

# How to Create an EMS Reservation

## Zoom Webinar

space.colum.edu

**Columbia**  
COLLEGE CHICAGO

SSO

Welcome to the Single Sign-On Portal  
This service provides a single interface for signing into many of the college's web-based resources.

**Students**  
Log in using your Office 365 Username (MyColumbiaID@colum.edu) and Password

**Faculty/Staff**  
Log in using your Network ID (or Columbia Email Address) and Password

**Guests**  
Log in using your Email Address and Password

USERNAME:  PASSWORD:

REMEMBER ME THIS IS A PRIVATE COMPUTER [I Forgot!](#)

LOGIN

1. Go to [space.colum.edu](https://space.colum.edu)
2. Log in using your Office 365 credentials.
3. Select the reservation template for Faculty/Staff Space Request and click "book now".

SITE HOME MY HOME

My Reservation Templates

Zoom Webinar Request	book now about
Faculty/Staff Space Request	book now about
Music Practice Room Request Form	book now about
IT Training Room Private Form	book now about

4. Select the date the booking is for.
5. Select a start and end time for the booking.

Date: Thu 01/16/2020

Recurrence

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Setup Types Add/Remove

Start Time: 9:00 AM

End Time: 10:00 AM

09 : 00 AM

6. Under Date & Time, click "add/Remove."

Date & Time

Date  
Wed 07/29/2020

Recurrence

Start Time  
12:30 PM

End Time  
1:30 PM

Create booking in this time zone  
Central Time

Locations  
Zoom Webinar

Add/Remove

Search

7. The Locations page will appear, search "Zoom" in the 'Find locations' field then ensure the Zoom Webinar box is checked. Click "Update Location" at the bottom of the page.

Locations

BUILDINGS

Find locations

Select All Buildings

Zoom Webinar

Selected Locations  
Zoom Webinar

Update Locations

Close

8. In the middle of the page, you are able to see the available Zoom Webinar to reserve. When you see a room that you want, click the green plus icon.

Rooms You Can Request		7 AM	8	9	10	11	12 PM	1	2	3
Zoom Webinar (CT)	Cap									
Zoom Webinar 500	500									
Zoom Webinar 1000	1000									

Availability Legend

9. Put the number of people that will be in the space, and the setup type you would like to have. Click "Add Room".

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees \*

1000

Setup Type \*

Distanced - Model

Add Room

Cancel

10. At the top of your page your reservation should be under "selected rooms". Click "next step"

1 Rooms 2 Reservation Details

Next Step

Selected Rooms Attendance & Setup Type

Zoom Webinar 1000

Room Search Results

LIST SCHEDULE

11. On this page, you can fill out the required information outlined in red.

The screenshot shows a two-column reservation form. The left column is titled 'Reservation Details' and contains two sections: 'Event Details' and 'Requestor Details'. In 'Event Details', the 'Event Name' and 'Event Type' fields are outlined in red. In 'Requestor Details', the 'Requestor', 'Additional Contact', 'Additional Contact Phone', and 'Additional Contact Email Address' fields are outlined in red, with red text below the phone and email fields stating 'This field is required.'. The right column is titled 'Additional Information' and contains several dropdown menus and text boxes, all outlined in red. These include 'Is this a Webinar?', 'Email addresses of all panelists', 'What date would you like to have your Webinar Tech Rehearsal?', 'What time would you like to have your Webinar Tech Rehearsal?', 'Will the webinar utilize the Q&A feature?', 'Will custom registration questions need to be set up?', 'Will polling be used in the webinar?', and 'Will the webinar require live-streaming?'. At the bottom right of the form is a green 'Create Reservation' button.

**PRO TIP:**  
Select the "Unsure" option if you would like someone to explain this feature.

12. Fill out the last few details asking what will be done in the space.

Click "Create reservation".

13. A staff member will follow-up with you in 1-2 business days and you will receive a confirmation email, confirming the space is booked for you.

