



Request An Account –  
Logging In –  
Setting Up Favorite Rooms(Optional) –  
Logging Out

# Request An Account

(If you do not already have one (active or inactive))

UNIVERSITY OF  
CENTRAL  
ARKANSAS™

## Centralized Event Scheduling

HOME

CONTACT US

REQUEST AN ACCOUNT **2**

OTHER LOCATIONS

TUTORIALS

BROWSE

LOCATIONS

SITE HOME MY HOME

### Welcome to the University of Central Arkansas Online Reservation System!

As a guest, you can browse our facilities or available space by clicking on **LOCATIONS** in the column to the left.

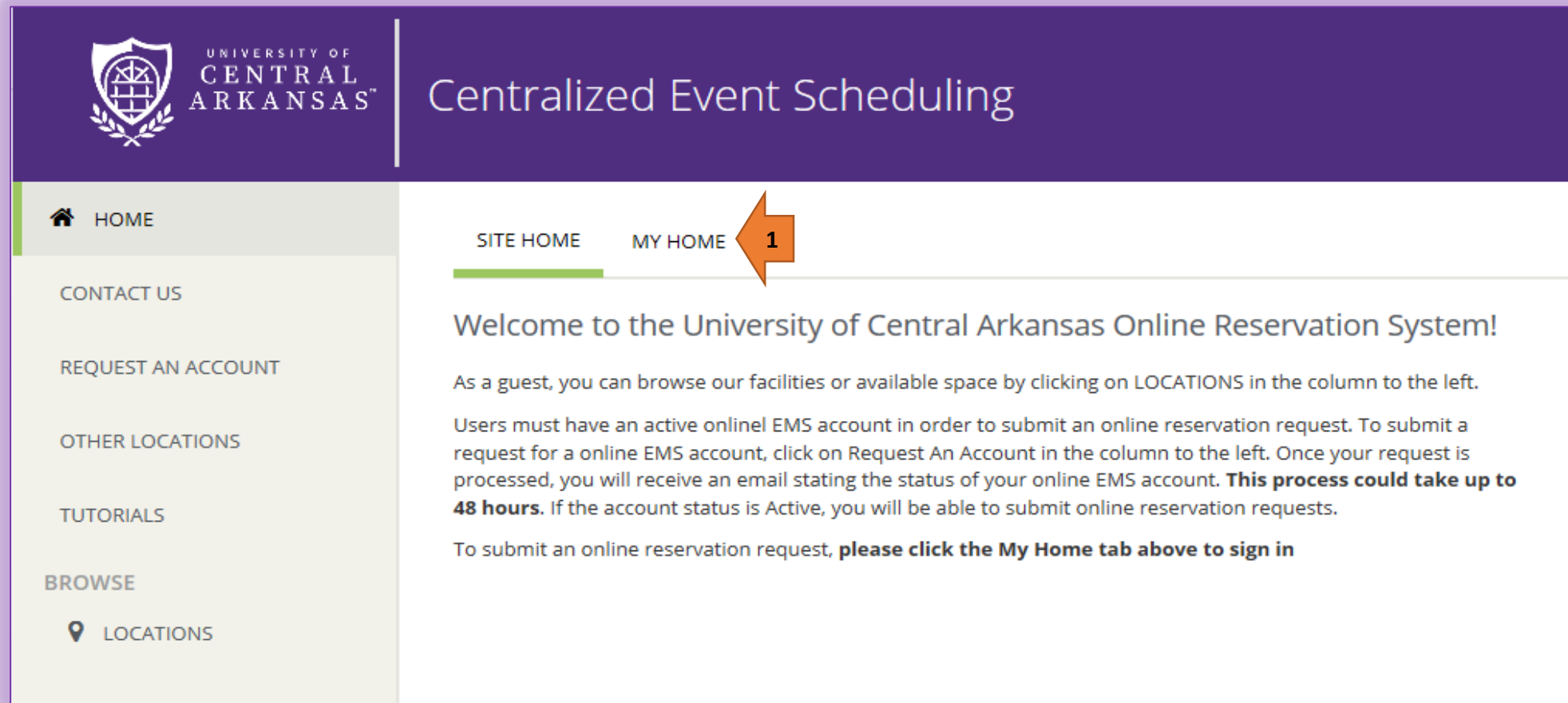
Users must have an active online EMS account in order to submit an online reservation request. To submit a request for a online EMS account, click on **Request An Account** in the column to the left. Once your request is processed, you will receive an email stating the status of your online EMS account. **This process could take up to 48 hours.** If the account status is Active, you will be able to submit online reservation requests.

To submit an online reservation request, **please click the My Home tab above to sign in**

1. You can access the **Centralized Event Scheduling App**:
  - (a) Through any standard Internet browser at <https://schedule.uca.edu/EmsWebApp/>.
  - (b) Through the UCA website. Open **uca.edu**, put your cursor over **About v**, under Visit UCA click on **Reservations**.
  - (c) Through your **myUCA** account under **Event Scheduling**.
2. **If you do not already have an account (active or inactive).** Click on **Request An Account**. Complete all required boxes and click on the **Request An Account** button to submit your request.
3. The program will confirm that **We've Received Your Request**. You will also receive an email confirming that your request has been received. Your request will be processed during our business hours. You will receive an additional email as soon as the request has been processed. This email will indicate if the status of your request has been changed to **Active or Inactive**.

# Logging In

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UNIVERSITY OF  
CENTRAL  
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## Centralized Event Scheduling

HOME

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LOCATIONS

SITE HOME MY HOME **1**

### Welcome to the University of Central Arkansas Online Reservation System!

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To submit an online reservation request, **please click the My Home tab above to sign in**

1. The Centralized Event Scheduling App opens on the **SITE HOME** tab.  
Click on the **MY HOME** tab.

# Logging In

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The screenshot shows a web interface with a navigation menu on the left and a sign-in form on the right. The navigation menu includes links for HOME, CONTACT US, OTHER LOCATIONS, REQUEST AN ACCOUNT, TUTORIALS, BROWSE, and LOCATIONS. The sign-in form is titled "Sign In" and includes instructions: "Your User Id is the **email address** associated with your online EMS account." and "If you have forgotten your password, contact Centralized Scheduling at [ucacs@uca.edu](mailto:ucacs@uca.edu)." The form contains three input fields: "Email Address \*", "Password \*", and a "Sign In" button. Numbered arrows (2, 3, 4) point to the Email Address, Password, and Sign In button respectively. An arrow (5) points to the email address in the instructions.

2. In the **Email address** box, enter the email address associated with your online Centralized Event Scheduling account.
3. In the **Password** box, enter the password for your online Centralized Event Scheduling account.
4. Then click **Sign In**.
5. If you have forgotten your password. Send an email to [ucacs@uca.edu](mailto:ucacs@uca.edu) and request a temporary password.

# Setting Up Favorite Rooms (Optional)

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The screenshot shows the UCA Centralized Event Scheduling website. The header is purple with the University of Central Arkansas logo on the left and the text "UCA Centralized Event Scheduling" in the center. On the right of the header, the user name "Lisa Test" is displayed with a dropdown arrow. An orange arrow labeled "1" points to this dropdown arrow. Below the user name, a dropdown menu is open, showing "My Account" and "Sign Out" options. An orange arrow labeled "2" points to the "My Account" option. The main content area has a navigation bar with "SITE HOME" and "MY HOME" (the latter is highlighted with a green underline). Below this is a section titled "My Reservation Templates" containing a list of reservation options, each with "book now" and "about" buttons. The left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, LOCATIONS, and LINKS (with sub-links for Contact Us and Request An Account).

1. After logging in. Click on the arrow next to your name.

2. Then click on **My Account**.

# Setting Up Favorite Rooms

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The screenshot shows the 'My Account' page for the University of Central Arkansas. The top navigation bar includes the university logo, the text 'My Account', and a user profile for 'Lisa Test'. Below the navigation bar, there are four tabs: 'ACCOUNT DETAILS', 'DELEGATES', 'PERSONALIZATION', and 'MY FAVORITE ROOMS'. An orange arrow labeled '3' points to the 'MY FAVORITE ROOMS' tab. On the left sidebar, under the 'BROWSE' section, there is a 'LOCATIONS' link with a location pin icon. An orange arrow labeled '4' points to a blue button labeled 'Filter By Location' next to a search input field containing the text 'Find by room name'. Below the search field, there is a section titled 'Your Saved Favorite Rooms' which contains a table with one row of data.

Room Name ^	Building	Room Type
* Room 207E	Student Center (SC)	Conference Room

**3.** Click on **My Favorite Rooms** tab.

**4.** Click on **Filter By Location** button.

# Setting Up Favorite Rooms

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The screenshot shows the 'My Account' page for Lisa Test. A modal window titled 'Locations' is open, allowing the user to select buildings for their favorite rooms. The 'BUILDINGS' section includes a search bar and a list of buildings with checkboxes. The 'Selected Locations' section shows the currently selected buildings. An orange arrow labeled '5' points to the 'Farris Center (FC)' checkbox, and another orange arrow labeled '6' points to the 'Update Locations' button.

**5** Check the building/s that you want to include in your room search.

**6** Click on **Update Locations** button.

5. Check the building/s that you want to include in your room search.

6. Click on **Update Locations** button.

# Setting Up Favorite Rooms


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HOME  
CONTACT US  
OTHER LOCATIONS  
REQUEST AN ACCOUNT  
TUTORIALS  
CREATE A RESERVATION  
MY EVENTS  
BROWSE  
EVENTS

ACCOUNT DETAILS DELEGATES PERSONALIZATION **MY FAVORITE ROOMS**

## Add New Favorite Room

Your favorite rooms will override any template locations you have personalized.

Filter By Location ROOM 

**Your Saved Favorite Rooms**

- BURD 205 Media Viewing Room - Burdick Hall (BURD) - CT
- COB 100 Classroom - College of Business Building (COB) - CT
- COB 210 Classroom - College of Business Building (COB) - CT
- COB 207 Conference Room - College of Business Building (COB)

Building

7. Click in the **Find by room name** search box and type (at least 3 characters) of any part of the room name (room number, room type etc.). As you are typing in the search box it will show any rooms found (In the building/s you selected in step 4) with those same characters.
8. Click on the room that you want to add to **Your Saved Favorite Rooms** list. Continue these steps until you have added all the rooms you would like to add to **Your Favorite Rooms** list.



# Setting Up Favorite Rooms

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HOME

CONTACT US

REQUEST AN ACCOUNT

OTHER LOCATIONS

TUTORIALS

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

ACCOUNT DETAILS DELEGATES PERSONALIZATION **MY FAVORITE ROOMS**

## Add New Favorite Room

Your favorite rooms will override any template locations you have personalized.

Filter By Location Find by room name

### Your Saved Favorite Rooms

	Room Name ^	Building	Room Type
9	BASE Stadium	Bear Baseball Stadium (BASE)	Outside Location
	COB 207 Conference Room	College of Business Building (COB)	Conference Room

9. The rooms that have been successfully saved as your favorites, are listed here.

# Logging Out

The screenshot shows the 'Centralized Event Scheduling' interface for the University of Central Arkansas. The user is logged in as Lisa Canady. The interface includes a navigation menu on the left with options like HOME, CONTACT US, REQUEST AN ACCOUNT, OTHER LOCATIONS, TUTORIALS, and CREATE A RESERVATION. The main content area shows 'My Reservation Templates' with categories like Auditoriums, Conference Center, Faculty/Staff Only Locations, and Faculty/Staff/Students Only Locations, each with 'book now' and 'about' buttons. The user profile menu is open, showing options for My Account, Admin Functions, Create Custom Link, and Sign Out. Two orange arrows with numbers 1 and 2 indicate the steps to log out: arrow 1 points to the user name 'Lisa Canady' and arrow 2 points to the 'Sign Out' button.

1. Click on the drop down arrow next to your name.
2. Click on **Sign Out**.