

Before Reserving a room, Please Note:

These rooms are a courtesy for RBS students. Please treat them with respect and leave them in the condition you found them in.

Rooms are locked so bring your room confirmation to the Concierge's Desk to pick up the room key. You will need to leave your RU ID as collateral. You will be subject to a \$100 financial hold on your Rutgers' account for unreturned keys.

To be fair to all 5,000 RBS students, rooms are reserved in 1 hour increments, up to 4 hours per week. Multiple reservations are required to create a block of up to 4 consecutive hours in one day.

Please report any rooms issues to the Concierge's Desk.

Reserving an RBS Team Room

1. Using your web browser, go to <https://reserve.newark.rutgers.edu/emswebapp/>

The screenshot shows the 'Virtual EMS 3.0' website. The top navigation bar includes 'RUTGERS' and 'Virtual EMS 3.0'. Below this, there are tabs for 'SITE HOME' and 'MY HOME', with an arrow pointing to 'MY HOME'. The main content area is titled 'Sign In' and contains two input fields: 'User Id *' and 'Password *', both with arrows pointing to them. A red 'Sign In' button is located below the password field. On the left side, there is a sidebar with 'HOME', 'BROWSE' (containing 'EVENTS' and 'LOCATIONS'), and 'LINKS' (containing 'Rutgers-Newark' and 'Paul Robeson Campus Center').

2. Click on “MY HOME” to sign in

3. Log in with your NETID

5. Click on “book now”

4. Click on “CREATE A RESERVATION”

The screenshot shows the 'Room Request' website. The top navigation bar includes 'RUTGERS' and 'Room Request'. Below this, there are tabs for 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', 'EVENTS', and 'LOCATIONS'. The main content area is titled 'My Reservation Templates' and contains a table with one row: 'RBS-Teamrooms'. To the right of this row are two buttons: 'book now' and 'about'. An arrow points from the 'book now' button to the text '5. Click on “book now”'. On the left side, there is a sidebar with 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', 'EVENTS', and 'LOCATIONS'. An arrow points from the text '4. Click on “CREATE A RESERVATION”' to the 'CREATE A RESERVATION' button in the sidebar.

Reserving an RBS Team Room

Note : Reservations must be at least 15 minutes out from the time you are making the request!!

7. Note the shadow vertical bar - that is your selected time. Colored areas are already reserved

6. Fill in every empty box then click "Search"

8. Click on the Red Plus next to the room you would like. It will then appear at the top as "Selected Rooms"

9. Enter the number of attendees and Click "Add Room"

9. Enter the number of attendees and Click "Add Room"

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

1

Setup Type *

Chairs and Tables

Add Room Cancel

Reserving an RBS Team Room

11. Fill out the Events name and the Events Type by clicking on the arrow to select "Study"

10. Click on "Next Step" to "Services" and/or "Reservation Details"

16.

RUTGERS Room Request

RBS-Teamrooms My Cart (1) Create Reservation

1 Rooms 2 Services 3 Reservation Details

Reservation Details

Event Details

Event Name * Group Study

Event Type * Study

Client Details

Client * RBS Student-KOOGER,MICHELLE

1st Contact (temporary contact)

1st Contact Name * (temporary contact)

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

Create Reservation

16. Click on "Create Reservation"

RUTGERS Room Request

RBS-Teamrooms My Cart (0) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Tue Aug 22, 2017

Date Tue 08/22/2017

Start Time 1:00 PM End Time 2:00 PM

Room Search Results

LIST SCHEDULE

Rooms You Can Reserve

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5
100BRR 2005 (Coll...)	10											
100BRR 2007 (Tea...)	10											
100BRR 2009 (Tea...)	14											
100BRR 2017 (Tea...)	14											
100BRR 2020 (Tea...)	14											

12. Choose the First "Client" by clicking on the arrow

13. Fill in the "1st Contact Name"

14. Fill in the "1st Contact Phone"

15. Fill in the "1st Contacts Email Address" for confirmations and cancelations

The screenshot displays the Rutgers Room Request interface. A white dialog box with a red border is centered on the screen, containing the following text:

Help ✕

Your Team Room has been successfully reserved

* If you're unable to utilize this reservation please be sure to cancel it.

OK

In the background, the "Room Request" page is visible, showing a "Reserved!" status and a "What would you like to do next?" section with an "Add to my calendar" option. The left sidebar contains navigation links for HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS), and LINKS (Rutgers-Newark, Paul Robeson Campus Center).

Finished!

Canceling an RBS Team Room Reservation

1. Log In as in steps 1, 2,
and 3 from Reserving a
Room

2. Click "My Events"
3. Click on the
reservation you'd
like to cancel

The screenshot shows the Rutgers My Events interface. On the left is a navigation menu with 'MY EVENTS' highlighted. A blue arrow labeled 'Step 2' points to this menu item. The main content area shows 'RESERVATIONS' and 'BOOKINGS' tabs. Below is a search bar and a table of reservations. A blue arrow labeled 'Step 3' points to the first row of the table, which is 'Group Study'.

Name	First/Last Booking	Location	Client	Services	ID	Status
Group Study	Wed Aug 23, 2017/ Wed Aug 23, 2017 (single booking)	100 Rockefeller Road - 100BRR 2005 (Collaborative Team Rm)	RBS St...		130483	Confirmed

4. Click on "x Cancel
Reservation"

The screenshot shows the 'RESERVATION DETAILS' page for 'Group Study beginning Aug 23, 2017 (130483)'. The details table is shown below. To the right is a 'Reservation Tasks' sidebar with four options: 'Cancel Reservation' (with a red 'x' icon), 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'. A blue arrow points from the 'Cancel Reservation' option back to the 'Group Study' event name in the details table.

RESERVATION DETAILS	
Event Name	Group Study
Event Type	Study
Client	RBS Student-KOOGER,MICHELLE
1st Contact Name	Mich
Phone	1233455645

Canceling an RBS Team Room Reservation

5. Click on the arrow to choose the “Cancel Reason”
6. Click the box under “Cancel Notes” to elaborate on the cancellation reason

The screenshot shows the Rutgers RBS reservation management interface. A modal dialog titled "Cancel Reservation?" is displayed in the foreground. The dialog contains the following elements:

- A close button (X) in the top right corner.
- A confirmation message: "Both the reservation and bookings will be cancelled. Are you sure you want to proceed?"
- A "Cancel Reason" dropdown menu.
- A "Cancel Notes" text area.
- Two buttons at the bottom: "Yes, Cancel Reservation" (white) and "No, Keep Reservation" (red).

In the background, the "My Events" page is visible, showing a reservation for "Group Study beginning". The "RESERVATION DETAILS" section is highlighted, and two blue arrows point from the text in the instructions above to the "Cancel Reason" dropdown and the "Cancel Notes" text area in the modal dialog.

7. Click “Yes, Cancel Reservation” to confirm the cancellation and it will return you to your reservation list

Canceling an RBS TeamRoom Reservation

My Events KOOGER, MICHELLE M

< My Events / Group Study beginning Aug 23, 2017 (130483)

RESERVATION DETAILS

Event Name	Group Study
Event Type	Study
Client	RBS Student-KOOGER,MICHELLE
1st Contact Name	Mich
Phone	1233455645

Bookings

CURRENT PAST Include cancelled bookings

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Wed Aug 23, 2017	4:00 PM	5:00 PM	ET	100 Rockefeller Road - 100BRR 2005 (Collaborative Team Rm)	1	Chairs and Tables	Web Cancelled

You may Log Out by using the arrow in the top right corner of your screen or you may go back to the beginning and make another reservation

Note your reservation status is now "Web Cancel"