

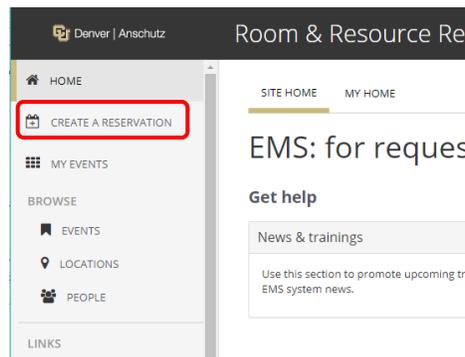
Combine Multiple Room Reservations

Before You Begin

- These instructions assume a familiarity with submitting both single and recurring reservations in the EMS Web App. The full EMS Web App User's Guide with detailed instructions can be found [here](#).
- Only reservations for **classrooms** and **common conference rooms** can be combined, not department conference rooms or any other service reservations.

Combine Multiple Room Reservations

Step 1: After navigating to the EMS Web App at <https://schedule.ucdenver.edu> and logging in, click **CREATE A RESERVATION**.



Tip: It is possible to combine reservations for the same type of room, i.e. classroom requests can be combined with other classroom requests, but classroom requests cannot be combined with conference room requests.

Step 2: Click **book now** next to the desired reservation template.

My Reservation Templates

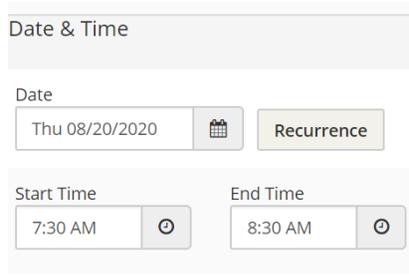
CU Anschutz - Classrooms	book now	about
CU Anschutz - Common Conference Spaces	book now	about
CU Anschutz - Department Conference Rooms	book now	about
CU Anschutz Health & Wellness Center Rooms	book now	about
CU Anschutz Strauss Health Sciences Library Rooms	book now	about
CU Denver - Business School Rooms	book now	about
CU Denver - Business School Jake Jabs Event Center	book now	about
CU Denver - Classrooms	book now	about
CU Denver - Common Conference Rooms	book now	about

Combine Multiple Room Reservations

Step 3: Search for a room for one date or recurring dates:

One Date

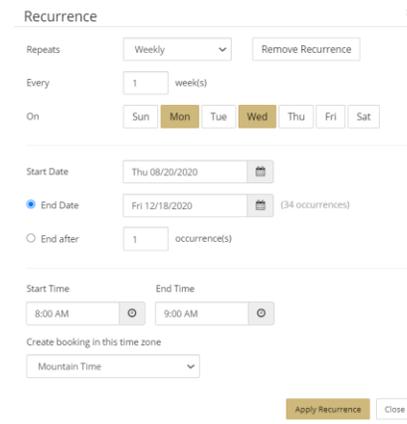
Enter the **Date**, **Start Time**, and **End Time**.



The form is titled "Date & Time". It has a "Date" field with the value "Thu 08/20/2020" and a "Recurrence" button. Below it are "Start Time" and "End Time" fields, both with the value "8:30 AM".

Recurring Dates

Click the **Recurrence** button, enter in the date pattern, **Start Time**, and **End Time**, and click **Apply Recurrence**.



The form is titled "Recurrence". It has a "Repeats" dropdown menu set to "Weekly" and a "Remove Recurrence" button. Below it are "Every" (1 week(s)), "On" (Sun, Mon, Tue, Wed, Thu, Fri, Sat), "Start Date" (Thu 08/20/2020), "End Date" (Fri 12/18/2020, 34 occurrences), "End after" (1 occurrence(s)), "Start Time" (8:00 AM), "End Time" (9:00 AM), "Create booking in this time zone" (Mountain Time), and "Apply Recurrence" and "Close" buttons.

Tip: Use the **Repeats** drop-down menu and click *Random* to select non-patterned dates from a calendar.

Step 4: Click **Search** and a list of available rooms will populate the right side of the page. Choose the room(s) that meets your needs by selecting the **Add (+)** button to the left of the room(s).

Room Search Results

LIST

Favorite R...

Room	Available ▾	Location	Floor	TZ	Cap	
Rooms You Can Request						
<input type="button" value="+"/>	L28-1307 60-seat Classroom	33/34	Education 2 South (L28)	1st Floor	MT	60
<input type="button" value="+"/>	L28-1308 30-seat Classroom	33/34	Education 2 South (L28)	1st Floor	MT	30
<input type="button" value="+"/>	L28-2201 60-seat Classroom	33/34	Education 2 South (L28)	2nd Floor	MT	60

Tip: Room recurrence availability is displayed in the **Available** column. The room may not be available for all of the dates in the recurrence. Click on the number (i.e. 33/34) for more information about the unavailable date.

Combine Multiple Room Reservations

Step 5: The selected room(s) will display at the top of the page. Click the **Recurrence** button again to add more dates to this request.

New Booking for Thu Aug 20, 2020

Date & Time Occurs every week on Monday and Wednesday, effective Thu Aug 20, 2020 until Fri Dec 18, 2020 from 8:00 AM to 9:00 AM Mountain Time. (34 occurrences)	Selected Rooms Attendance & Setup Type L28-1307 60-seat Classroom (33 of 34 occurrences with 1 skipped)
Recurrence	Room Search Results LIST <input type="checkbox"/> Favorite R...

Step 6: Click **Remove Recurrence** to clear out the existing search criteria.

Recurrence

Repeats: Weekly

Every: 1 week(s)

On: Sun Mon Tue Wed Thu Fri Sat

Search for another room for one date or recurring dates by following the instructions in steps 3 and 4, and continue to build your request with multiple (single and/or patterned) dates and rooms.

Step 7: After the request has been built with all of the needed dates/times/rooms, click **Next Step**.

CU Anschutz - Classrooms

My Cart (4)

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

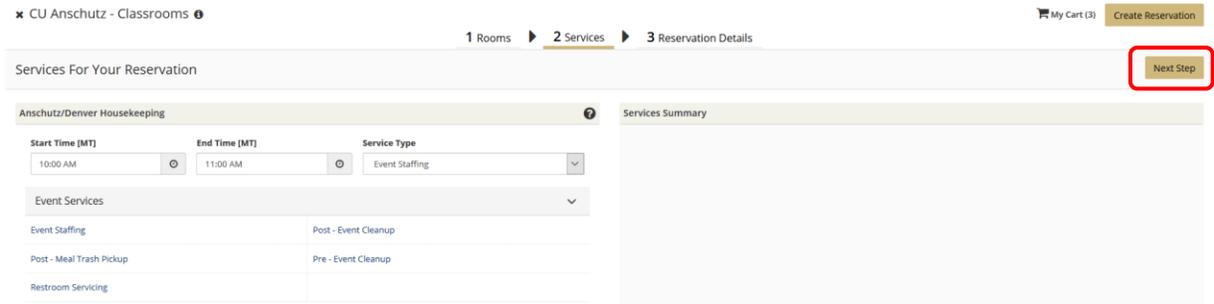
New Booking for Fri Aug 21, 2020

Date & Time Occurs every 2 weeks on Friday, effective Fri Aug 21, 2020 until Fri Dec 18, 2020 from 2:00 PM to 4:00 PM Mountain Time. (9 occurrences)	Selected Rooms Attendance & Setup Type L28-1307 60-seat Classroom (33 of 34 occurrences with 1 skipped) P18-1000 Hensel Phelps Lecture Hall - East L28-SGL-1204 (8 of 9 occurrences with 1 skipped) L28-SGL-1210 (8 of 9 occurrences with 1 skipped)
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Tip: To review the full date/time/room detail of the request, click **My Cart** to see this information in a list.

Combine Multiple Room Reservations

Step 8: Select any needed services from the menu and complete the *Special Instructions* box with specific details. Please note requesting services on this window will automatically add the service to every date and room on the reservation. If you need a service for only one date or room, do not add it here. The service should be added after submitting the initial room request. Click **Next Step**.



CU Anschutz - Classrooms

1 Rooms | 2 Services | 3 Reservation Details

My Cart (3) Create Reservation

Services For Your Reservation **Next Step**

Anschutz/Denver Housekeeping

Start Time (MT) 10:00 AM End Time (MT) 11:00 AM Service Type Event Staffing

Event Services

Event Staffing	Post - Event Cleanup
Post - Meal Trash Pickup	Pre - Event Cleanup
Restroom Servicing	

Services Summary

Step 9: Complete the required fields (outlined in red) on the **Reservation Details** page and click **Create Reservation**.

Step 10: Upon submitting the request, this page will open. Click **Edit this Reservation** to add services to one or some of the dates/rooms if needed.

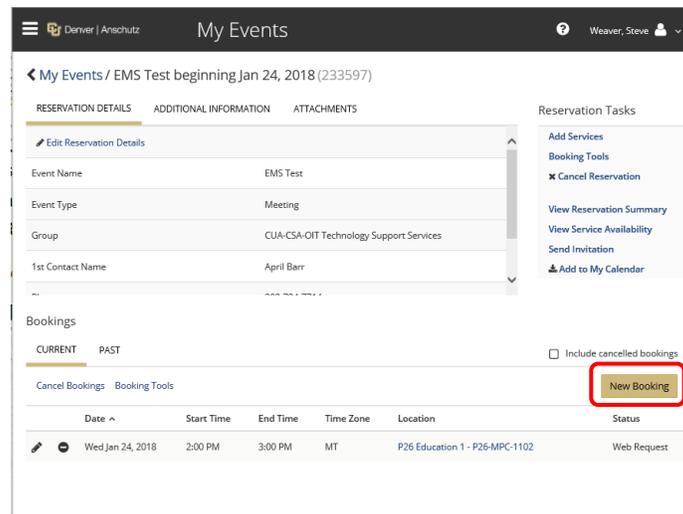
Room Request

Reservation Created

What would you like to do now?

- > Add to my calendar.
- > **Edit this reservation.**

Tip: To add more dates to a reservation after it has been submitted, go to **MY EVENTS**, click on the reservation to open it, click **New Booking**, and follow the instructions in steps 3 and 4.



Denver | Anschutz My Events Weaver, Steve

< My Events / EMS Test beginning Jan 24, 2018 (233597)

RESERVATION DETAILS | ADDITIONAL INFORMATION | ATTACHMENTS

Reservation Tasks

- Add Services
- Booking Tools
- Cancel Reservation
- View Reservation Summary
- View Service Availability
- Send Invitation
- Add to My Calendar

Bookings

CURRENT | PAST

Cancel Bookings | Booking Tools **New Booking**

Date	Start Time	End Time	Time Zone	Location	Status
Wed Jan 24, 2018	2:00 PM	3:00 PM	MT	P26 Education 1 - P26-MPC-1102	Web Request