How to Reserve Room
1. Using your web browser, go to https://reserve.newark.rutgers.edu/emswebapp/

2. Click on “MY HOME” to sign in

3. Log in with your NETID
4. Click on “CREATE A RESERVATION”

5. Click on Test-RBS “book now”
6. Select Date and Time then click “Search”

7. Note the shadow vertical bar - that is your selected time. Colored areas are already reserved

8. Click on the Green Plus next to the room you would like. It will then appear at the top as “Selected Rooms”

Note: Reservations must be at least 15 minutes out from the time you are making the request!!
9. Enter the number of attendees and Click “Add Room”

10. Click on “Next Step” to “Services”
11. If you desire to serve food, please provide start time, end time, and service type.

12. Please check to confirm that you have read and agree to the terms and conditions.
13. Select an option from RBS Catering Info that matches your service type.
14. For IT Support and/or Equipment, please choose a selection from the menu.

15. Please indicate Special Instructions, if any.
16. Complete all required fields represented by asterisk (*).
17. Click on “Create Reservation” when you are ready to submit your request.
Help

Your room request has been successfully submitted. Please allow 24 - 48 hours for your request to be acted on.

To check your request status, hit 'My Events'.

If you have any questions or concerns, please contact the RBS Facilities Team at RBS-Facilities@busine.rutgers.edu

OK
How to Cancel an Event/Meeting
1. Using your web browser, go to https://reserve.newark.rutgers.edu/emswebapp/

2. Click on “MY HOME” to sign in

3. Log in with your NETID
6. Click on “x Cancel Reservation”

4. Click “My Events”
5. Click on the reservation you’d like to cancel
7. Click on the arrow to choose the “Cancel Reason”
8. Click the box under “Cancel Notes” to elaborate on the cancelation reason

9. Click “Yes, Cancel Reservation” to confirm the cancelation and it will return you to your reservation list
You may Log Out by using the arrow in the top right corner of your screen or you may go back to the beginning and make another reservation.

Note your reservation status is now “Web Cancel”
How to Book a Video Conference
1. Select Date and Time then click “Search”
2. Select buildings and click on the Green Plus next to the room you would like. It will then appear at the top as “Selected Rooms”

Note: Reservations must be at least 15 minutes out from the time you are making the request!!

3. Enter the number of attendees and Click “Add Room”
4. Click on “Next Step” to “Services”
5. If you desire to serve food, please provide start time, end time, and service type.

6. Please check to confirm that you have read and agree to the terms and conditions.
7. Select an option from RBS Catering Info that matches your service type.

8. Please indicate Special Instructions, if any.
9. For IT Support and/or Equipment, please choose a selection from the menu.

10. Please indicate Special Instructions, if any.
11. Click on “Next Step” to “Reservation Details”

12. Complete all required fields represented by asterisk (*).

13. Read and agree to terms and conditions then Click on “Create Reservation”
Your room request has been successfully submitted. Please allow 24 - 48 hours for your request to be acted on.

To check your request status, hit 'My Events'.

If you have any questions or concerns, please contact the RBS Facilities Team at RBS-Facilities@busines.rutgers.edu
How to Book a Recurring Series
1. Click on “Recurrence”

2. Select type of Repeats, Date and Time then click “Apply Recurrence”

3. Click “Search” for location of room.

Note: Reservations must be at least 15 minutes out from the time you are making the request!!
4. Click on the Green Plus next to the room you would like. It will then appear at the top as “Selected Rooms”

5. Enter the number of attendees and Click “Add Room”

6. Click on “Next Step” to add services
7. Click on “Next Step” to add reservation details by completing the required fields represented by asterisk (*).

8. Read and agree to terms and conditions then Click on “Create Reservation”
Your room request has been successfully submitted. Please allow 24 - 48 hours for your request to be acted on.

To check your request status, hit 'My Events'.

If you have any questions or concerns, please contact the RBS Facilities Team at RBS-Facilities@business.rutgers.edu