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](https://schedule.ucdenver.edu).
- 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](https://schedule.ucdenver.edu) and logging in, click **CREATE A RESERVATION**.

![Create a Reservation](image)

**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.
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**.

- **Date & Time**
  - **Date**: Thu 08/20/2020
  - **Recurrence** button
  - **Start Time**: 7:30 AM
  - **End Time**: 8:30 AM

**Recurring Dates**

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

![Recurring Dates](image)

**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**
  - **Rooms You Can Request**
    - L28-1307 60-seat Classroom: 33/34, Education 2 South (L28), 1st Floor, MT, 60
    - L28-1308 30-seat Classroom: 33/34, Education 2 South (L28), 1st Floor, MT, 30
    - 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.

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

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**.

**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**.

![Services For Your Reservation](image1.png)

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](image2.png)

**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.

![My Events](image3.png)