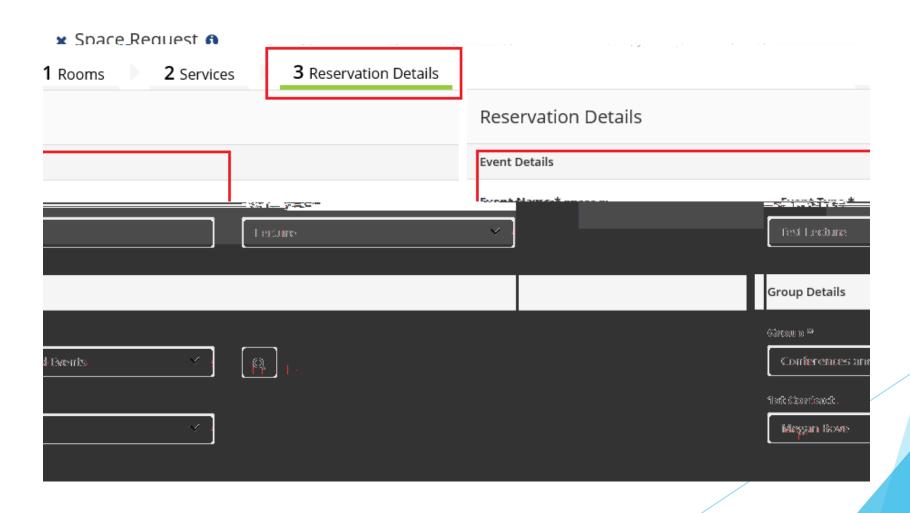


Log into EMS using your Skidmore username and password

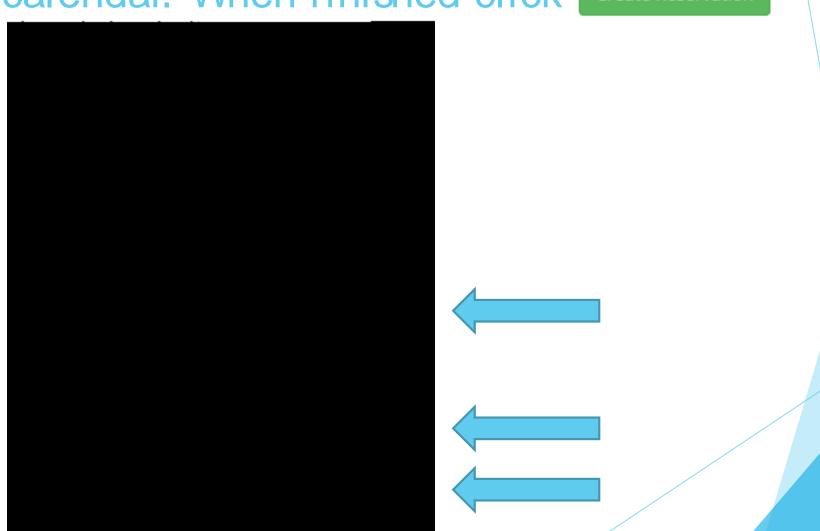


Skip step 2 (services) and continue to step 3. Fill out your event information.

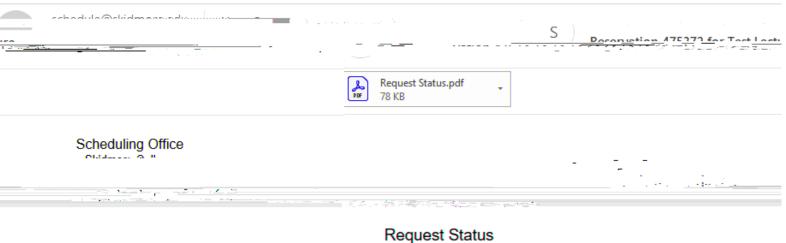


Answer all of the questions below. Selecting

master calendar. When finished click Create Reservation



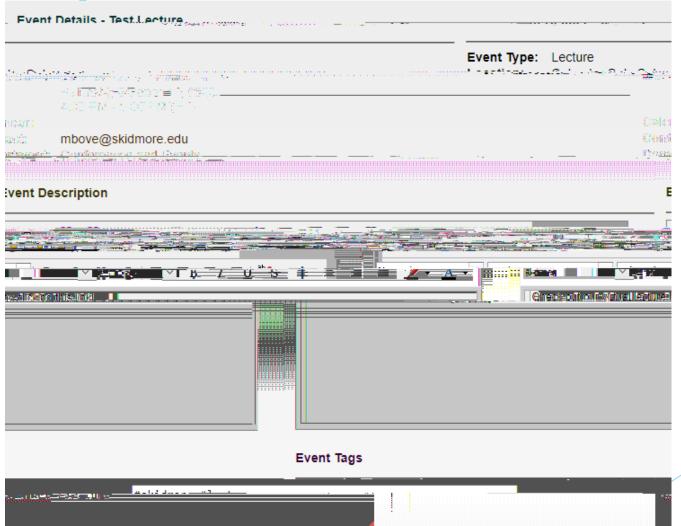
You will receive an email within 24 hours with your reservation confirmation.





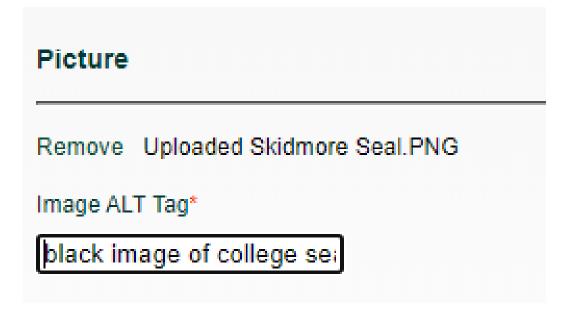


You will then be brought to a webpage to enter your information.



Upload Picture

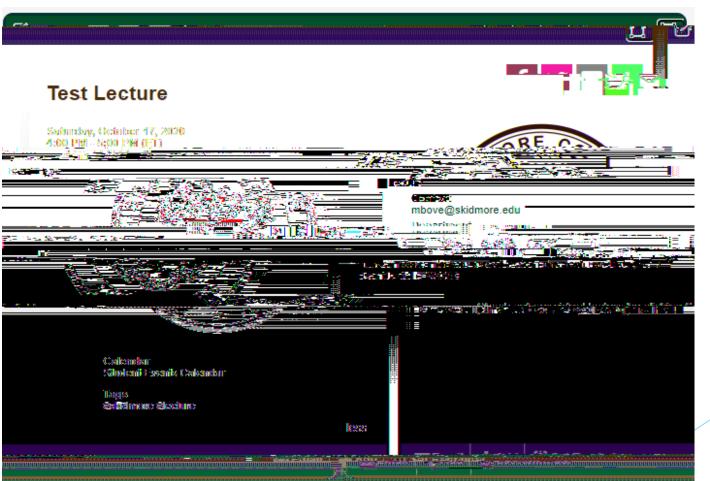
If you upload a picture you will be required to enter ATL tag, which is a simple description of the image.



When finished click



Within 24 -48 hours your request will be reviewed by the Scheduling Office and then approved for the calendar.



Please note in order to have an event featured at the top of the page, the event must have an image uploaded



Questions?

Contact: schedule@Skidmore.edu