



## Tulane University Event Management System

About **EMS**: As of July 2023, EMS is the University's space scheduling system.

The **EMS Web App** is used to:

- Discover which locations may be available for request on a particular date and time
- To request spaces
- To keep track of your reservations and requests.

*Please note: spaces available for view in **EMS** may initially be limited as we onboard the new system.*

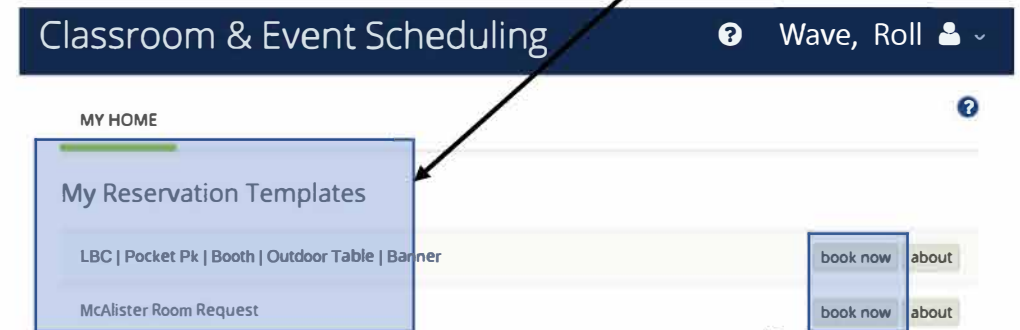
Signing Onto the **EMS Web App**:

- Visit <https://ems.tulane.edu/>
- Users can login using your Tulane Username (without the @tulane.edu ) and Tulane password.

## Overview & Accessing EMS

About **Templates** in the **EMS Web App**:

- EMS Templates fundamentally serve as folders with list of reservable spaces organized by building.
- Once logged in, you will see **Templates** containing reservable spaces available to you



- Click book now to access the **Template**

As of July 2023, the **Reservation Templates** includes Registrar spaces and event spaces.

You may also see a **Template** specific to your department spaces