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/

2. Click on “MY HOME” to sign in

3. Log in with your NETID

4. Click on “CREATE A RESERVATION”

5. Click on “book now”
Reserving an RBS Team Room

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

6. Fill in every empty box then click “Search”

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

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”
### Reserving an RBS Team Room

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

2. Choose the Fist “Client” by clicking on the arrow

3. Fill in the “1st Contact Name”

4. Fill in the “1st Contact Phone”

5. Fill in the “1st Contacts Email Address” for confirmations and cancelations

6. Click on “Create Reservation”

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

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Fill out the Events name and the Events Type by clicking on the arrow to select “Study”</td>
</tr>
<tr>
<td>12.</td>
<td>Choose the Fist “Client” by clicking on the arrow</td>
</tr>
<tr>
<td>13.</td>
<td>Fill in the “1st Contact Name”</td>
</tr>
<tr>
<td>14.</td>
<td>Fill in the “1st Contact Phone”</td>
</tr>
<tr>
<td>15.</td>
<td>Fill in the “1st Contacts Email Address” for confirmations and cancelations</td>
</tr>
<tr>
<td>16.</td>
<td>Click on “Create Reservation”</td>
</tr>
</tbody>
</table>
Reserving an RBS Team Room

Your Team Room has been successfully reserved.

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

Finished!
Cancelling 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

4. Click on “x Cancel 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

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.