


## How to Make A Bluffton University Space Reservation in the EMS Web App

Go to the *EMS Web App* home page at <https://www.bluffton.edu/EmsWebApp/> This page allows you to browse all events currently in the system by day, week, month, location, event, etc.

START TIME	END TIME	TIME ZONE	EVENT NAME	LOCATION	CUSTOMER
12:00 AM	11:30 PM	ET	Fall Play	College Hall - College Hall Ramseyer Auditorium	BLU - Art, Communication & Theatre Department
8:00 AM	8:50 AM	ET	MAT-135-001 Calculus 1	Centennial Hall - Centennial Hall Stutzman Lecture Hall	BLU - Registrar's Office
8:00 AM	9:15 AM	ET	CPS-343-001 Network&Systems Administration	Berky Hall - Berky Hall Room 4	BLU - Registrar's Office
8:00 AM	9:15 AM	ET	HFS-117-001 Intro to Sport Medicine	Centennial Hall - Centennial Hall Room 113	BLU - Registrar's Office
8:00 AM	9:15 AM	ET	SWK-303-001 Social Work Practice 3: Macro	Centennial Hall - Centennial Hall Room 207	BLU - Registrar's Office
8:00 AM	9:15 AM	ET	HEB-111-001	Centennial Hall - Centennial Hall Room 208	BLU - History & Religion Department
8:30 AM	9:30 AM	ET	Introduction of New Staff	Marbeck Center - 1899 Room	BLU - Buildings & Grounds
9:00 AM	9:50 AM	ET	MUS-205-001 Aural Skills 2	Mosiman Hall - Mosiman Hall 1	BLU - Registrar's Office
9:00 AM	10:00 AM	ET	jazzercise	Sommer Center - Reichenbach Room	Jazzercise
9:30 AM	10:20 AM	ET	HFS-255-001 Comp Strength Train&Exercise	Centennial Hall - Centennial Hall Room 112	BLU - Registrar's Office
9:30 AM	10:45 AM	ET	ART-430-001 Adv SU/Computer Graphic Design	Sauder Visual Arts - Sauder Visual Arts Center Room 50 (Hester)	BLU - Registrar's Office

To reserve space you will need to sign in using a unique username and password that you create. Click on the Guest icon in the upper right corner and select "Sign In"

Welcome, Guest.   
[Sign In](#)

You will be taken to the sign in page at <https://www.bluffton.edu/EmsWebApp/Default.aspx>.

Sign In

User Id \*

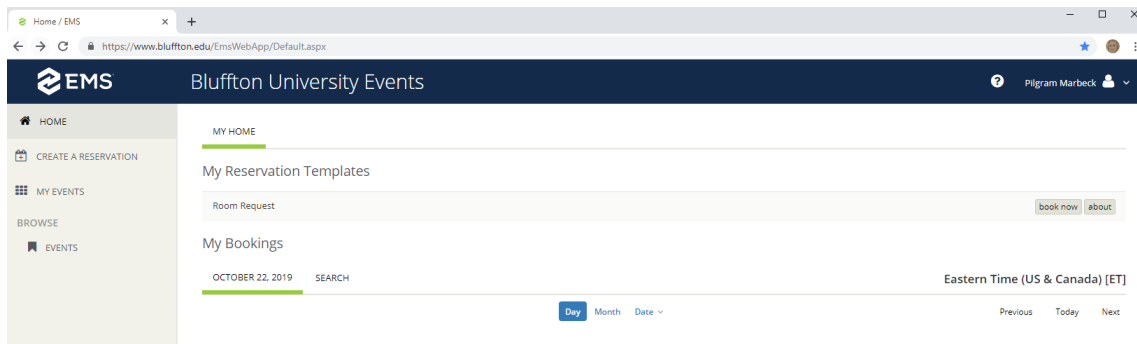
Password \*

[Sign In](#)

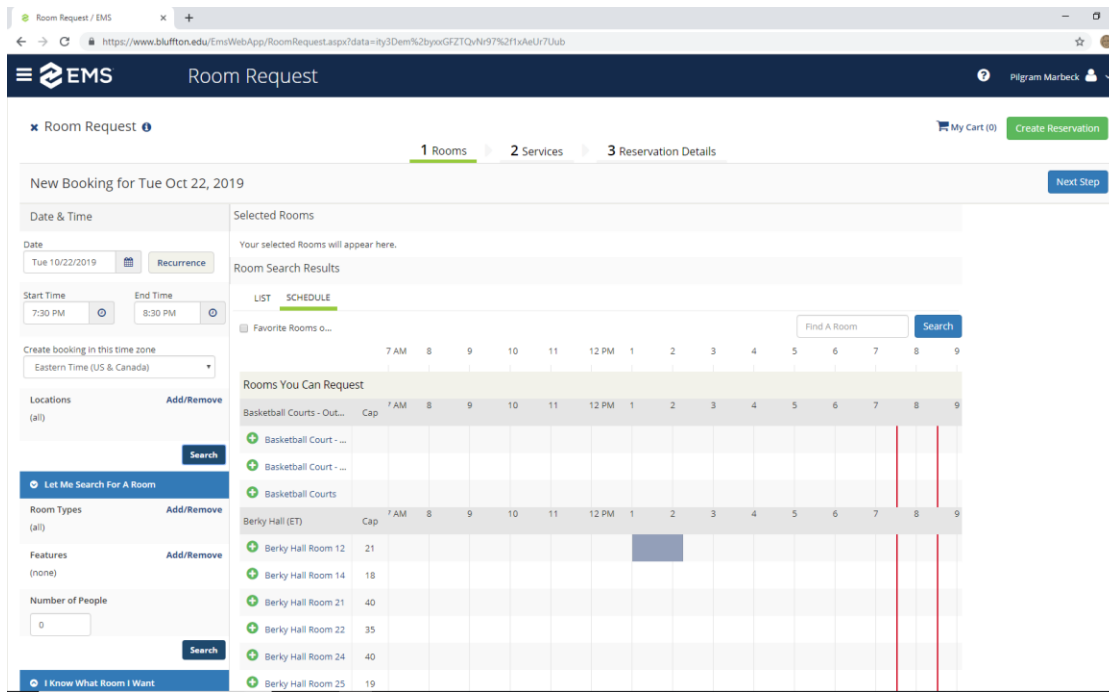
[I've forgotten my password.](#)

Welcome, Guest. [Create An Account](#)

If you are a first-time user you will need to *Create An Account*. Click on this button complete the fields to create your account. Once you have set up your account you will complete the User ID and Password fields on this page and "Sign In". You will then be taken to your account home page where you can make reservations and see any booking that you have made.

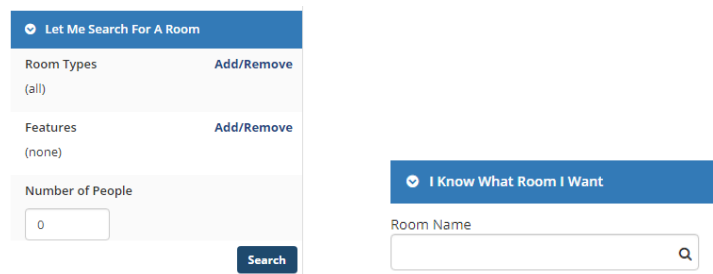


To make a reservation click on “book now”. You will be taken to the Room Request page where you can search for available rooms or search for a specific room for your event.



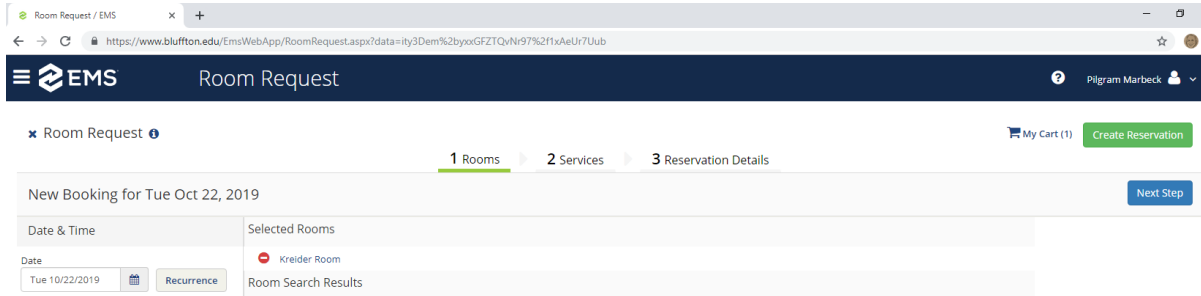
Complete the Date, Start Time and End Time fields for your booking. Clicking on the first “Search” button will give you the complete listing of all the Rooms You Can Request. When you find a room that you would like to book. Click on the + to select this room.

You can also search for a room by type, features and occupancy using the “Let Me Search for A Room” section on the left hand side of the page.

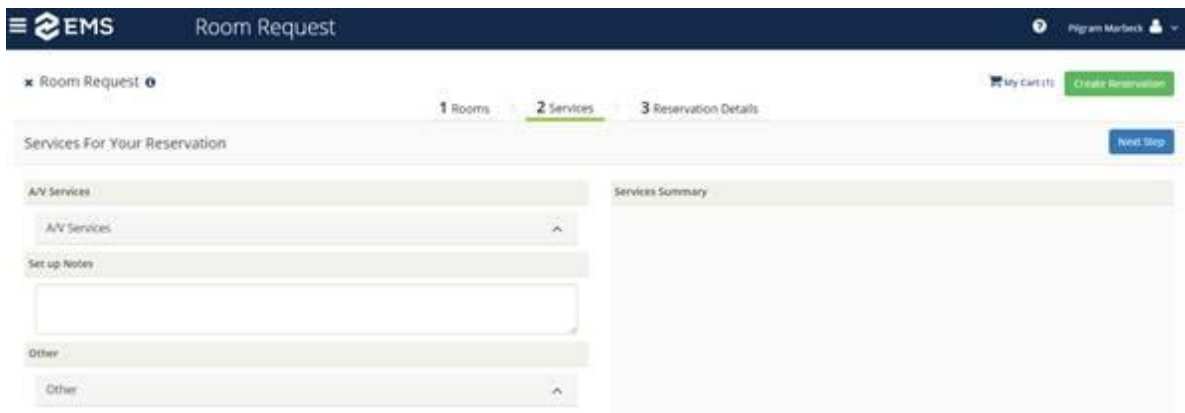


If you know what room you want to reserve. Go to the “I Know What Room I Want” section, click and type the room name in the field. The room listing will display directly below the field. Click on the room to display the room availability in the Rooms You Can Request. Click on the + to select this room.

Once your room is selected, click on “Next Step”



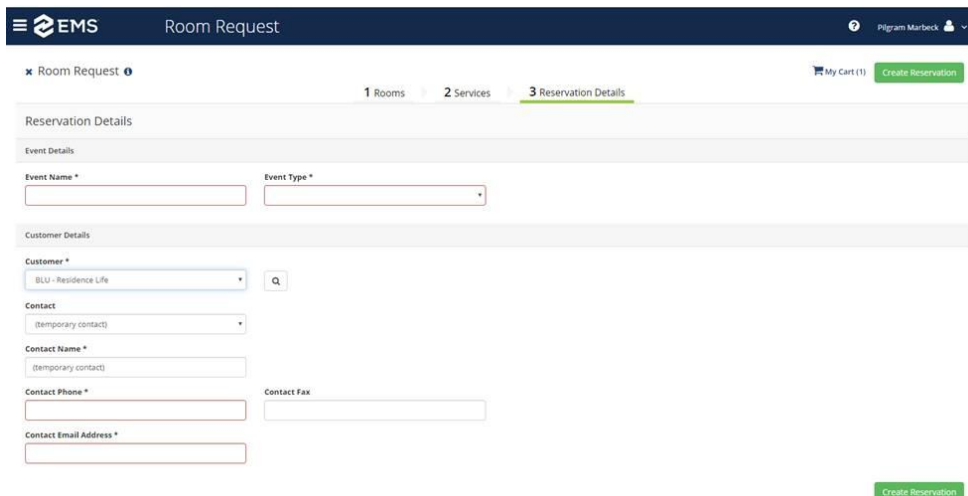
On this page, add any services you will need. Once completed, click “Next Step”.



On this page you will complete the Reservation Details. Type in the Event Name in the corresponding field. Select Event Type from the drop down list.

For the Customer field you will need to select from the customer list already in the system using the search function (located by the Customer field). All university departments are listed with a “BLU – “ prefix. A complete list of on campus customers can be found below. Once you have selected a customer, the system will remember this the next time you log in.

Once the Customer has been selected, check the customer field for your name. If your name is not an option, leave the Contact as “Temporary contact” and put your name in the “Contact Name Field”. Add your e-mail address and Click “Create Reservation”.



# Current Bluffton University Customers

## University Departments

BLU - Academic Affairs  
BLU - Admissions  
BLU - Adult & Graduate Studies  
BLU - Advancement (& Alumni Engagement)  
BLU - Art, Communication & Theatre Department  
BLU - Athletics  
BLU - Bookstore & Duplicating  
BLU - Buildings & Grounds  
BLU - Business Office  
BLU - Business Studies Department  
BLU - Campus Ministries  
BLU - Center for Career and Vocation  
BLU - Conference & Event Services  
BLU - Dining Services  
BLU - Education Department  
BLU - English & Languages Department  
BLU - Financial Aid  
BLU - Health Sciences Department  
BLU - Health, Fitness & Sport Science Department  
BLU - History & Religion Department  
BLU - Human Resources  
BLU - Information Technology (IT)  
BLU - Learning Resource Center (LRC)  
BLU - Library  
BLU - Lion & Lamb Peace Arts Center  
BLU - Mathematical & Natural Sciences Department  
BLU - Music Department  
BLU - Office of Student Involvement  
BLU - President's Office  
BLU - Public Relations  
BLU - Registrar's Office  
BLU - Residence Life  
BLU - Social Science & Social Work Department  
BLU - Student Life

## Student Organizations, Department Activities, Selected Programs

*If your group or program is not listed, please contact [marbeck@bluffton.edu](mailto:marbeck@bluffton.edu)*

Anime Club  
Art Club  
BEO (Bluffton Education Association)  
Bluffton Student Nurses Organization (BSNO)  
Bluffton University Business Leaders (BUBL)  
Brave Space  
Bridge Literary Journal  
BUNA (Bluffton University Nutrition Association)  
Capstone Class  
Cheerleading  
College Republicans

Criminal Justice Club  
English Club  
E-Sports Club  
Exercise Science Strength & Conditioning Club EXSC  
FCA (Fellowship of Christian Athletes)  
Gaming Club  
Gender Perspectives  
Hall Association  
Improv Club  
International Connection (ICON)  
Intramural Sports  
Investment Club  
Marbeck Activities Council (MAC)  
Multicultural Student Organization (MSO)  
NSSLA Natl Student Speech Language Hearing Assoc.  
OCMEA (Ohio Collegiate Music Education Assoc)  
PALS (Peer Awareness Leaders)  
PEACE Club  
PMAH - History Club  
Science Club  
SERVE  
Social Work Club  
Spanish Club  
Student Alumni Association  
Student Athlete Advisory Council (SAAC)  
Student Senate  
Sustainability Club  
Ultimate Frisbee Club  
Witmarsum  
Young Democrats