Find a Space

Meeting & Event Reservation Instructions

This application is used to schedule a room for a meeting or event only. If you need to schedule a room for a course, please follow the instructions for Term Course Maintenance (TCM)

1. Go to <u>www.stcloudstate.edu/scheduling</u>

2. Select "Find a Space" link from the column on the left

NIVERS	I T Y			
About Us 💌 Admission:	s 💌 Academics 👻 Campus Life 💌 Athletics & Recreat	ion Alumni & Friends		
cheduling Serv	ices			
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Scheduling Home	Welcome to Scheduling Services with EMS	Campus Schedulers		
Frequently Asked Ouestions	St. Cloud State University is joining with other colleges and universities within	Event Calendar 🕨		
Find a Space	the <u>MnSCU system</u> in a conversion to a new room scheduling software known as <u>Classroom</u> , <u>Event Management & Resource Scheduling</u> (CEMRS) system.	Academic Calendar 🕨		
Find a Room	Prior to the new system, both Atwood Memorial Center and the Welcome	Campus Map 🗩		
Today's Event 🕨	Center were previously using an earlier version of the EMS software for room scheduling and have upgraded to the new version. To ensure all spaces that	Directory >>		
Campus Schedulers 🕨	are scheduled at SCSU are included in the conversion to EMS, the rest of the campus will be included in this conversion moving forward in this process.			
	Looking to reserve a room or events at St. Cloud State University?			
Campus Planner (CPI) 🕨	You can browse for an open space online by using the Online Scheduling			
Campus Planner (CPI) 🕨	Sustem			
Campus Planner (CPI) StarID Self Service	System.			

MINNESOTA STATE	Campus Room Scheduling - St. Cloud State University ? wekome, Guest.
HOME CREATE A REQUEST BROWSE EVENTS	SITE HOME WELCOME!
LOCATIONS LINKS Campus Map Parking Conference & Events Site Catering Atwood Building Hours	Campus Room Scheduling allows users to view events on campus, as well as request/reserve rooms. To make a request/reservation, log in through the My Home link above, using your StarID username and password. If you need assistance with your StarID, please visit http://starid.minnstate.edu or the Service Desk at https://servicedesk.minnstate.edu . If you do not have a StarID, or need to contact Scheduling directly, please use the Campus Contact link on the left.
Need a Star ID?	

	Atwood/Centennial Walkway Banner Space	book now about
	Bake Sale/Promotional Spaces Outside of Atwood	book now about
CREATE A RESERVATION	Centennial Hall 455	book now about
BROWSE	Community Garden Gazebo	book now about
	Eastman 250 Rooms	book now about
EVENTS	Eastman Classrooms, Lounge, and Patio	book now about
LOCATIONS PEOPLE LINKS	Eastman Conference Rooms	book now about
	Eastman Relaxation Rooms	book now about
	Final Exam Rooms	book now about
Campus Map Parking	Garvey Den and Garvey Conference Room	book now about
Conference & Events Site	ISELF Conference Rooms	book now about
Catering	Miller Center Classrooms ding Hours Miller Center Conference Rooms	book now about
Atwood Building Hours		book now about
Need a Star ID?	Rehearsal Rooms	book now about
Underground Reservations	University Classrooms	book now about
	Welcome Center	book now al

5. Enter the "Date", "Time" and "Number of Attendees" for the reservation choose "Search"

🗙 University Classrooms 🚯	📜 My Cart (0	Create Reservation
	1 Rooms 2 Reservation Details	
New Booking for Fri Jun 12, 202	0	Next Step
Date & Time	Selected Rooms	
Date Fri 06/12/2020	Your selected Rooms will appear here.	
	Room Search Results	
Start Time End Time 8:00 AM O 9:00 AM O	Rooms matching your search criteria will appear here.	
Create booking in this time zone Central Time		
Locations Add/Remove SCSU_University Classrooms		
Search		
C Let Me Search For A Room		
Features Add/Remove (none)		
Number of People		

6. Select the green + in front of the room and then select "Next Step"

🗙 University Classrooms 🚯									7	My Cart (1)	Create Res	servation
	1 Ro	oms		2 Res	ervation De	etails						
New Booking for Wed Sep 16, 2	020										Ν	lext Step
Date & Time	Selected Rooms 🕜 A	ttend	ance &	Setup	Туре							
Date Wed 09/16/2020	 108 Classroom Room Search Results 											
Start Time End Time 8:00 AM Image: Constraint of the start of th	LIST SCHEDULE								Find A Roor	m	Search	
Create booking in this time zone			7 AM	8	9	10	11	12 PN	1 1	2 3	4	
Locations Add/Remove SCSU_University Classrooms	Rooms You Can Reserved SCSU_BH_Brown Hall (CT)	/e _{Cap}	7 AM	8	9	10	11	12 PN	1 1	2 3	4	
Search	108 Classroom 201 Classroom	200 48					CHEM-2 ABA-63	STAT	havioral Ap	2	ммі	
Let Me Search For A Room	212 Classroom	35			PHYS-3:	PHYS-1	PHYS-32	PHYS	5-3(GERO-52	
Features Add/Remove (none)	SCSU_CH_Centennial H	Cap	7 AM	8	9	10	11 PHII -19	12 PN	I 1	2 3	4	
Number of People	 100 Lecture Room 106 Classroom ITV 	116 24					ANTH-6	30-0	ANTH-631-0	GEOG-369	-0 ANTH-53	
14 Search	107 Classroom	22								HONS-211	-01 Genocide:	
C . Manual Mark	108 Classroom	22			COLL-1	HONS-1	PHIL-30	3-01			COLL-197	

7. Enter all related event details. All fields boxed in red must be filled in and then select "Create Reservation"

× University Classrooms 🗿) <mark>,</mark> My Car	t (1) Create Reservation			
	1 Rooms 2 Reservati	on Details				
Reservation Details						
Event Details						
Event Name * Event Type * Meeting	~					
Group Details						
Group * Q 1st Contact						
Additional Information						
Any Additional Information or Comments						
Is this a fundraiser or is an admission/registration fee involved? *						
Choose one 🗸						
Will your event include off-campus participants? *						
Choose one 🗸						