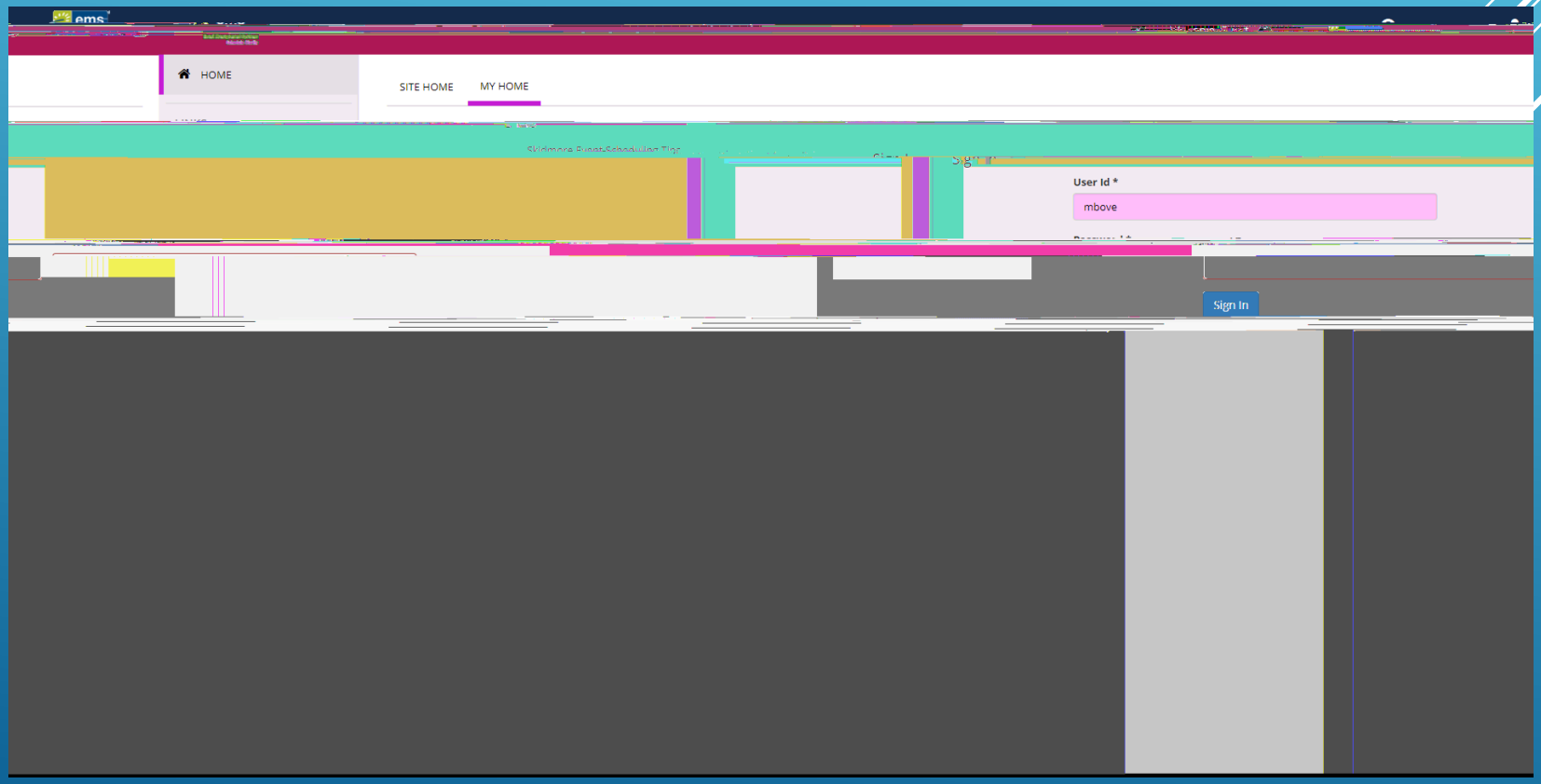
# HOW TO ORDER MEAL TICKETS & LINEN USING EMS

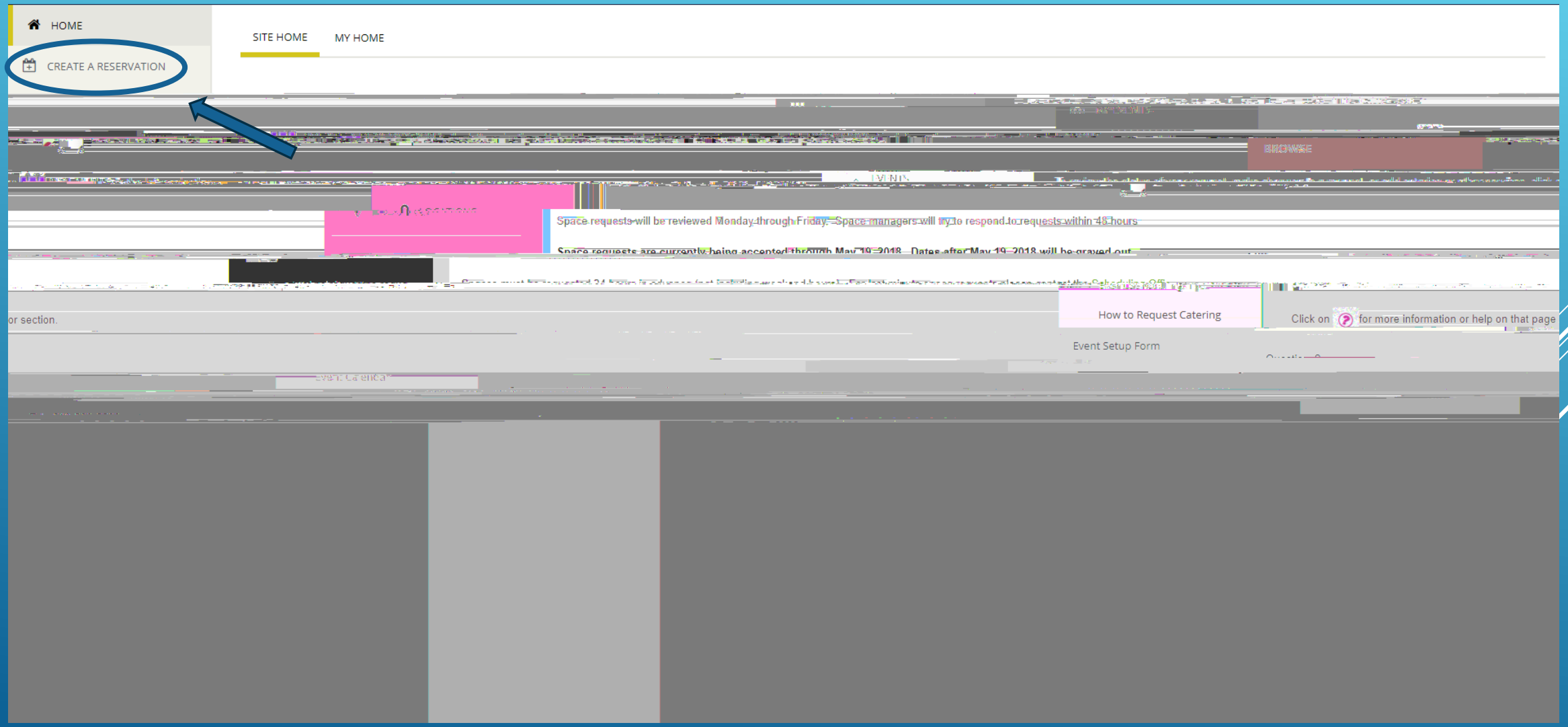
Skidmoreõs online Event Management System

https://calendar.skidmore.edu//EMSWebApp/

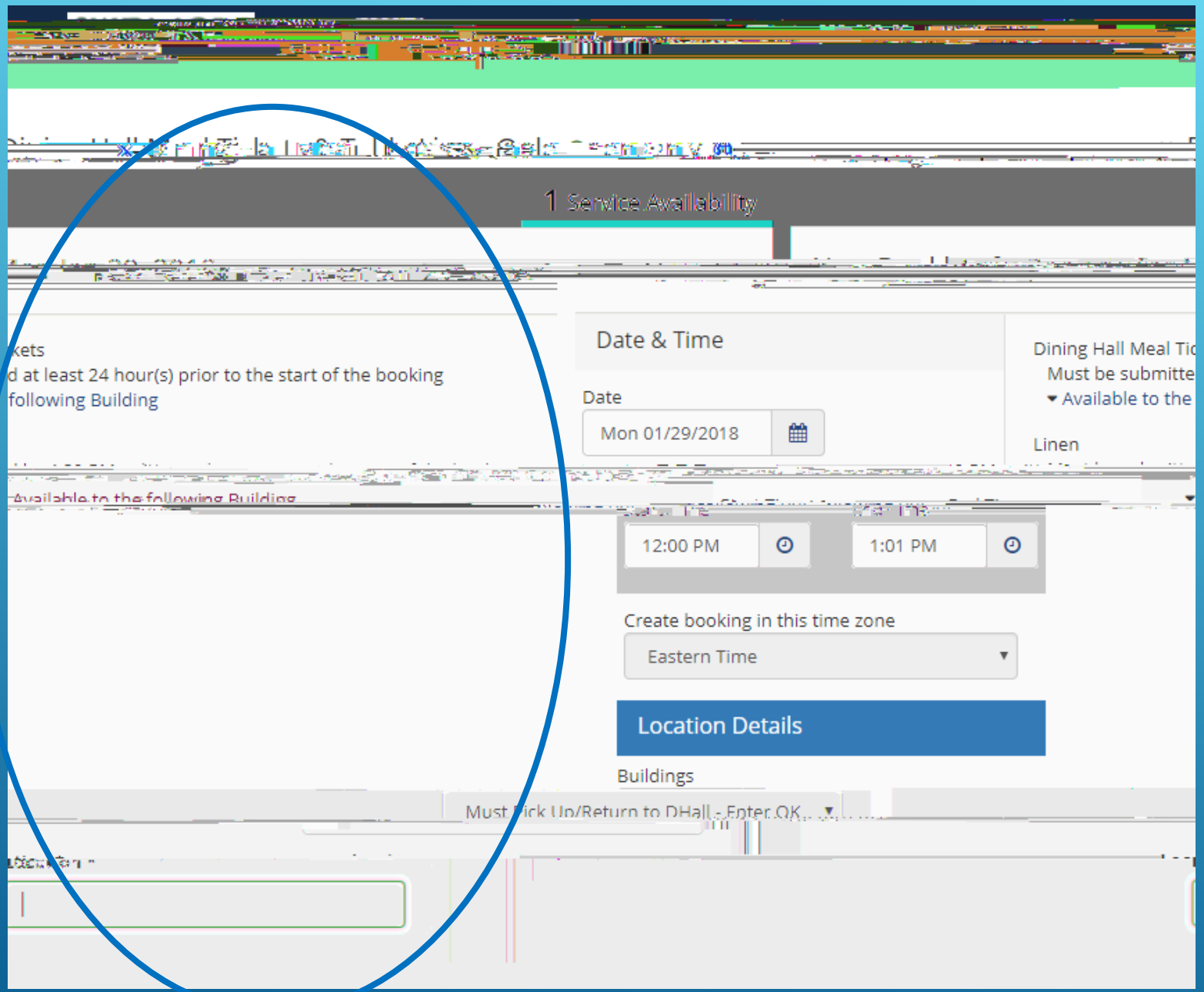
# Log in using your Skidmore user name and password



# Click on òCreate A Reservationó at your home screen



# HOW TO ORDER MEAL TICKETS

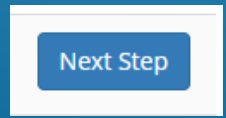



-Enter the *expected* date and time meal tickets or linen will be used (or when the tickets or linen are needed by)

*Linen requests must be 72 hours in advanced
*Meal ticket request must be 24 hour in advanced

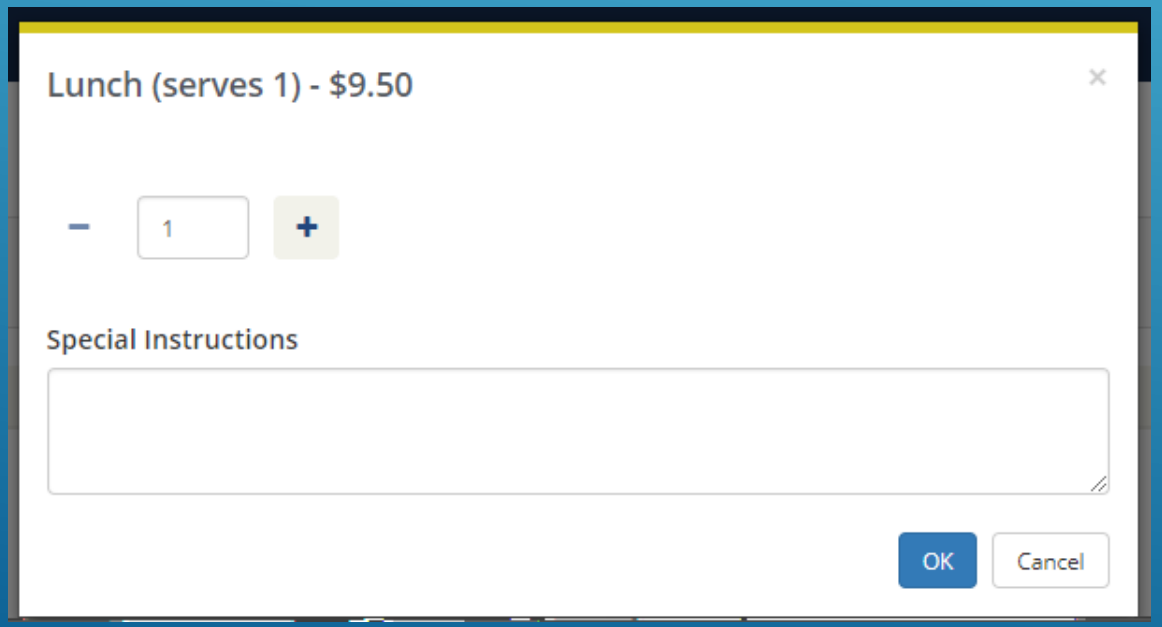
-óBuildingsó this will default to òMust Pick Up/Return to Dhallò

- In the òLocationó text box, enter PICK UP or alternative arrangements if needed

Then Click 

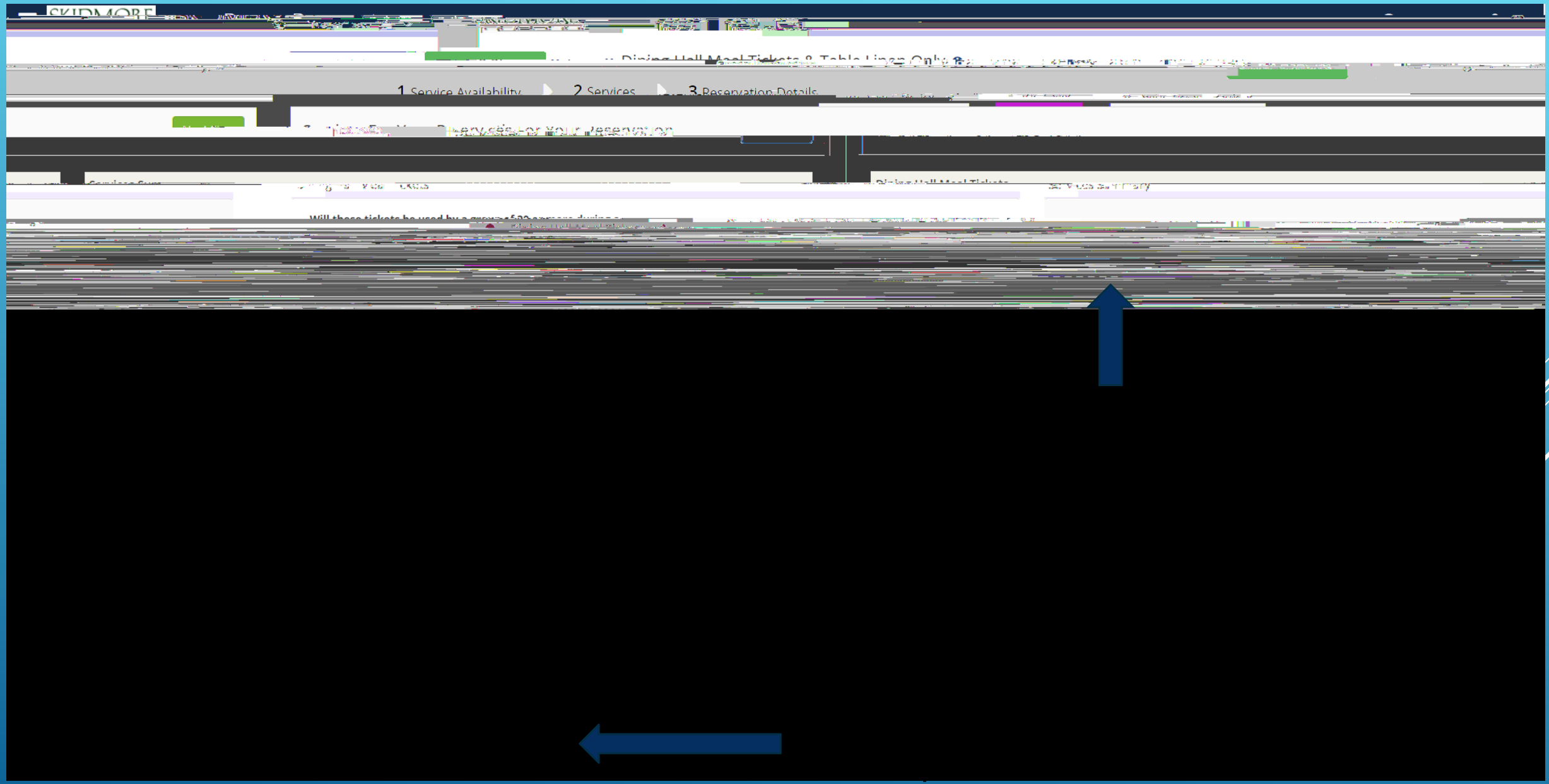
Answer YES or NO if tickets will be used for a group of 30 or more. This will allow Dining Services to adjust meal preparation.

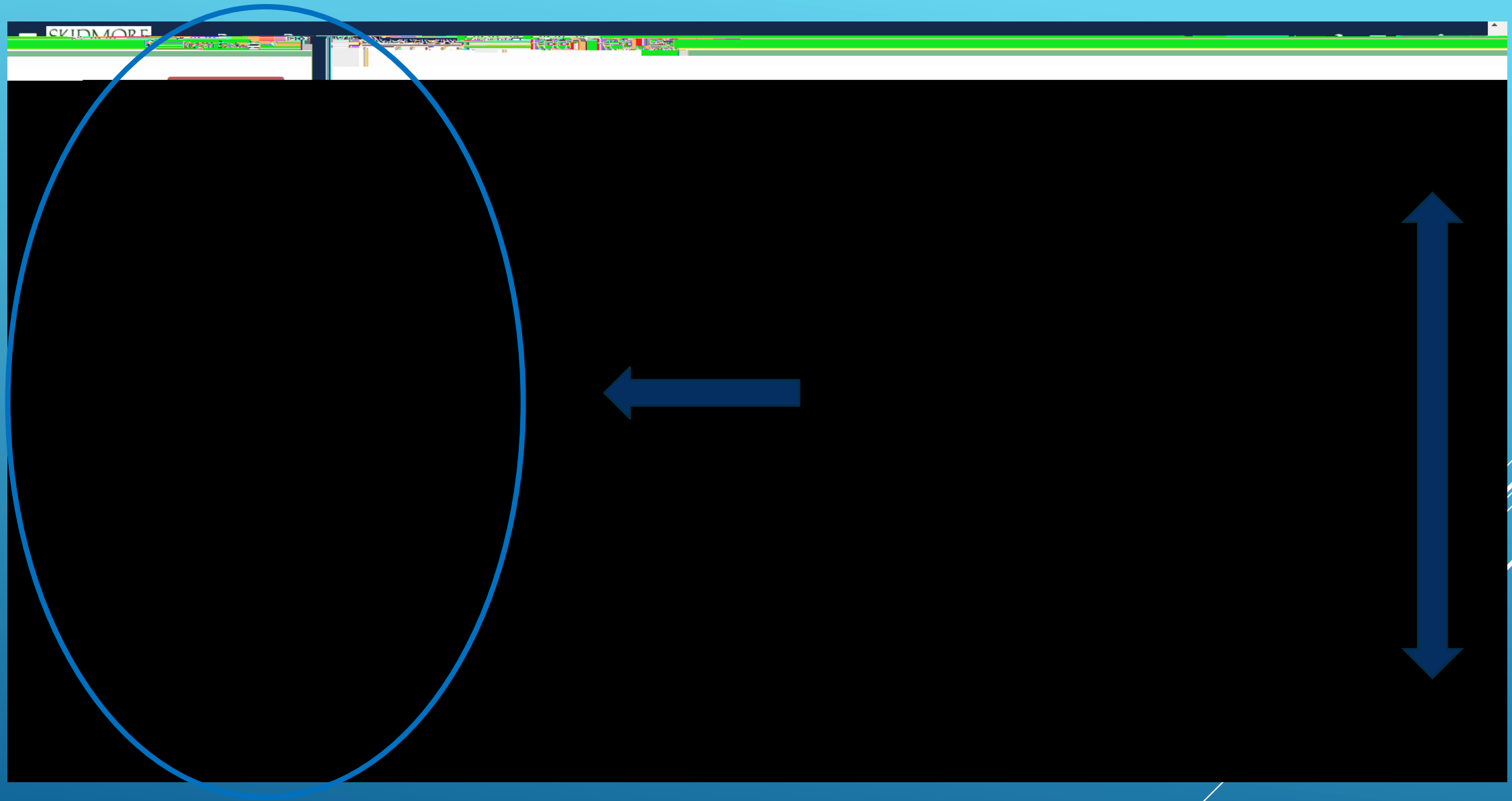
Next, select the MEAL you are requesting tickets for




Enter how many meal tickets you need as well as any special instructions. Press òOKó

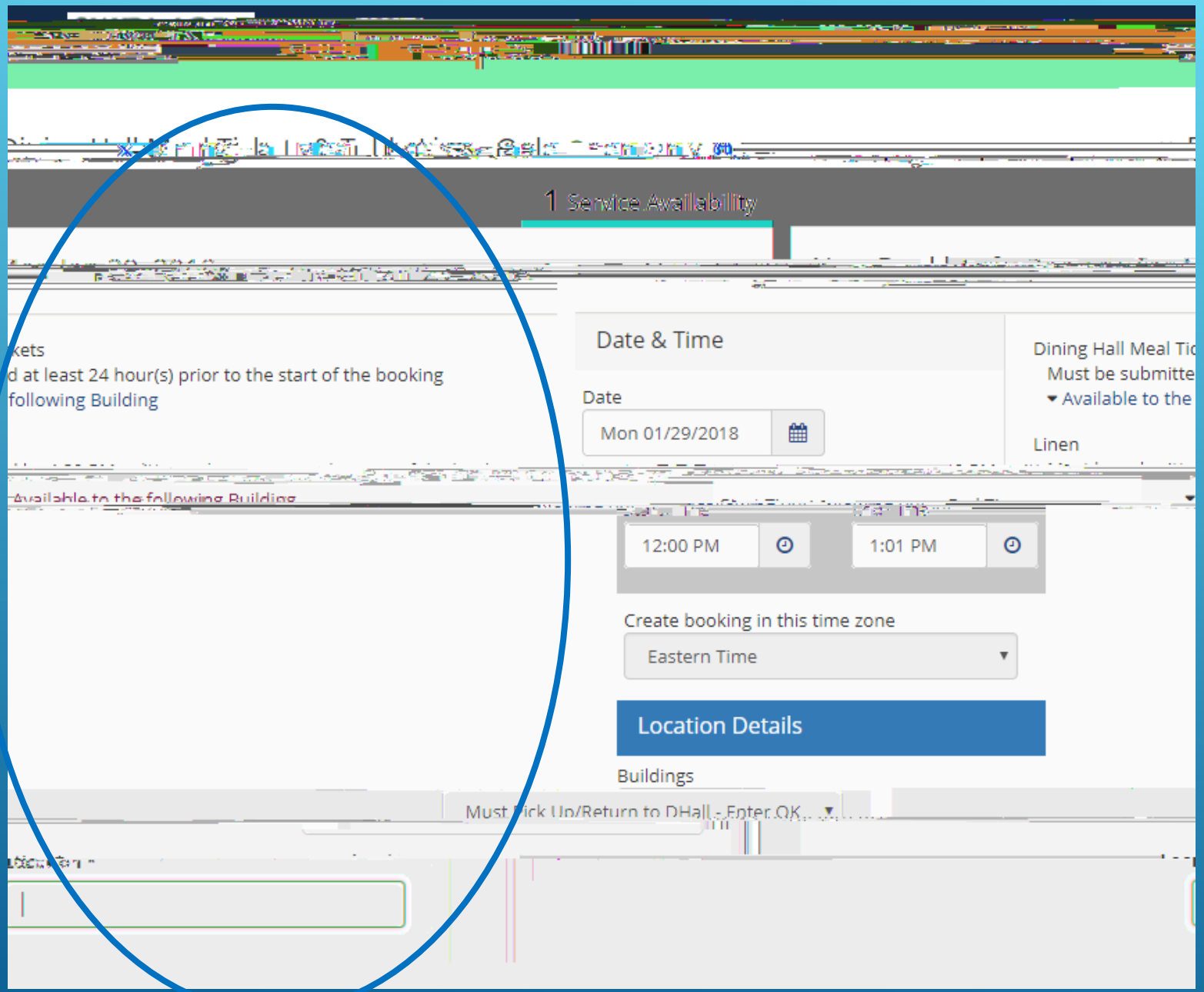
*Note: this will always default to ò1ó


1 Service Availability
2 Services
3 Reservation Details



# HOW TO ORDER LINEN

*REPEAT SLIDES 2-6

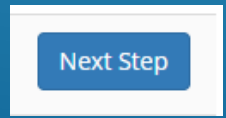


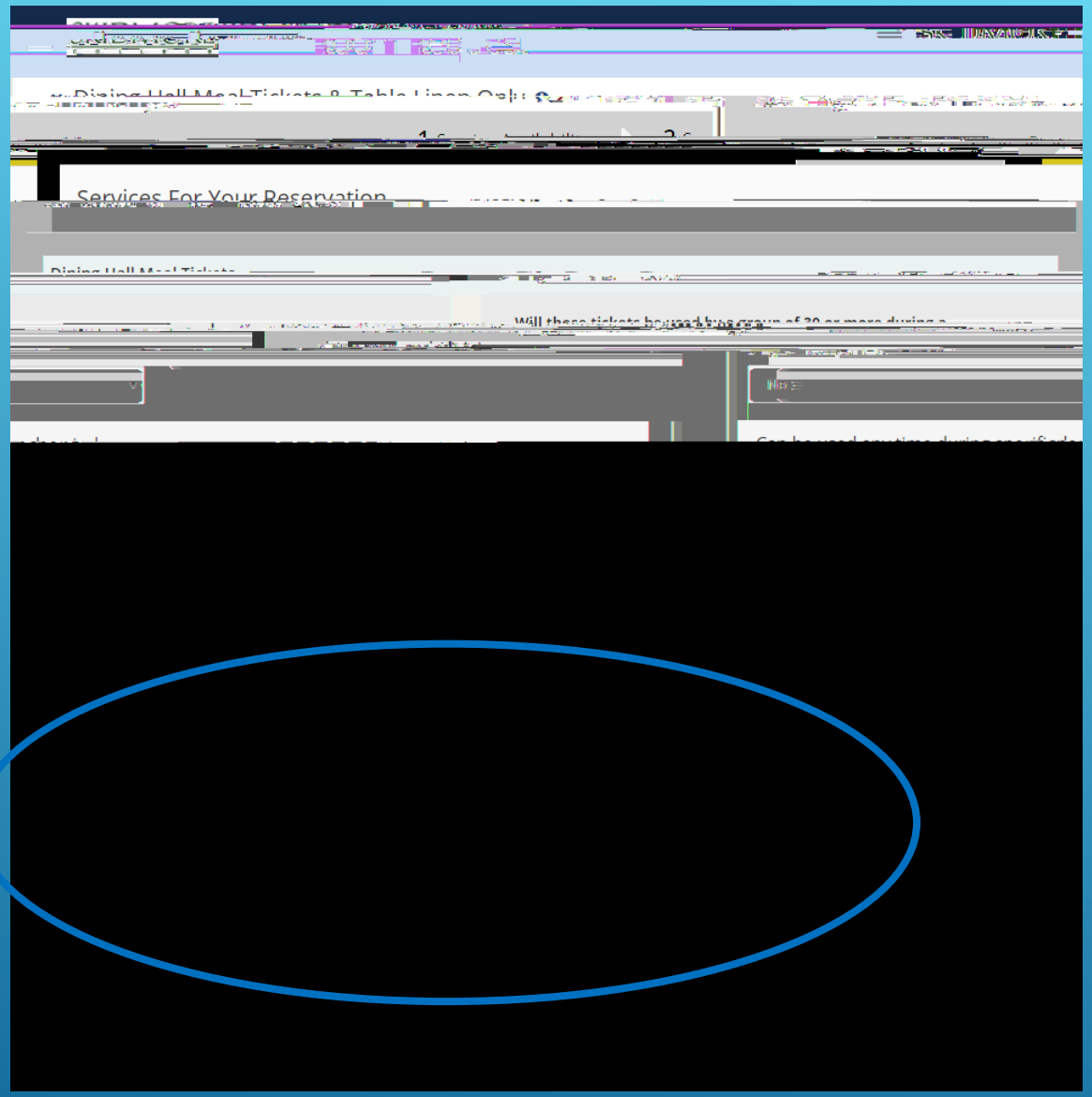

-Enter the *expected* date and time meal tickets or linen will be used (or when the tickets or linen are needed by)

*Linen requests must be 72 hours in advanced
*Meal ticket request must be 24 hour in advanced

-óBuildingsó this will default to òMust Pick Up/Return to Dhallò

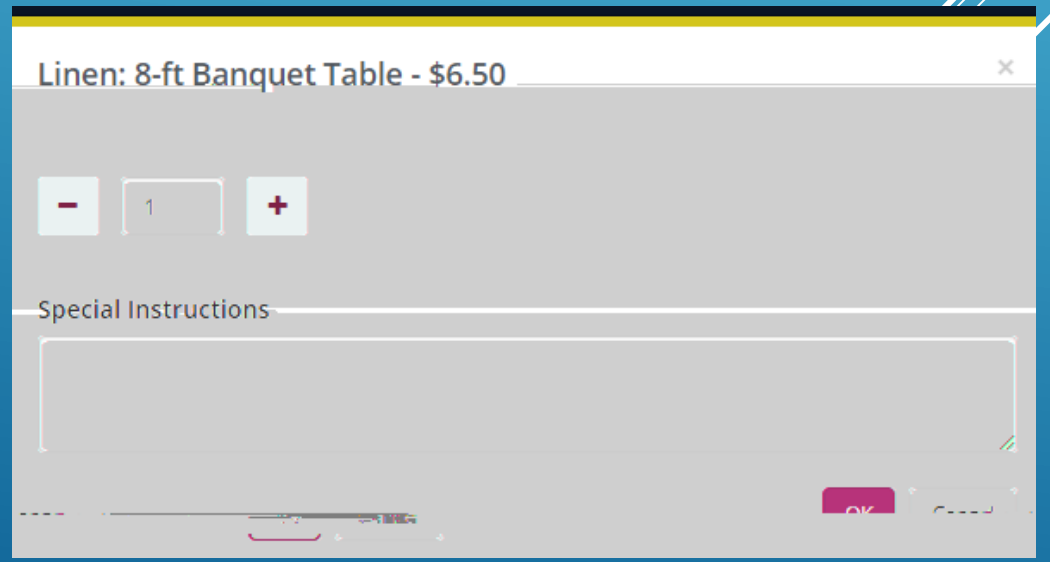
- In the òLocationó text box, enter PICK UP or alternative arrangements if needed

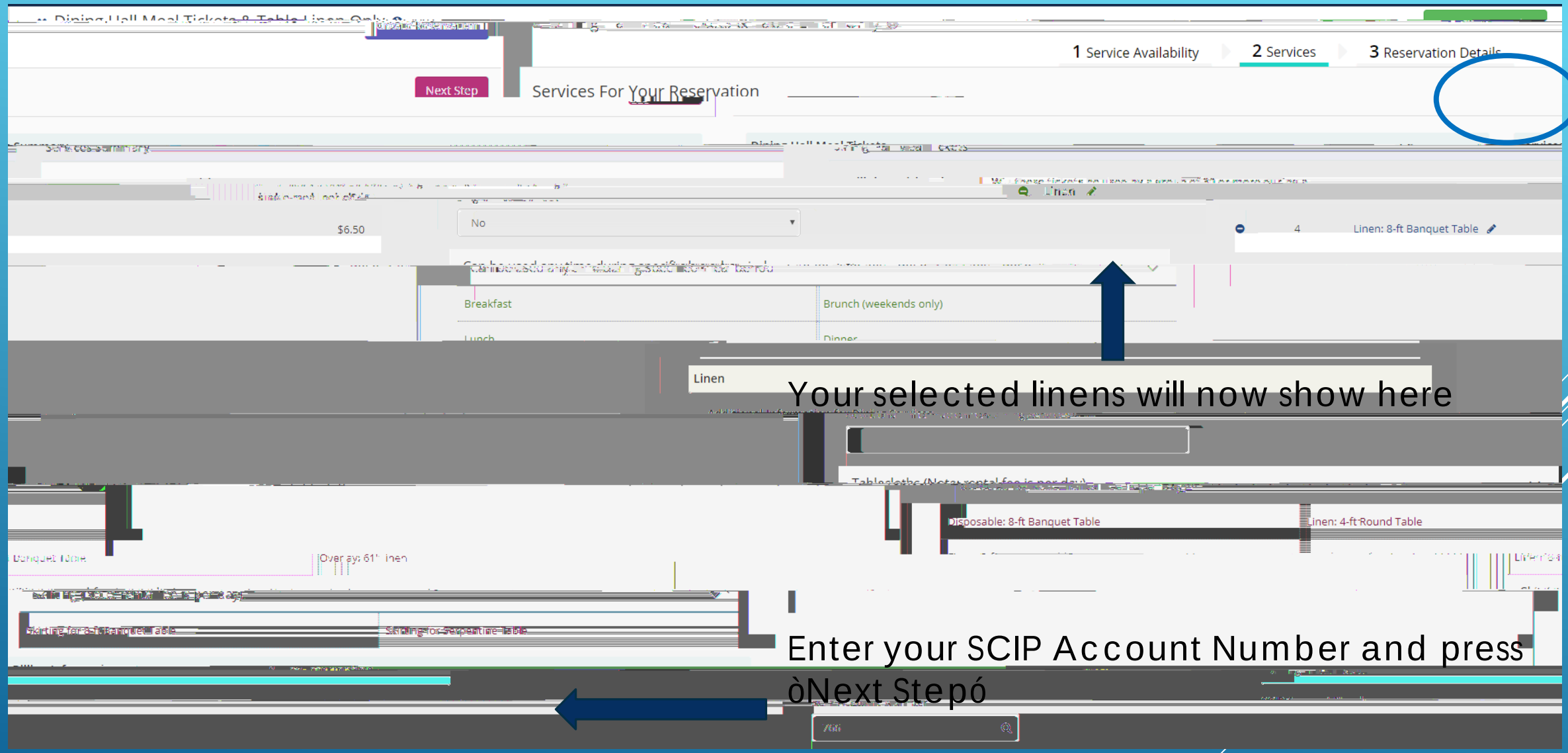
Then Click 




1. Select the linens you would like to order
2. Adjust the quantity of the linen you would like. Enter any special instructions here

**Please note that is the LINEN category does not show up, your date violates the booking rules**




1 Service Availability
2 Services
3 Reservation Details
Next Step
Services For Your Reservation
$6.50
No
4
Linen: 8-ft Banquet Table
Breakfast
Brunch (weekends only)
Linen
Your selected linens will now show here
Disposable: 8-ft Banquet Table
Linen: 4-ft Round Table
Enter your SCIP Account Number and press
òNext Stepó

# QUESTIONS?

PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU