

EMS Help Guide: Book a Meeting or Study Room - John Horgan Campus

To book a **meeting or study room**, visit the EMS (Event Management System) using:

- The following website:
<https://westshoreu.emscloudservice.com/web/samlauth.aspx>
- Or a QR Code:



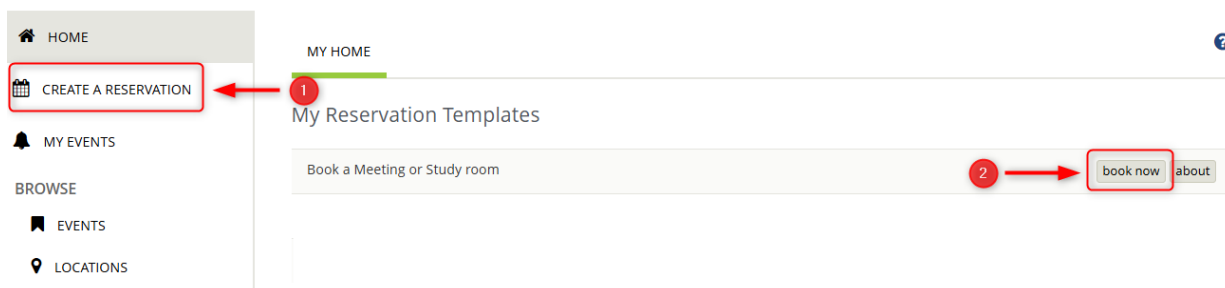
Meeting and Study room guidelines:

- Students can book study or meeting rooms up to seven days in advance for a maximum of three hours.
- Try to arrive on time. If you are more than 15 minutes late, your room may be offered to other users.
- Rooms are not soundproof, so please keep noise to a minimum.
- Your email confirmation is your proof of reservation.
- Please leave the room as you found it. Place any garbage or recycling in the appropriate bins.

Create a Reservation

Open your browser and go to [EMS](#) or scan the QR code above.

- 1) Under **Home** menu, Click on **CREATE A RESERVATION**.
- 2) Next to the Reservation Template, click **book now**.
 - a) Click on **about** to learn more about the reservation template.



3) Choose the required **Date**, **Start** and **End Time**, and click **Search**.

New Booking for Wed Aug 27, 2025 Next Step

Date & Time

Date *
Wed 08/27/2025

Start Time *
5:30 PM

End Time *
6:30 PM

Create booking in this time zone
Pacific Time

Locations Add/Remove
Langford Building

Search

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

4) You will now see a list of available spaces for your date selected:

- The right side of the page will show a list of rooms that meet your search criteria.
- Under **Cap**, you can see the capacity of the room.
- The red bars represent the start and end times of your request. The rooms available for your meeting times are any rows that have no coloured bar between the red lines.
- Note: you can only book space during the open hours of the building.

☐ Favorite Rooms only. Find A Room Search

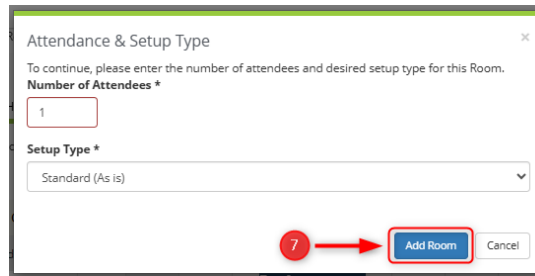
		10	11	12 PM	1	2	3	4	5
Rooms You Can Reserve									
Langford Building (PT)	Cap	10	11	12 PM	1	2	3	4	5
+ 205D Study room	4						1	Closed	
+ 205E Study room	4						2	Closed	
+ 205F Study room	4						3	Closed	
+ 205G Study room	4						4	Closed	

Available Rooms

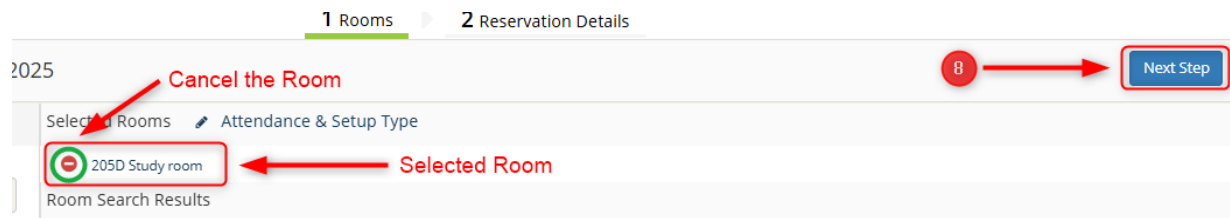
5) Click the  **Add Icon** to select a specific room. The **Add Icon** will not be visible if a location is unavailable.

6) Enter the number of attendees in the pop-up.

7) Click on **Add Room**.



8) To proceed with the booking, click **Next Step**.

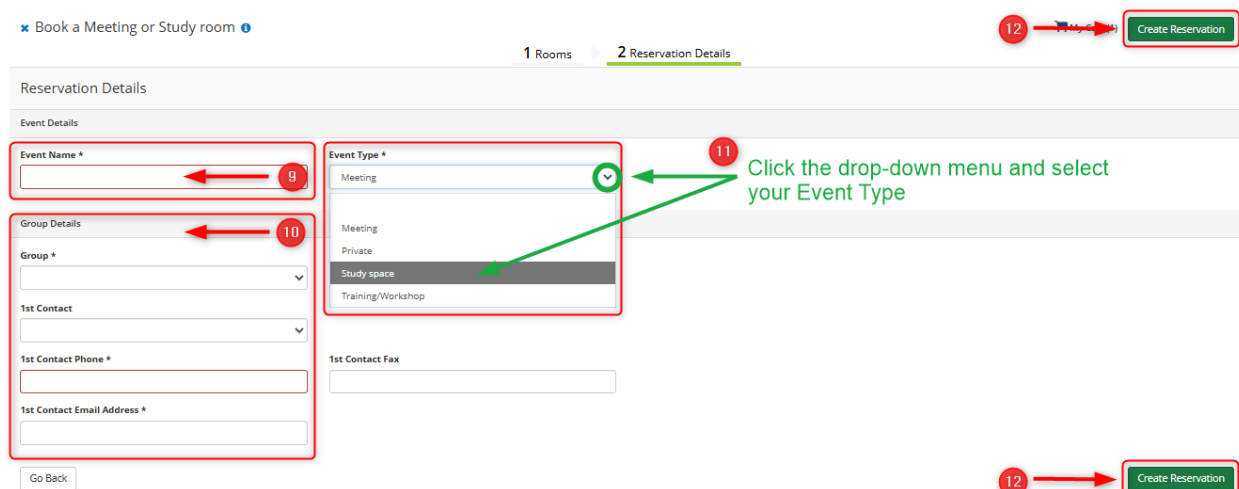


9) Enter a title under **Event Name**. Eg: 'Study Time' or 'Team Meeting Group 3'.
We recommend to not include your personal information as this title will be visible to other EMS users on the general calendar.

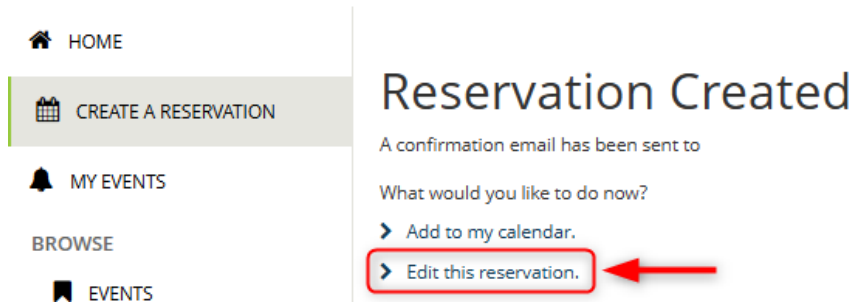
10) Some details will auto-populate. Please ensure the 1st Contact name, phone, and email address are completed.

11) Choose the Event Type from the **drop-down** list.

12) Click **Create Reservation** after completing all required fields.

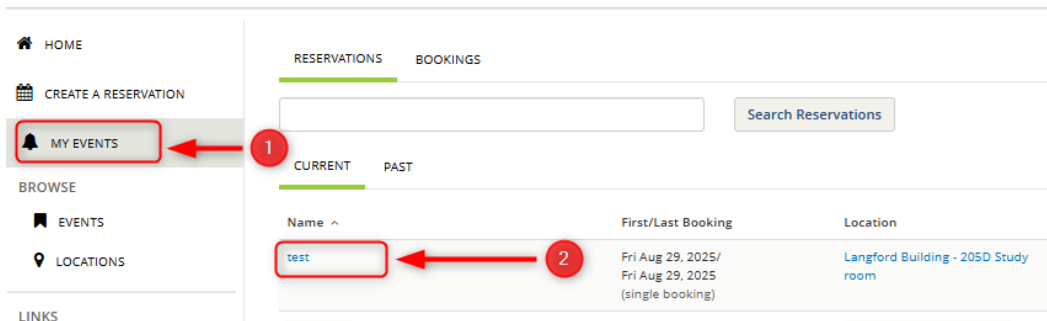


- 13) A confirmation will appear on-screen and will also be sent to you by email. This confirmation is proof of your booking. You can click the **Edit this Reservation** link to see the details of the Reservation you just created.



How to Delete your Reservation

- 1) Go to **My Events**.
- 2) Click the reservation you wish to delete.



- 3) Click **Cancel Reservation** or click on the **Cancel Icon** in the booking details. In the pop-up, confirm you would like to cancel.

