HOW TO REQUEST SERVICES USING EMS



Log in using your Skidmore user name and password

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User Id *
Sign In

There are 3 ways to submit a Catering Request

1. At the time of submitting a new space request

2. After a space request has already been submitted

3. Catering Only Request

How to enter a Catering service after your space request has already been submitted

Submitting Catering

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How to Request Cate	ring Click on (?) for more information or help o	that page or section.		
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1st:

Find the event you want to add services to, and click your event name

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2nd: C lic k " A d d Servic e s" under the Reservation Tasks



Fill out all of the required Dining Services information that pertain to your event

Enter start time as the time catering is to be set up by

Enter end time as the time catering is to be finished

**This may be different than your start and end time of the event

Be sure to click the // "Terms and Conditions" box



Here is where you will find the details offered for your selected services. Including price and quantity.

If you have any special instruction please enter here

Once finished, click "OK"





Your selected services will now show here.

When finished adding services click "Next Step"

If you are adding 2 services for the same event (example breakfast and lunch) you must create .

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YOU CAN THEN VIEW OR MANAGER YOUR SERVICES ON YOUR EXISITING RESERVATION HERE



"VIEW SERVICES" WILL SHOW YOU THE SERVICES YOU ALREADY HAVE REQUESTED

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	Menu To Follow Continental Breakfast







Fill out event date and time.

*Start and end time should reflect *actual* event time. Set up and tear down time will be added in reservations details.



Finding a Room





Select one of more room(s) by clicking the blue + sign



Enterattendance for your event and click "add room"

*When requesting tables, poster space, etc. enter "1"

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Your requested room will now appear at the top of the screen.

Click "NextStep"

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How to enter a Catering Only Service request

If the location of your event is not managed through EMS (for example, department conference rooms), you must submit a Catering Only request.

On your home screen, click: 1. Create a reservation 2. Select "Catering Only" Reservation Template 3. Book Now



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- Fill in date and time you have the space reserved for event - Leave "Buildings" as Catering Service Request - Type in specific room where catering is needed in "Location" field Click "NextStep"

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Fill in time of catering service (this may be different than your event time)

 Select service type(plated, buffet, formal, pick up, drop off etc.)

- Enter estimated headcount
- Answer all appropriate questions
- Checkboxfor "terms and conditions"

Use arrows to search different options for your catering needs. Each tab will list different choices



Your selected services will now appear here

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Your request has now been successfully entered! Click "OK"

Room Request	Liele	×	😧 Megan Bove 📥
	Help		
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	What would you like to do now?		
	 Edit this reservation. 		