# How to Reserve Faculty Hub Space

This guide provides step-by-step instructions for using the University of Richmond's event management system (EMS) to reserve space in the Faculty Hub.

**Note:** The Faculty Hub also has space available that does not require reservations. All spaces in the Faculty Hub are available to faculty, instructional staff, and staff who support faculty in their teaching and scholarship. Learn more at facultyhub.richmond.edu/services/space.

# *Step One* SIGN IN @ EMS.RICHMOND.EDU

<b></b>	Centralized Scheduling Service	🕜 Welcome, Guest. 🚢
HOME	access to login to the <i>Centralized</i> <i>Scheduling Service</i> . Use your University NetID and password in the fields below.	Sign in with your NetID and
BROWSE	Guest Users	password
<ul><li>EVENTS</li><li>LOCATIONS</li></ul>	Guest Users may use the Standard Event Request form to request a campus location for	
LINKS Frequently Asked Questions Video: General Site Navigation Video: Simple Meetings Video: Events with Services	event programming. NetiD/Username * Password * Please type a valid password. Sign In	

### **Step Four** Select Number of Attendees & Setup Type and Click **Add Room** *Optional:* Add attendees if you wish to add the event to attendees Outlook calendars

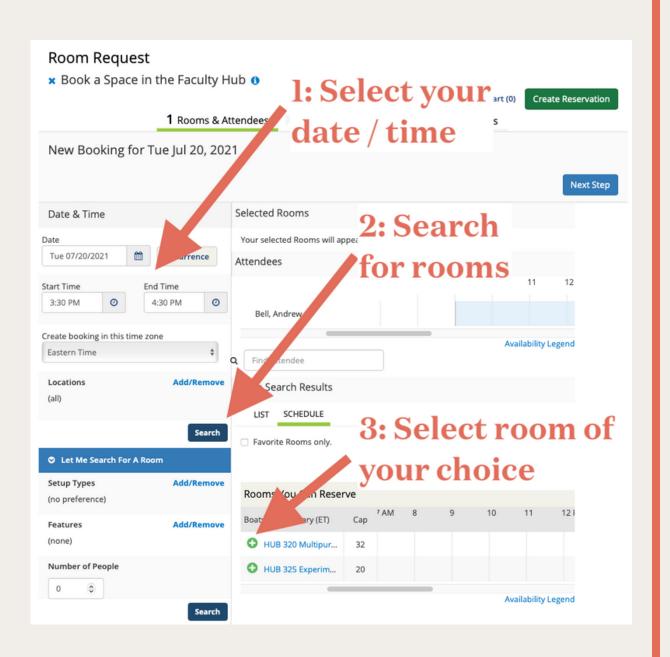
= 🚃	Door	n Doguos	-				0	Bell, Andrew	<b>a</b> ~
*	Attendance & Setup Type				×			_	
	To continue, please enter the number of attendees and desired setup type for this Room. Number of Attendees *								
	5								
× Book a Space in	Setup Type *						Cr	reate Reserva	ation
	Safe Distancing S	etup				\$			
New Booking for T	This field is requi	red.						Next	Step
Date & Time				Ade	d Room	Cancel			
Date									
Tue 07/20/2021	Recurrence	Attendees							
Start Time En	d Time			8	9	10	11	12 PM	1
3:30 PM 🕑	4:30 PM 🥑								
		Dell Andress							

#### Click **Book Now** on Faculty Hub Template (might need to scroll down)

Sted Two

		Bell, Andrew
HOME	Centralized Scheduling Service SITE HOME M	Y НОМЕ
CREATE A RESERVATION	My Reservation Templates	
BROWSE	Book an Outdoor Location	book now about
EVENTS	Academic Spaces (Fall: August - rember)	book now about
• LOCATIONS	Ad-hoc Academic Spaces (through July 3	book now about
LINKS	Review Session Space (through July 31)	book now about
Report a Technical Issue	Review Sessions (Fall: August - December)	book now about
Site Suggestion	CSI Vehicle Request	book now about
Frequently Asked Questions Video: General Site Navigation Video: Simple Meetings	Book a Room in the Law School	book now about
	Book a Space in the Faculty Hub	book now about

## **Step Three** Select your date/time, click **Search** , and select the green + next to a room

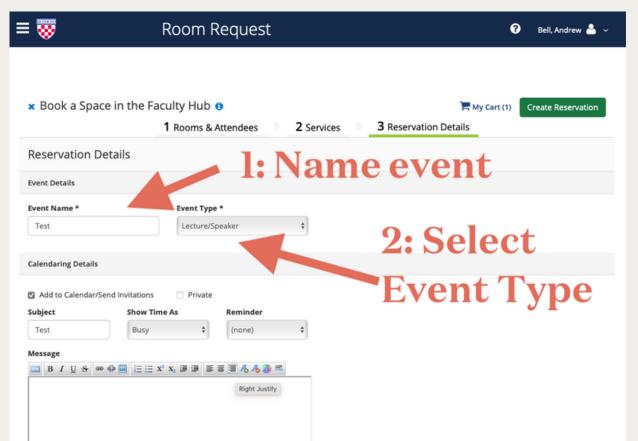


## **Step Five** Click Next Step *Optional:* Add additional services like Catering if you require them

# Step Six

Name your Event, Select an Event Type, add a "1st Contact" for your event, Click **Create Reservation** 

*Optional:* Add a Subject line and message for your Outlook event invitation if you selected attendees in Step Four.



Attach File	
Select your file Drag and drop your file here	
Organization Details	
Organization * Faculty Hub	
1st Contact	<b>3: Select 1st</b>
Bell, Andrew 🗘	
1st Contact Phone * 1st Contact Fax	Contact
2898452	
1st Contact Email Address * abell4@richmond.edu	
avenegenciamono.edu	

Need Help? Email us at facultyhub@richmond.edu or Learn more at facultyhub.richmond.edu