



Reserving an RBS Team Room

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.

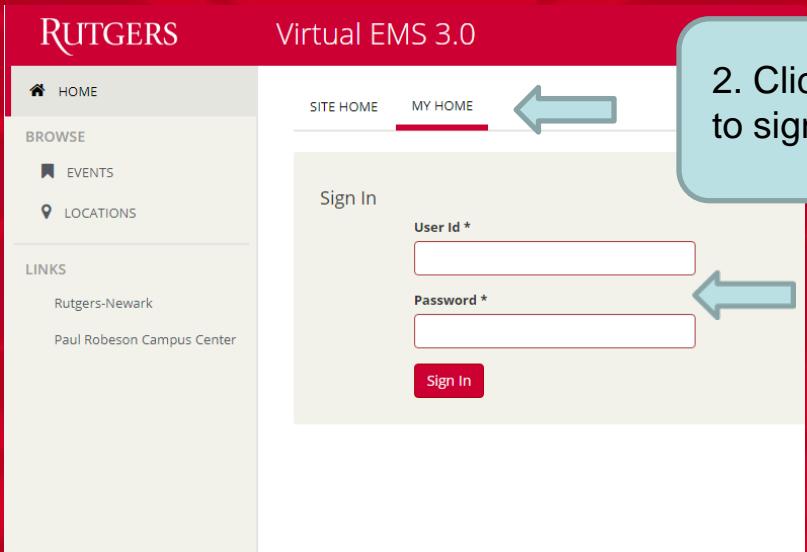
To be fair to all 5,000 RBS students, rooms are reserved in 1 hour increments, up to 4 hours per week. Multiple reservations are required to create a block of up to 4 consecutive hours in one day.

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/>

RUTGERS Virtual EMS 3.0



SITE HOME MY HOME

Sign In

User Id *

Password *

Sign In

2. Click on “MY HOME”
to sign in

3. Log in with your NETID

5. Click on “book
now”

RUTGERS Room Request



HOME CREATE A RESERVATION

MY EVENTS

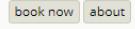
BROWSE EVENTS LOCATIONS

4. Click on
“CREATE A
RESERVATION”



My Reservation Templates

RBS-Teamrooms



book now about



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

RUTGERS Room Request

New Booking for Tue Aug 22, 2017

Date & Time

Date: Tue 08/22/2017

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

Create booking in this time zone: Eastern Time

Locations: 100 Rockafeller Road

Let Me Search For A Room

Setup Types: (no preference)

Number of People:

Attendance & Setup Type

Room Search Results

Rooms You Can Reserve

Room	Capacity	7 AM	8	9	10	11
100BRR 2005 (Collaborative Team Rm)	10					
100BRR 2007 (Team Rm)	10					
100BRR 2009 (Team Rm)	14					
100BRR 2017 (Team Rm)	14					
100BRR 2020 (Team Rm)	14					

Reserving an RBS Team Room

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

RUTGERS Room Request

New Booking for Tue Aug 22, 2017

Date & Time

Date: Tue 08/22/2017

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

Create booking in this time zone: Eastern Time

Locations: 100 Rockafeller Road

Let Me Search For A Room

Setup Types: (no preference)

Number of People:

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favorite Ro...

Find A Room Search

Rooms You Can Reserve

Room	Capacity	7 AM	8	9	10	11	12 PM	1	2	3	4	5
100 Rockafeller Road (ET)	Cap		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											

Your Time

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

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

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

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

Room Request

RBS-Teamrooms

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 Email Address *

Reserving an RBS Team Room

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

RUTGERS Room Request

RBS-Teamrooms

New Booking for Tue Aug 22, 2017

Date & Time

Date: Tue 08/22/2017

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

Create booking in this time zone: Eastern Time

Locations: Add/Remove 100 Rockefeller Road

Selected Rooms: Your selected Rooms will appear here.

Room Search Results: LIST SCHEDULE

Favorite Room: Find A Room Search

Rooms You Can Reserve:

Room	Type	Capacity	Time
100BRR 2005 (Collaboration Room)	Collaboration Room	10	7 AM - 5 PM
100BRR 2007 (Teaching Room)	Teaching Room	10	7 AM - 5 PM
100BRR 2009 (Teaching Room)	Teaching Room	14	7 AM - 5 PM
100BRR 2017 (Teaching Room)	Teaching Room	14	7 AM - 5 PM
100BRR 2020 (Teaching Room)	Teaching Room	14	7 AM - 5 PM

Next Step

16. Click on “Create Reservation”

12. Choose the Fist “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 cancellations



Reserving an RBS Team Room

RUTGERS

Room Request

RESERVE

Help

Your Team Room has been successfully reserved

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

OK

Reserved!
A confirmation email will be sent to you.

What would you like to do with this reservation?

▶ Add to my calendar

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

Rutgers-Newark

Paul Robeson Campus Center

Finished!

Cancelling an RBS Team Room Reservation

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

Step 2

Step 3

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

**2. Click “My Events”
3. Click on the
reservation you’d
like to cancel**

4. Click on “x Cancel Reservation”

RESERVATION DETAILS

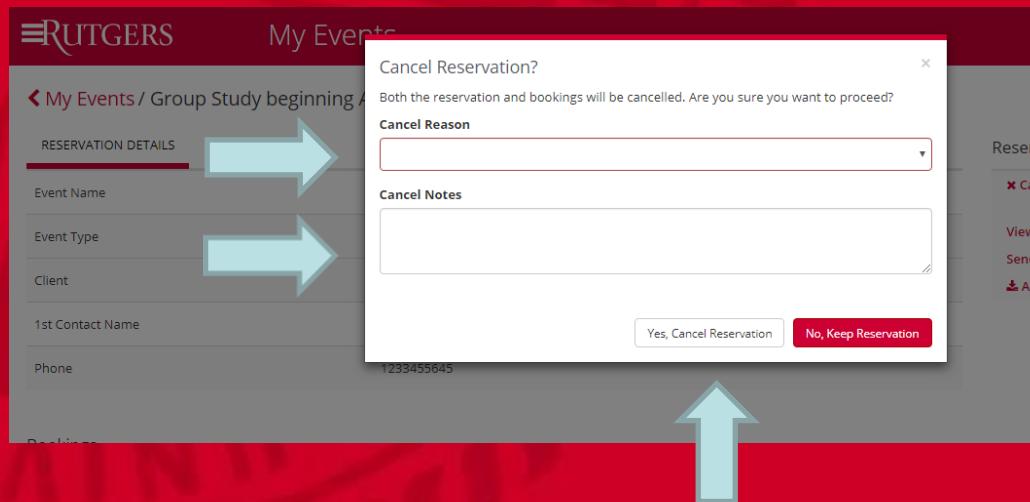
Event Name	Group Study
Event Type	Study
Client	RBS Student-KOOGER,MICHELLE
1st Contact Name	Mich
Phone	1233455645

Reservation Tasks

- x Cancel Reservation**
- View Reservation Summary
- Send Invitation
- Add to My Calendar

Cancelling 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 cancelation reason



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

Cancelling an RBS TeamRoom Reservation

RUTGERS

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 Rockafeller Road - 100BRR 2005 (Collaborative Team Rm)	1	Chairs and Tables	Web Cancelled

The screenshot shows the Rutgers Reservation System interface. At the top, it displays the event details: Event Name (Group Study), Event Type (Study), Client (RBS Student-KOOGER,MICHELLE), 1st Contact Name (Mich), and Phone (1233455645). Below this is the 'Bookings' section, which lists one booking for the specified date and time. The booking details include the start and end times, location, attendance count (1), setup type (Chairs and Tables), and status (Web Cancelled). To the right of the bookings, there is a sidebar titled 'Reservation Tasks' with options: View Reservation Summary, Send Invitation, and Add to My Calendar.

Note your
reservation status
is now “Web
Cancel”



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