



Browse Locations and Links

(Login Not Required)

Browse Locations

(Page 1 of 2)

The screenshot shows the top navigation bar of the University of Central Arkansas Online Reservation System. On the left is the university logo. The main header area contains the text "Centralized Event Scheduling" and a user greeting "Welcome, Guest." with a profile icon. Below the header is a left-hand navigation menu with items: HOME, CONTACT US, REQUEST AN ACCOUNT, OTHER LOCATIONS, TUTORIALS, and BROWSE. Under the BROWSE section, the "LOCATIONS" item is highlighted with an orange arrow and the number "1". At the top of the main content area are two tabs: "SITE HOME" and "MY HOME", with "MY HOME" being the active tab. The main content area contains a welcome message and instructions for guests and users with accounts.

UNIVERSITY OF
CENTRAL
ARKANSAS

Centralized Event Scheduling

Welcome, Guest.

HOME

CONTACT US

REQUEST AN ACCOUNT

OTHER LOCATIONS

TUTORIALS

BROWSE

LOCATIONS **1**

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. Click on Locations.

Browse Locations

(Page 2 of 2)

The screenshot shows the 'Browse Locations' page on the University of Central Arkansas website. The page has a purple header with the university logo and 'Browse Locations' text. A sidebar on the left contains navigation links like 'HOME', 'BROWSE', 'LOCATIONS', and 'LINKS'. The main content area features a 'Filters' section with a date picker set to 'Thu 05/11/2017' and a 'Time Zone' dropdown set to 'Central Time'. Below the filters is a 'Locations' section with a calendar view for 'Thu May 11, 2017' and a table of available rooms. Orange arrows with numbers 2a, 2b, 3, and 4 point to the calendar icon, the date navigation arrows, the 'Add/Remove Locations' link, and the 'Find A Room' search box, respectively.

Filters Compact View

Date: Thu 05/11/2017 2a Time Zone: Central Time

Locations: (all) 2b [Add/Remove Locations](#) 3 [Add Filter](#)

Locations 2b [< Wed](#) Thu May 11, 2017 [Fri >](#) 4 [Search](#)

	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
A. E. Burdick Hall (BURD...)	Cap																
BURD 205 Media Viewi...	131																Closed
Bear Baseball Stadium (...)	Cap																
BASE Stadium	1000																Closed
Bill Stephens Track and...	Cap																
BSTSS Track	500																Closed
Brewer-Hegeman Conf...	Cap																

2. To select a different date **a)** Click on the calendar next to the date **OR b)** Click on the arrows next to the date.
3. To change the building/s shown in the list below. Click on **Add/Remove Locations**. Check the box in front of the building/s that you want to browse. Click on **Update Locations** button.
4. To find a room, click in the **Find a Room** box. Type in the room number, building initials or room type. Click on the **Search** button.

Other Links

UNIVERSITY OF
CENTRAL
ARKANSAS™

Centralized Event Scheduling

HOME

CONTACT US 1

OTHER LOCATIONS 2

REQUEST AN ACCOUNT 3

TUTORIALS 4

BROWSE

LOCATIONS

SITE HOME MY HOME

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

1. Click on **Contact Us** to get the phone, fax and email for the Centralized Scheduling Office.
2. Click on **Other Locations** to see a list of the locations that can be reserved, but are not available through **Event Scheduling**.
3. ***If you do not have an account (Active or Inactive)***, click on **Request An Account**. Complete all required fields and click on the **Request An Account** button. The program will confirm that **We've Received Your Request**. You will also receive an email confirmation 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**.
4. Click on **Tutorials** to view instructions for multiple functions.