

Quick EMS Add Services (AV and Facilities Services)

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left is a navigation menu with 'MY EVENTS' highlighted. The main area shows a table of reservations under the 'CURRENT' tab. Two rows are highlighted with red boxes: 'Recurring Lunch Meeting' and 'Training Session'.

Name	First/Last Booking	Location	Group	Services	ID	Status
Recurring Lunch Meeting	Mon Apr 5, 2021/ Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
Training Session	Fri Apr 9, 2021/ Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15- 2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

Tip: Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Step 2: Select **Add Services** or **Manage Services**.

- **Add Services** will allow you to add services to a reservation that does not have any.
- **Manage Services** will allow you to add new services to an existing service reservation.

The screenshot shows the details for a 'Training Session' reservation. The 'Reservation Tasks' sidebar on the right has 'Add Services' highlighted. The 'Bookings' section at the bottom has 'Manage Services' highlighted.

Reservation Tasks

- Add Services
- Cancel Services
- Booking Tools
- Cancel Reservation
- View Reservation Summary
- View Service Availability
- Send Invitation
- Add to My Calendar

Bookings

Date	Start Time	End Time	Time Zone	Location	Status
Fri Apr 9, 2021	12:30 PM	1:30 PM	MT	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	Web Request

Tip: **View Services** will show a list of services and service details already included in the reservation. If it is not populating under the booking information, there are no services on this reservation.

Step 3: After clicking **Add Services**, a list of available support services will populate. Scroll to a service area and select items within that area to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected. Click **Next Step**.

NOTE: Services are different for each campus and will populate here according to the room's location. Not all services are available to all locations.

[← Recurring Lunch Meeting \(468641\)](#)

Select Services
Next Step

Anschutz/Denver Housekeeping ?

Time Zone
Mountain Time

Start Time 2:00 PM ⊙ **End Time** 3:00 PM ⊙ **Service Type** Event Staffing ▼

Event Services ▼

Event Staffing	Post - Event Cleanup
Post - Meal Trash Pickup	Pre - Event Cleanup
Restroom Servicing	

Services Summary

➤ Anschutz/Denver Housekeeping, 2:00 PM - 3:00 PM (Mountain Time), Event Staffing ✎

➤ 1 Post - Event Cleanup ✎

Please clean room at 1 pm

Step 4: Select the bookings to which to add the service items and click **Add Services**.

[← Select Services](#) / [Recurring Lunch Meeting \(468641\)](#)

Add Services
Add Services

<input type="checkbox"/>	Date ^	Booking Time	Service Time	Time Zone	Location	Event Name	Event Type	Result
<input type="checkbox"/>	Mon Apr 5, 2021	2:00 PM - 3:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2206 60-seat Classroom	Recurring Lunch Meeting	Meeting	
<input type="checkbox"/>	Wed Apr 7, 2021	3:00 PM - 4:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon Apr 12, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Wed Apr 14, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon Apr 19, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Wed Apr 21, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon Apr 26, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Wed Apr 28, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon May 3, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	

Tip: The top check box will automatically select all of the bookings.

Detailed instructions for editing and cancelling services are located in the [EMS Web App User's Guide](#).