



What is it?

- Web EMS or MeetatBigBlue is a scheduling software used by the University of Kentucky to support space and service scheduling on campus.

Who has access to reserve the labs online?

- Access is only available to users who are active in Cayuse AO. This is to ensure investigators and users of lab space have completed the necessary lab protocol. The form appears for any user in good standing in Cayuse AO.
- Users are imported into EMS every weekday at 4 am. If you are a new Cayuse AO user, you may need to wait until the next business day to see the lab reservation form appear.
- All faculty and staff are created accounts as soon as their department enters their information into SAP and they see campus wide event and meeting forms only unless they are in Cayuse AO. These users will see multiple groups when filling out their web forms.

How do I get help?

- Trouble logging in, viewing the lab reservation form, or help with configuration (how things work or look) email EMStechsupport@uky.edu. Auxiliary Services and ITS maintain and support EMS for all UK users.
- **For training or assistance learning how to use EMS, contact the [DLAR Training Group](#).**

Learn How to use EMS:

[How do I login?](#)

[How do I reserve a lab?](#)

[How do I Select Multiple Dates and/or Times for one reservation?](#)

[How do I add additional dates to an existing reservation?](#)

[How do I cancel an entire reservation \(all booking dates\)?](#)

[How do I cancel a booking \(1 or more dates within a larger reservation\)?](#)

[How do I edit the answers on the reservation questions on my reservation?](#)

[When will I receive a confirmation?](#)

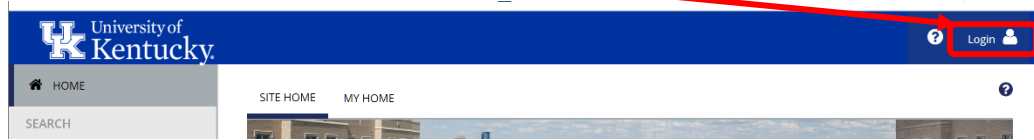
[How do I look up my existing reservations?](#)

How do I login?

- Username and password are the same as your link blue account. Do not use @uky.edu when logging into EMS.

Step 1: Navigate to <https://meetatbigblue.uky.edu> from any web browser to see the website.

Step 2: Click “Login” then “Sign In”



Step 3: Enter your link blue username and password. Do not use @uky.edu in the username field. Then click “Sign In”

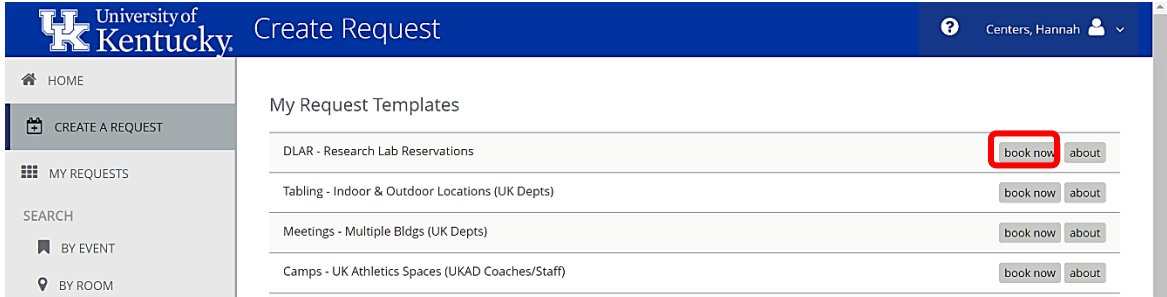
A screenshot of the 'Sign In' form on the website. The form is set against a light gray background. It has two input fields: 'Username *' with the text 'smith123' and 'Password *' with masked characters. Below the fields is a blue 'Sign In' button, which is highlighted with a red rectangular box. Navigation links for 'SITE HOME' and 'MY HOME' are visible at the top of the form area.

How do I reserve a lab?

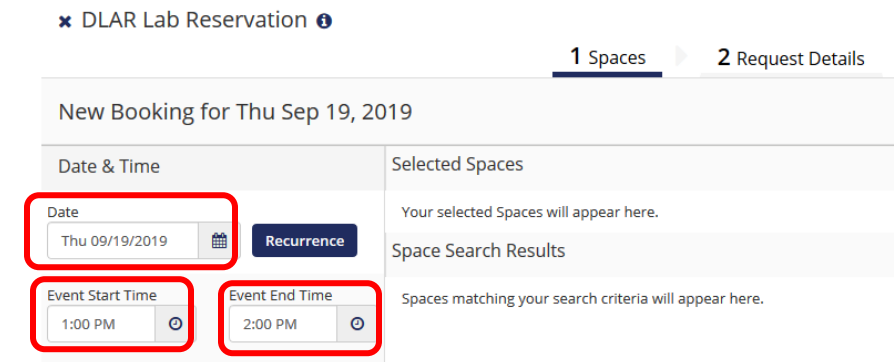
Step 1: Select “Create A Request” from the left-hand menu.

A screenshot of the University of Kentucky website's event management system. The left-hand navigation menu is visible, with the 'CREATE A REQUEST' button highlighted by a red box. The main content area features a large banner image of a campus building with the text 'WELCOME TO THE EVENT MANAGEMENT SYSTEM FOR THE UNIVERSITY OF KENTUCKY'. Below the banner, there is a paragraph of text providing information about COVID-19 updates and a link to 'events@uky.edu'. A 'NEW!' announcement states that event tents are now available for fall 2021 outdoor event requests. At the bottom, there are two buttons: 'Book Space' and 'Event Approval'. The 'Book Space' button is highlighted with a red box. Below the 'Book Space' button, there is a small text block: 'Request rooms, study spaces, outdoor spaces, tabling, and more! Spaces reserved through EMS do not require a separate'. Below the 'Event Approval' button, there is a small text block: 'All events on campus require approval from the Office of University Events. After reserving space with the facility'.

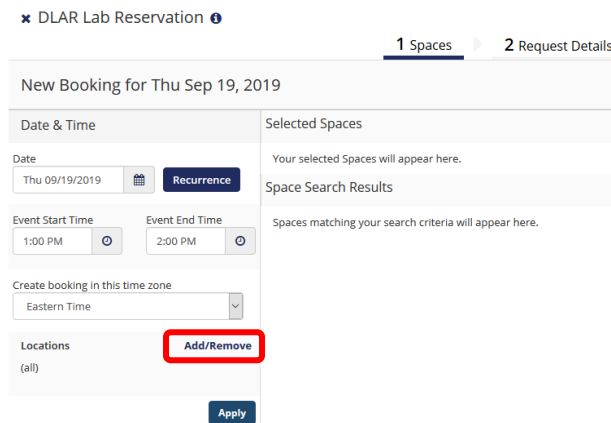
Step 2: Click the button “Book Now” to the right of the DLAR Lab Reservation Request Template.



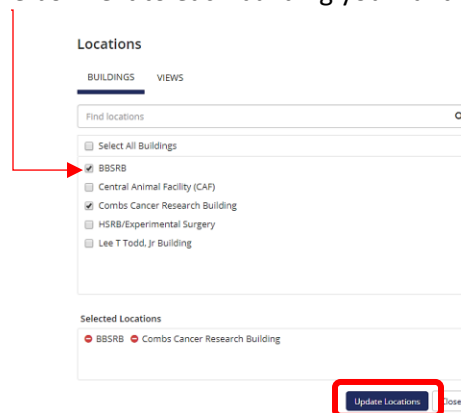
Step 3: Enter the date, start and end time of the reservation.




Step 4: Click **Add/Remove** next to “Locations” the location/building you want to search within.




Step 5: Check the box next to each building you want to search. Then select “Update Locations.”



- ✓ TIP: Use the view tab to look for types of labs or to search for all labs. If you use this option, be sure to unselect the previous buildings by clicking  next to each building.

Step 6: Select Apply to see all labs that meet your criteria. Under spaces you can reserve.

Step 7: Select the lab(s) you want to reserve by clicking the symbol  next to each space.

Step 8: A pop-up will appear. Enter the number of investigators will be in the lab in **No. of Attendees** and select the type of research being performed under **Setup Type**. Then select **Add Space**.

Step 9: Select **Request Details** OR **Next Step** to proceed to the questionnaire.

The screenshot shows a reservation interface for 'DLAR Lab Reservation'. At the top, there are two tabs: '1 Spaces' and '2 Request Details', with the second tab highlighted. To the right, there is a 'My Selections (1)' icon and a 'Submit Request' button. Below the tabs, the text reads 'New Booking for Wed Sep 4, 2019' with a 'Next Step' button highlighted in a red box. Underneath, there are sections for 'Date & Time' (showing 'Wed 09/04/2019' and a 'Recurrence' button), 'Selected Spaces' (showing 'CCR21'), and 'Attendance & Setup Type' (showing 'Space Search Results').

Step 10: Enter your XXXX Number in the Event Name field.

Step 11: Select **DLAR - Authorized Cayuse AO Users** as the **Group** and yourself as the **Planning Contact**.

- ✓ TIP: Names are sorted by last name then first. If you have someone else who needs a confirmation of the space, enter their information in the Day of Contact fields.

Step 12: Complete the required questions.

The screenshot shows the 'Request Details' questionnaire. Three questions are highlighted with a red rounded rectangle: 'REQUIRED - Summarize your planned lab activities.*' (with a text input field), 'REQUIRED - What species are you working with? Select one.*' (with a dropdown menu), and 'REQUIRED - Will animals be returned to their housing area at the completing of our use of the lab?*' (with a dropdown menu). Below these questions is a checkbox labeled 'I have read and agree to the terms and conditions'. A 'Submit Request' button is located at the bottom right.

Step 13: Agree to the terms and conditions by checking the box.

This screenshot is identical to the previous one, showing the 'Request Details' questionnaire. A red arrow points from the text 'Step 13: Agree to the terms and conditions by checking the box.' to the checkbox labeled 'I have read and agree to the terms and conditions'.

Step 14: Click **Submit Request** to complete your reservation.

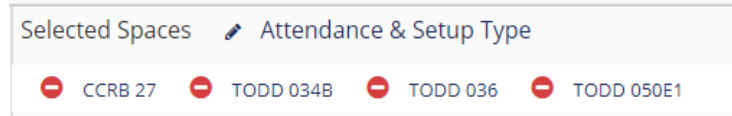
How do I Select Multiple Dates and/or Times for one reservation?

- To select multiple dates for the same times, select recurrence and change the “repeats” drop down to select your days.

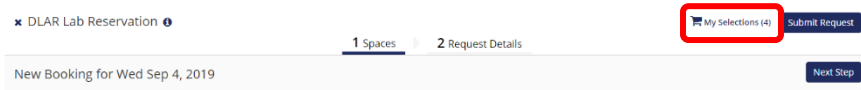
✓ TIP: Use the random option to select your dates on a calendar



- To select multiple dates with different times or rooms, complete steps 3-7 then repeat for each variation in date, time, or room until all rooms needed appear under selected spaces.

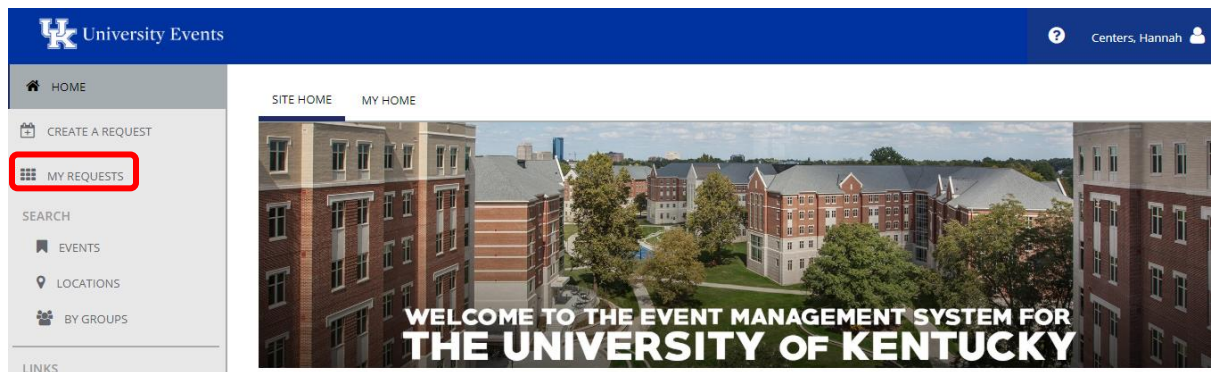


✓ TIP: To see all dates and times selected or make changes to time, date, or attendance, click **My Selections**.

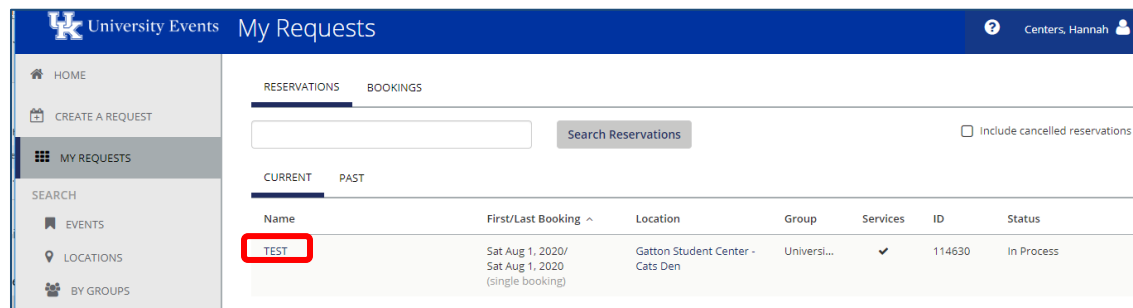


How do I add additional dates to an existing reservation?

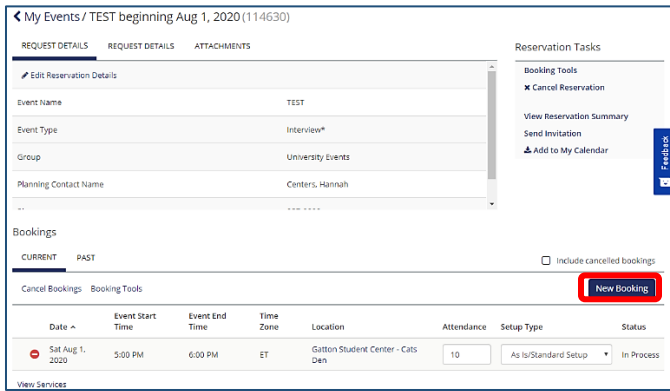
Step 1: Select My Requests on the Web EMS homepage.



Step 2: Select the name of an existing research project.

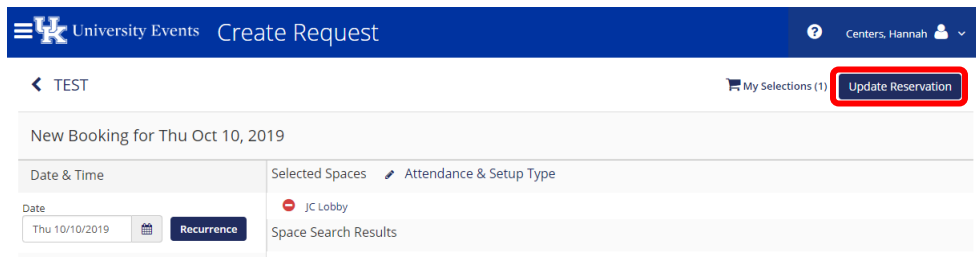


Step 3: Select New Booking.



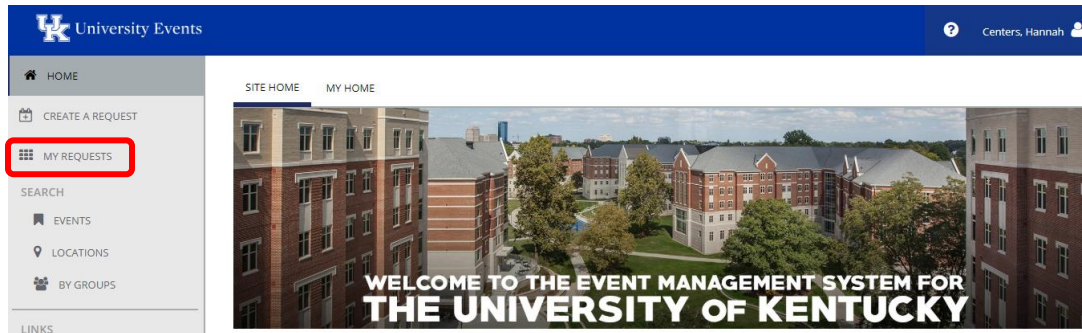
Step 4: Go to “How to reserve a lab” and complete steps 3-8.

Step 5: Select Update Reservation.

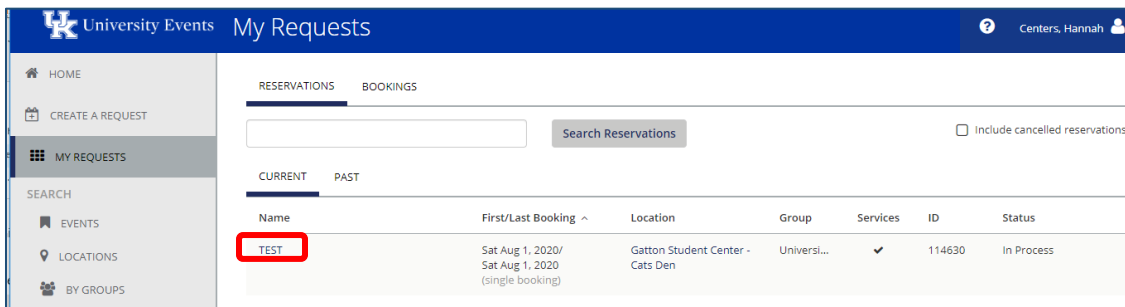


How do I cancel an entire reservation (all booking dates)?

Step 1: Select My Requests on the Web EMS homepage.



Step 2: Select the name of an existing research project.



Step 3: Select Cancel Reservation.

The screenshot shows the 'My Requests' page for a reservation named 'TEST'. The 'Reservation Tasks' sidebar on the right contains a 'Cancel Reservation' button, which is highlighted with a red box. Other buttons include 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'. The main content area shows event details like 'Event Name: TEST', 'Event Type: Interview*', and 'Event Start Time: Sat Aug 1, 2020 5:00 PM'.

Step 4: Select a cancel reason from the list and type cancel notes (as applicable). Then select Yes, cancel reservation.

The dialog box titled 'Cancel Reservation?' asks for confirmation: 'Both the reservation and bookings will be cancelled. Are you sure you want to proceed?'. It includes a 'Cancel Reason' dropdown menu with 'Client Request' selected, and a 'Cancel Notes' text area. At the bottom, the 'Yes, Cancel Reservation' button is highlighted with a red box, while the 'No, Keep Reservation' button is not.

How do I cancel a booking (1 or more dates within a larger reservation)?

Step 1: Select My Requests on the Web EMS homepage.


The screenshot shows the University Events homepage. The 'MY REQUESTS' menu item in the left sidebar is highlighted with a red box. The main content area features a banner with the text 'WELCOME TO THE EVENT MANAGEMENT SYSTEM FOR THE UNIVERSITY OF KENTUCKY'.

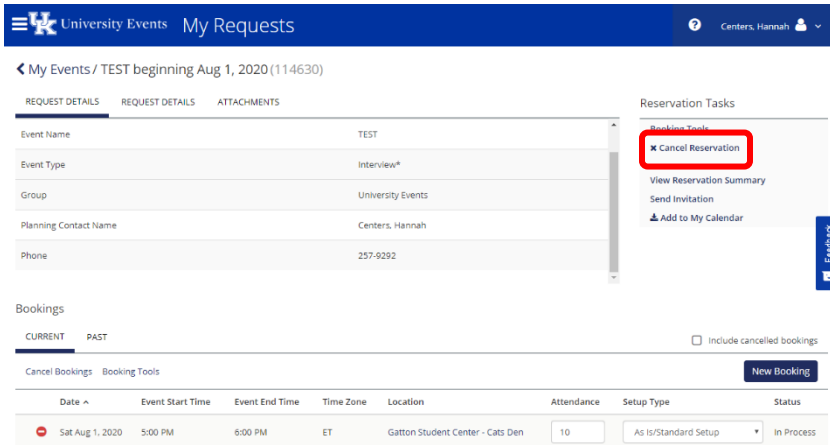
Step 2: Select the name of an existing research project.

The screenshot shows the 'My Requests' page with the 'RESERVATIONS' tab selected. A table lists existing reservations. The first row, with the name 'TEST' highlighted in a red box, shows details for a booking on 'Sat Aug 1, 2020' at the 'Gatton Student Center - Cats Den'.

Name	First/Last Booking	Location	Group	Services	ID	Status
TEST	Sat Aug 1, 2020/ Sat Aug 1, 2020 (single booking)	Gatton Student Center - Cats Den	Universi...	✓	114630	In Process



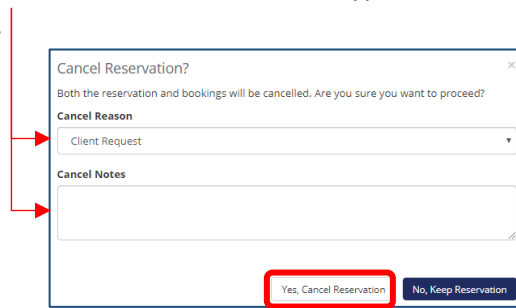
Step 3: Select the  icon next to the date you want to cancel.



The screenshot shows the 'My Requests' page for an event named 'TEST' starting on August 1, 2020. The 'Reservation Tasks' panel on the right contains a 'Cancel Reservation' button with a red 'X' icon, which is highlighted with a red box. Other tasks include 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'. Below the tasks is a 'Bookings' section with a table of current bookings.

Date	Event Start Time	Event End Time	Time Zone	Location	Attendance	Setup Type	Status
Sat Aug 1, 2020	5:00 PM	6:00 PM	ET	Gatton Student Center - Cats Den	10	As Is/Standard Setup	In Process

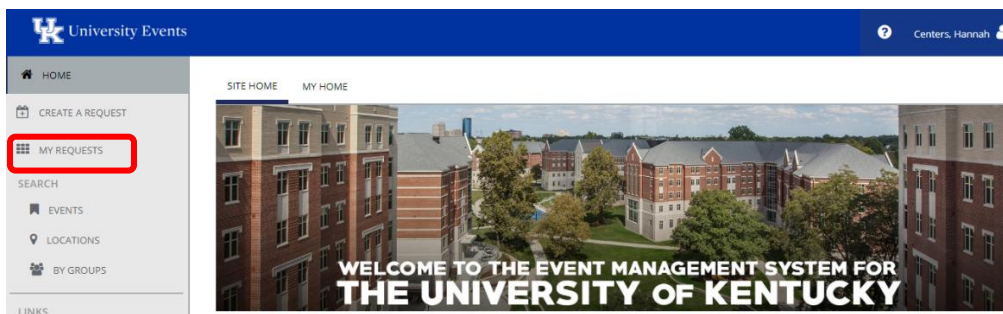
Step 4: Select a cancel reason from the list and type cancel notes (as applicable). Then select Yes, cancel reservation.



The dialog box asks for confirmation to cancel the reservation and bookings. It includes a 'Cancel Reason' dropdown menu with 'Client Request' selected, a 'Cancel Notes' text area, and two buttons: 'Yes, Cancel Reservation' (highlighted in red) and 'No, Keep Reservation'.

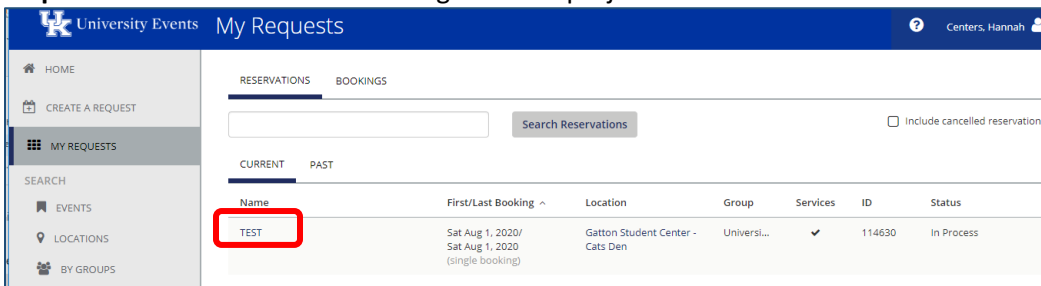
How do I edit the answers on the reservation questions on my reservation?

Step 1: Select My Requests on the Web EMS homepage.



The screenshot shows the University Events homepage. The 'MY REQUESTS' button in the left-hand navigation menu is highlighted with a red box. The main content area features a banner for the 'WELCOME TO THE EVENT MANAGEMENT SYSTEM FOR THE UNIVERSITY OF KENTUCKY'.

Step 2: Select the name of an existing research project.



The screenshot shows the 'My Requests' page with the 'RESERVATIONS' tab selected. A search bar is at the top. Below it is a table of reservations. The first row, with the name 'TEST' highlighted in red, shows a booking for 'Sat Aug 1, 2020 / Sat Aug 1, 2020' at 'Gatton Student Center - Cats Den'.

Name	First/Last Booking	Location	Group	Services	ID	Status
TEST	Sat Aug 1, 2020 / Sat Aug 1, 2020 (single booking)	Gatton Student Center - Cats Den	Universi...	✓	114630	In Process

Step 3: Select Request Details.

The screenshot shows the 'My Requests' page for 'My Events / TEST beginning Aug 1, 2020 (114630)'. The 'REQUEST DETAILS' tab is selected and highlighted with a red box. The page displays event information: Event Name (TEST), Event Type (Interview*), Group (University Events), and Planning Contact Name (Centers, Hannah). On the right, 'Reservation Tasks' include 'Booking Tools', 'Cancel Reservation', 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'. Below, the 'Bookings' section shows a table with columns: Date, Event Start Time, Event End Time, Time Zone, Location, Attendance, Setup Type, and Status. A booking is listed for Sat Aug 1, 2020, at 5:00 PM to 6:00 PM ET at Garton Student Center - Cats Den, with 10 attendees and 'As Is/Standard Setup' setup type, with a status of 'In Process'.

Step 4: Select Edit Additional Information.

The screenshot shows the 'My Requests' page with the 'Edit Additional Information' option selected and highlighted with a red box. The page contains several required fields for additional information, each with a 'test' value: 'REQUIRED - Write the details of your event including event objectives and specific activities planned. Information provided is not public.', 'REQUIRED - Event start time (Do not include setup time)', 'REQUIRED - Event end time (Do not include clean-up time)', 'REQUIRED - Who is invited to attend? Click "Add/Remove" to select all who apply.', 'REQUIRED - Will UK administrators or persons of prominence be invited to participate or attend? Click "Add/Remove" to select all that apply.', 'REQUIRED - Are any non-UK vendors involved with your event (i.e., DJ, band, businesses, presenter/speaker, instructor, etc.). Any provider not employed by the university who will be onsite must be disclosed. Click "Add/Remove" to select all that apply.', and 'REQUIRED - Do you need additional assistance with your event?'. The 'Additional Information' section also includes a 'Cost Center' field.

Step 5: Re-answer the questions asked.

Step 6: Click Save Reservation Details.

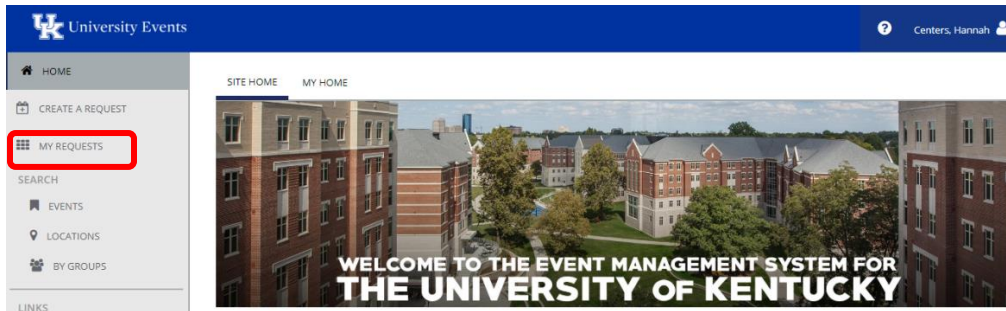
The screenshot shows the 'Edit Reservation' page. The left sidebar contains navigation options: HOME, CREATE A REQUEST, MY REQUESTS, SEARCH, EVENTS, LOCATIONS, BY GROUPS, and LINKS (Calendar of Events, Office of University Events, Forms, FAQ's). The main content area displays a dropdown menu with 'No' selected, followed by two required sections: 'REQUIRED - Do you need furniture or additional services? Select "Add/Remove" to check all that apply. Items marked with \$ indicate a potential charge. Service providers will contact event contact or referrals will be provided by event manager.' and 'REQUIRED - Billing information is needed for damage assessments and service providers. Click "Add/Remove" to select how you will be funding your event. If funds from multiple sources will be used, select all the options that apply.' Below these is an 'Additional Information' section with a 'Cost Center' field. At the bottom right, the 'Save Reservation Details' button is highlighted with a red box.

When will I receive a confirmation?

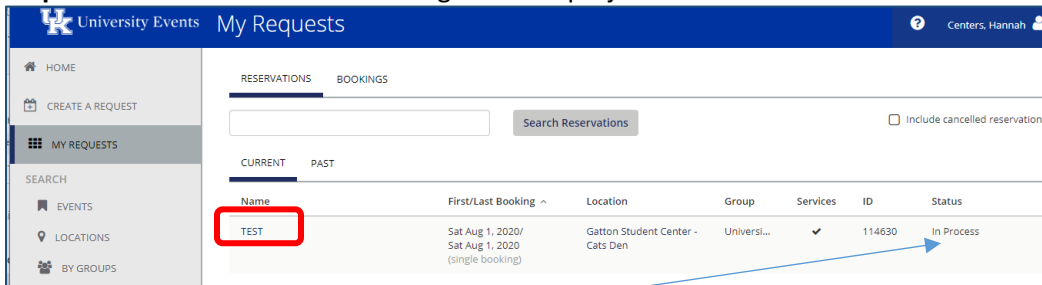
Immediately after submitting your reservation, a confirmation will be emailed to the planning contact listed. For reservations submitted more than 48 hours in advance, a reminder email will be sent as well.

How do I look up my existing reservations?

Step 1: Select My Requests on the Web EMS homepage.



Step 2: Select the name of an existing research project.



- ✓ TIP: The status will appear here. Although not common, it is possible for a lab reservation to be cancelled by the facility coordinator if lab protocol is not met.