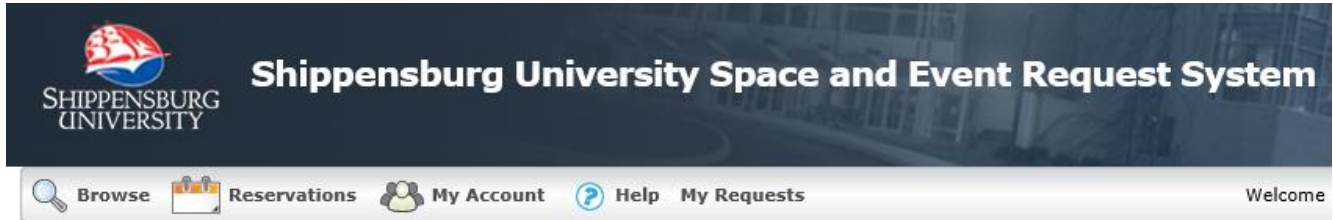




Shippensburg University Space and Event Request System

Your Confirmed Event and How to Change It

Visit: <http://events.ship.edu>



or go to <http://www.ship.edu/events/> and click on Event Planning

Your Event Summary

After completing your reservation, you will receive an Event Summary Confirmation in an email. Once your request is received by the space manager/approver, the request will be processed and a confirmation will be sent to you.

Here you can edit the reservation, add a booking, cancel services, forward your event to someone through email, change booking details, or, if you need to change the answers to the questions that were asked, you can do that too.

Reservation Details
Additional Information
Attachments
Back to My Requests

Reservation Id	6005	Group Name	Faculty Senate	
Event Name	Shippensburg Faculty Meeting	1st Contact Name	Kyle Kurutz	
Event Type	Meeting	Phone		

- [Edit Reservation](#)
- [Add Booking](#)
- [Cancel Bookings](#)
- [Cancel All Bookings](#)
- [Service Availability](#)
- [View/Email Reservation Summary](#)
- [Add booking to personal calendar](#)
- [Booking Tools](#)
- [Edit Additional Information](#)

All
Current
Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		8/21/2015 Fri	8:00 AM - 9:00 AM	Shippensburg Faculty Meeting	CUB - 024	Web request	As Is/Standard (25)
		8/21/2015 Fri	8:00 AM - 9:00 AM	Shippensburg Faculty Meeting	CUB - 034	Web request	As Is/Standard (25)



Need to Edit Your Reservation (or Booking?)

After you log in, click on the Reservations menu item and select View My Requests.



You can search by Reservation ID or Event Name. Once you find the reservation you want to edit, click on the event name to open.

Current Historical Calendar

Reservation ID: Event Name: Quick Search Show Cancelled

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
6005	Shippensburg Faculty Meeting	Faculty Senate	8/21/2015 Fri	8/21/2015 Fri	Web request	Multiple	No

Powered by ems

Reservation Details Additional Information Attachments [Back to My Requests](#)

Reservation Id 6005 **Group Name** Faculty Senate
Event Name Shippensburg Faculty Meeting **1st Contact Name** Kyle Kurutz
Event Type Meeting **Phone**

- [Edit Reservation](#)
- [Add Booking](#)
- [Cancel Bookings](#)
- [Cancel All Bookings](#)
- [Service Availability](#)
- [View/Email Reservation Summary](#)
- [Add booking to personal calendar](#)
- [Booking Tools](#)
- [Edit Additional Information](#)

All Current Historical

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
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- Edit Reservation
 - Change the Organization (Who) and the Event Name (What)

Event Details [Back To Reservation Details](#)

Event Name: **Event Type:**

Group Details

Group:
1st Contact:
Phone: **Fax:**
Email:

- Add a Booking
 - Clicking on this link will return you to the booking form and you can simply repeat the process of adding an “event” or booking to the 1st reservation you made.
- Cancel Services

- If you realize you no longer need a service (item)
- Click on
 - Cancel Services
 - Select the service and click Save
 - Or click on the red X to cancel the entire service
 - Or click on the red X to the left of the item to cancel a specific item

Current service orders

Categories:

Event Setup Information (1)

Select a category above

Save Cancel

Booking Details [Back To Reservation Details](#)

Event Name	Shippensburg Faculty Meeting	Group	Faculty Senate
Date	Friday, August 21, 2015	Setup Type	As Is/Standard (25)
Location	CUB - 024	Status	Web request
Event Time	8:00 AM - 9:00 AM	Event Type	Meeting

Available Services Existing Services

[Event Setup Information](#)

Equipment Needed - CUB					
ACTIONS	QTY	ITEM	NOTES	SPECIAL INSTRUCTIONS	
	1	Chairs			

- If you need to change any of the answers you provided during the initial creation of the event, click Edit Additional Information

Virtual EMS - Additional Info

How much time do you need for setup?:

How much time do you need for teardown?:

Post on public calendar?:
 No

Purpose of Event (will appear on all calendars):*
 Testing

Will admission be charged?:*
 No

Will there be food at this event?:*
 No

What are your technical needs?:*
 Projection

Special Setup Needed (please explain):

Save Cancel