

Online Booking for Demonstration Events

The EMS Web App allows you to browse availability, book room reservations and request services online. Access the EMS Web App through the Columbia Event Management Website or by going to: <https://ems.cuit.columbia.edu/>

Steps to Sign into EMS Web App and Book a Demonstration:



Access the Sign-In screen by clicking on [Welcome, Guest](#) in the top right corner. Recognized Student Groups can sign in on this page with their student group email address and password.



Faculty, Staff and Individual Students will select [Sign in with your Columbia UNI](#)

If you do not have an EMS Web App account:

Create one in person at the Event Management Office (Lerner Hall, 7th Floor)

or

Fill out the [EMS Accounts Form](#).



Once logged in, select [Create a Reservation](#) on the left side of the page



Navigate to Demonstration Events Template and select [book now](#).

Access detailed booking guidelines and information by clicking on the template's 'about' button.



Search for your event by completing the fields on the left side:

- [Date](#)
- [Start Time](#)
- [End Time](#)
- [Location](#) (select [Search](#) to see all spaces available for your date and time)



Once you've decided on a room/space for your reservation, select the green circle to the left of your room to add to your reservation.

Add in your guest count. Proceed to [Next Step](#).



In the Reservations Details tab please fill in all questions with as much detail as possible. These questions are used to review and approve your event.



To complete your reservation, please check the Terms & Conditions and then select [Create a Reservation](#).



You can check the status of your event, make changes or request additional services in the [My Events](#) section of the homepage.