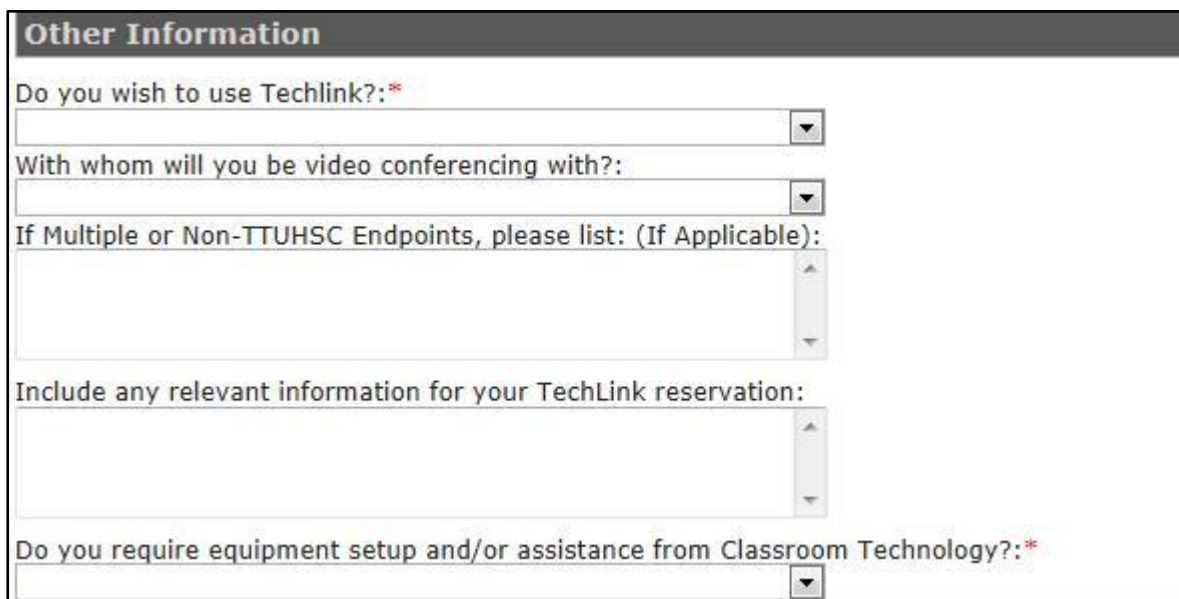
Attach any relevant files to the reservation.



The screenshot shows a section titled "Attachments" with a dark header. Below the header is a white area containing a dark button labeled "Attach File".

Step Seven:

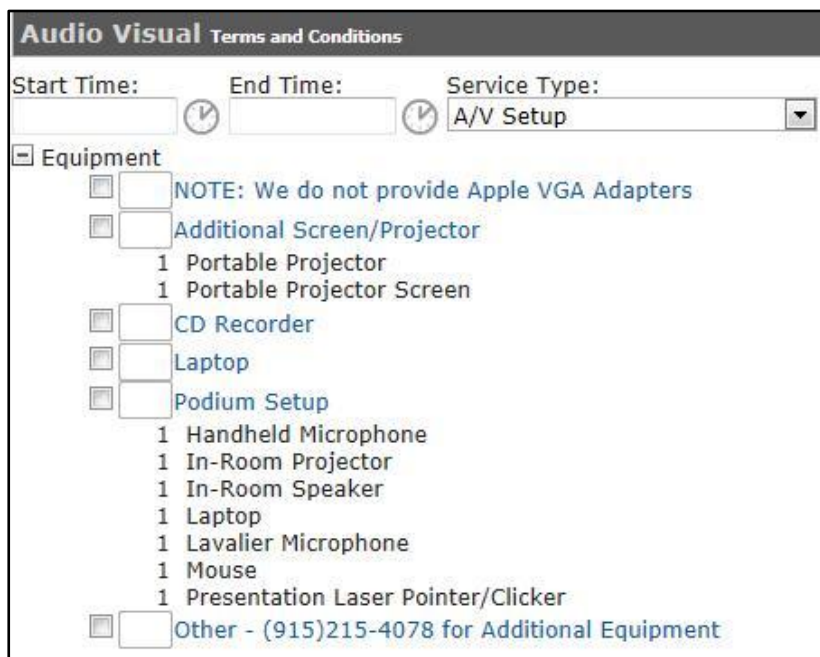
Please indicate if you will be using TechLink, indicate the endpoint(s), any additional relevant information and if you will require a setup or assistance from Classroom Technology.



The screenshot shows a section titled "Other Information" with a dark header. Below the header are several form fields: a dropdown menu for "Do you wish to use Techlink?:*", a dropdown menu for "With whom will you be video conferencing with?:", a text area for "If Multiple or Non-TTUHSC Endpoints, please list: (If Applicable):", a text area for "Include any relevant information for your TechLink reservation:", and a dropdown menu for "Do you require equipment setup and/or assistance from Classroom Technology?:*".

Step Eight:

If you do require A/V setup, please indicate what equipment is needed and at what time.



The screenshot shows a section titled "Audio Visual Terms and Conditions" with a dark header. Below the header are three input fields: "Start Time:", "End Time:", and "Service Type:". The "Service Type:" dropdown menu is set to "A/V Setup". Below these fields is a section titled "Equipment" with a checkbox. Under "Equipment" are several items, each with a checkbox and a list of items: "NOTE: We do not provide Apple VGA Adapters", "Additional Screen/Projector" (with sub-items "1 Portable Projector" and "1 Portable Projector Screen"), "CD Recorder", "Laptop", "Podium Setup" (with sub-items "1 Handheld Microphone", "1 In-Room Projector", "1 In-Room Speaker", "1 Laptop", "1 Lavalier Microphone", "1 Mouse", and "1 Presentation Laser Pointer/Clicker"), and "Other - (915)215-4078 for Additional Equipment".

Final Step:

Once all required information has been entered & necessary equipment selected, please read and agree to terms.

I have read and agree to the terms and conditions

Click on "Submit".

Submit

Immediately after submitting your reservation, message will pop-up acknowledging the reservation. You should also receive an email that contains the basic information of your reservation. Within 24-48 hours, you will receive a final confirmation via email.