How to Schedule MBEB Team Rooms via the Internet

Follow along online via:

http://ems-cobe.boisestate.edu

Step 1: Visit COBE's EMS website homepage
Step 2: Click Login & enter User ID & password

Step 3: Once logged in, Hover over “Browse” to Browse by “Events” or “Space”
Step 4: Click “Filter”, located on the top right of the screen, to narrow your viewing.
Step 5: Under “Reservations”, select either option 1. Team Room Reservations, or 2. View current requests and reservations

Step 6: Create a new Reservation

1. Select your date: Click the grid cube next to the date field opens the calendar (right).
2. Select a Start and End Time: Click the clock icon then select time from the dropdown menu [OR] type exact times.
Step 7: Enter a number of people in your group. Then click “Find Space” button and the screen below will display.

NOTE: The highlighted area is the time you selected. Select a room by clicking the white plus (+) sign inside the green box.

TIP: Select group size between 1 and 6. The listed capacities for Team Rooms are 4 to 6. Entering zero (0) results in an error message.
Step 8: Click “Details” tab, then enter a descriptive event name.

TIP: If you change your mind and want a different room, simply click the red x next to your selected location and choose a different room. (below)

TIP: If you click the down arrow and it is empty, click the magnifying glass then type student in the Search field of the Item Lookup (below) popup.

Then click the magnifying glass again. Select the plus icon next to Student. This moves the Student Group into the Groups you can book for area.

Now when you click the down arrow in the Group field, Student should appear.
Step 9: Click the down arrow in the Group field, to display Group options. Select “Student”.

Step 10: Enter your required name and information. Then agree to the terms and conditions, and click “Submit Reservation”.

NOTE: The Reservation Details will popup. (below)
NOTE: The red x and pencil and paper icons under the Actions section of Bookings allow you to either Cancel or Edit this reservation.