Online Reservation with EMS

University of South Alabama Student Center

Making an online reservation for the USA Student Center

Go to www.southalabama.edu and use the A-Z to find the Student Center

Login & Room Request

Start with 'When and Where'

- 1. Under 'Date' enter the date of your event
- 2. Enter the 'Start Time' of your event.
 Then end time defaults to 1 hour, but
 you can adjust for more time. **Please
 note: Put in the actual start time of
 your event and NOT the time you want
 to setup**
- Under 'Facilities' choose the Student Center
- 4. Continue under 'Setup Information' and enter number of expected 'Attendance' and 'Setup Type'. **Please note: It is impor nd

Recurrence

Want to set a meeting for a Semester?

If you want to book an event for the same time on different number of days, use 'Recurrence' button.

You can choose to do it weekly, monthly, or random dates.





Availability & Submit

- 1. Once you finish 'Event Details,' click on 'Check Availability' button.
- 2. Go to the 'Availability' tab.
- This is the list of available rooms that meet your 'Attendance' and 'Setup Type' you entered.
- 4. Click the **t** to choose your room and then hit 'Submit' button.







Event Request Details Summary