



North East Independent School District Event Management System (EMS)

North East Independent School District

Department of Procurement & eCommerce

Facility Reservations Office (FRO)

8961 Tesoro Drive, Suite 317

San Antonio, TX 78217

Cynthia Ann Salazar

Facilities & Business Marketing Coordinator

Telephone: (210) 407-0396

Facsimile: (210) 804-7105

eMail: csalaz4@neisd.net

Facility Reservations Specialist

Telephone: (210) 407-0398

Facsimile: (210) 804-7134

Event Management Software System (EMS)

Request a Campus Field / Request a Campus Gym

External User's Guide (Nonprofit Youth Sports Groups)

May 2023

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Event Management System (EMS)**

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General Terms and Rules for Use

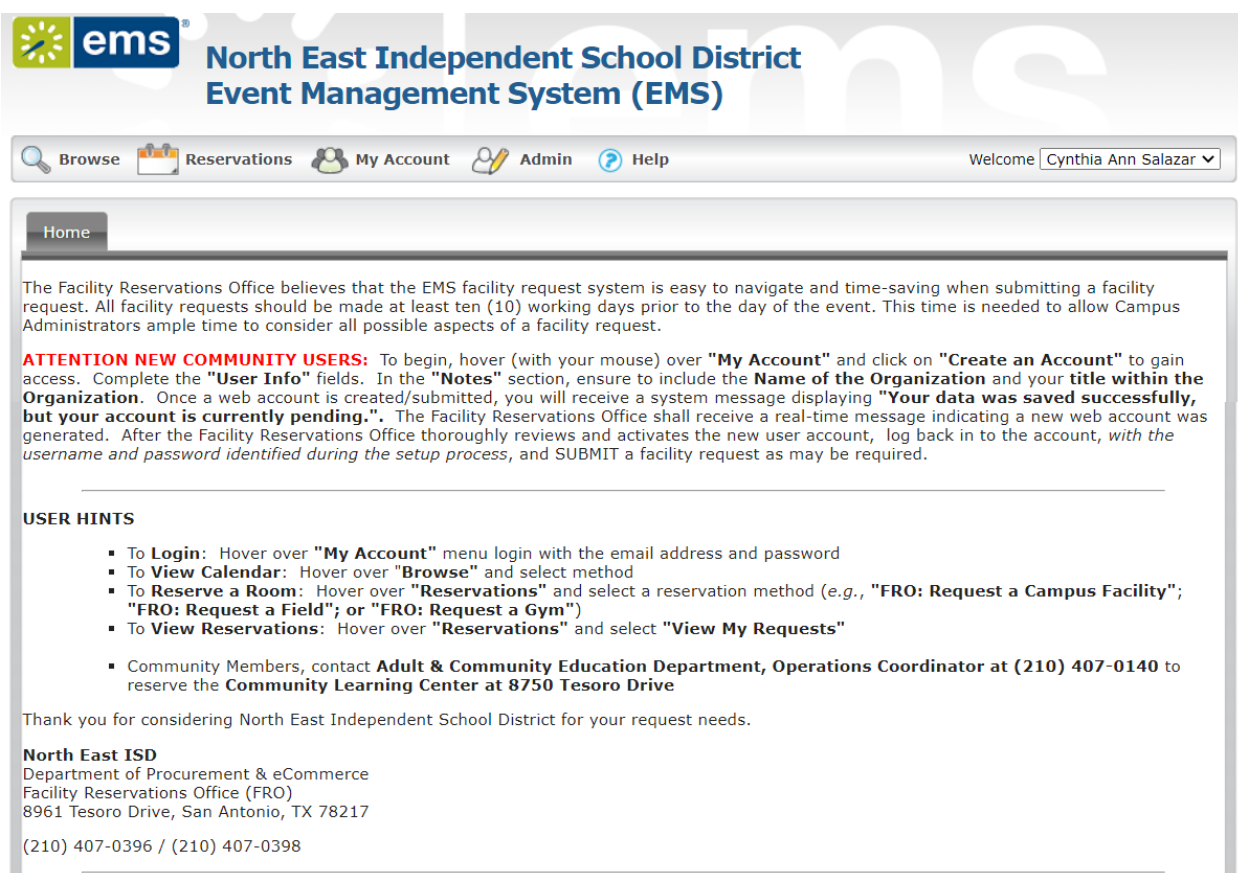
The North East ISD Event Management System (EMS) was implemented for approved community Organizations/Groups to request the use of our facilities. All facilities primarily serve District and Campus Activities, and as such, always have priority. Any request may be declined, cancelled, or modified by the District and/or Campus Administration at any time. A complete list of terms and conditions will be provided when completing a request, or by contacting the Facility Reservations Office (FRO).

Community Members are required to establish an account by requesting EMS system access. Please note, only one main user and a backup from each Organization/Group will be provided access to the system. Not every Community Member will be provided access to submit requests. Click the link below to access the North East ISD Event Management System (EMS), as may be required.

<https://ems.neisd.net/virtualemsexternal>

EMS Homepage

The **Homepage** provides announcements, information, hints, *etc.* to Users. See illustration below of the **Homepage**.

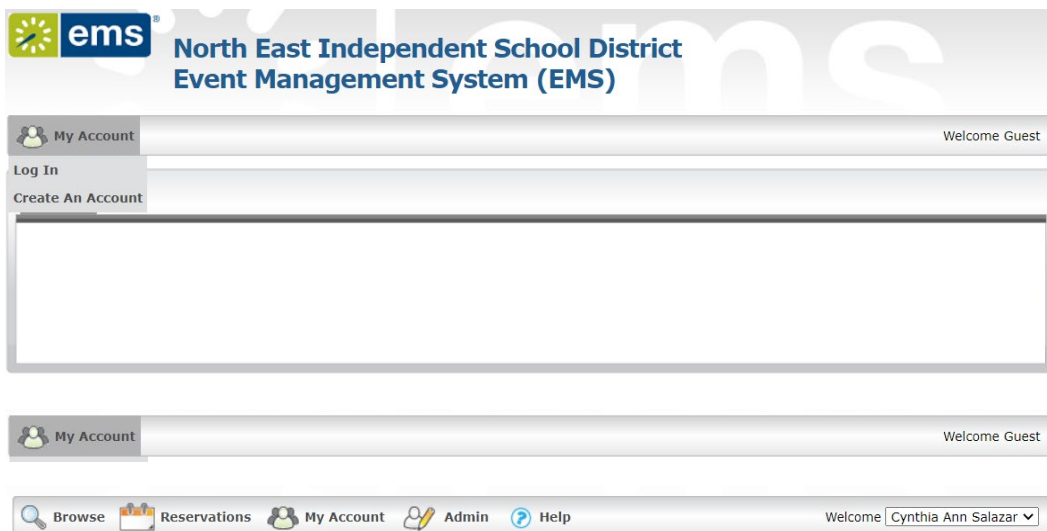


Common Symbols

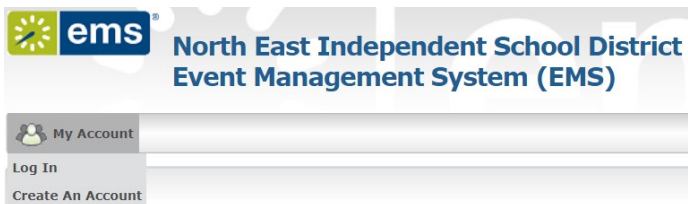
-  Additional help text is available by clicking on this icon throughout EMS
-  ADD items, e.g., add dates, *etc.*
-  REMOVE items, e.g., remove dates, rooms, *etc.*
-  Select multiple dates from the CALENDAR
-  Select a SPECIFIC TIME from a list
-  Required field
-  SEARCH tool
-  VIEW MY REQUESTS to edit a booking
-  EDIT a service identified in a booking

EMS Menu Bar

Use the **Menu Bar** to access LOGIN and USER TEMPLATES to submit facility requests. (See **Menu Bar** illustrated below; your **Menu Bar** shall differ based on login credentials.) Help text is available throughout EMS. The **Info tab** shall provide step by step instructions on starting and submitting a facility request. There are also  icons on most pages. Feel free to click these icons for more help.



Create an Account



To begin, hover over **My Account** and click on **Create An Account**.

A screenshot of the 'User Info' registration form in the EMS system. The form is titled 'User Info' and includes the following fields: Email, Name, Phone, Fax, Time Zone (set to Central Time), Password, Confirm Password, Notes, Name of Organization, and Organization Job Title. A CAPTCHA image with the text '8d1cv' is displayed, followed by a 'Type the code shown:' field. A 'Show another code' link is below the CAPTCHA. A 'Save' button is at the bottom of the form.

Complete the **User Info** fields.

Courtesy Reminder: * Denotes a required field.

Complete the information for every field as illustrated here.

What are these random numbers and letters?

CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) is a

type of security measure known as challenge-

response authentication. A CAPTCHA test is made

up of two simple parts: a randomly generated sequence of letters and/or numbers that appear as a distorted image, and a text box.

Why do we use CAPTCHA?

CAPTCHA technology **authenticates that a real person is accessing the web content to block spammers and bots that try to automatically harvest email addresses** or try to automatically sign up for access to websites, blogs or forums. CAPTCHA blocks automated systems, which can't read the distorted letters in the graphic.

Enter the CAPTCHA Code Shown.

Click the **Save** button.

User Info

Email:*

csalazar@gmail.com

Name:*

CA Salazar

Phone:*

(210) 123-4567

Fax:

(210) 987-6543

Time Zone:*

Central Time

Password:*

.....

Confirm Password:*

.....

Notes:

Name of Organization:*

CS Sample Nonprofit Sports Group

Organization Job Title:*

Director



Type the code shown:
8dtdcv

[Show another code](#)

Save

Once a web account is created/submitted, a system message indicating **"Your data was saved successfully, but your account is currently pending."** shall display. The Facility Reservations Office (FRO) shall receive a real-time message indicating a new web account was generated. After the FRO thoroughly reviews and activates the new user account, you shall be notified via email correspondence once access is granted. Log back into EMS, *with the username (email address) and password identified during the setup process*, and submit a facility request as may be required.

*For the following instructions, the **FRO: Request a Field** User Template was used as screen examples for **Reservation IDs 26399 and 26467**. Additionally, both the **FRO: Request a Field** and **FRO: Request a Gym** User Templates are the same process.*

The **Info tab** shall provide instruction on requesting field space and gym space via the User Templates, **FRO: Request a Field** and **FRO: Request a Gym**. The instructions are step by step on starting and submitting the respective request.

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Youth Sports Practices & Games

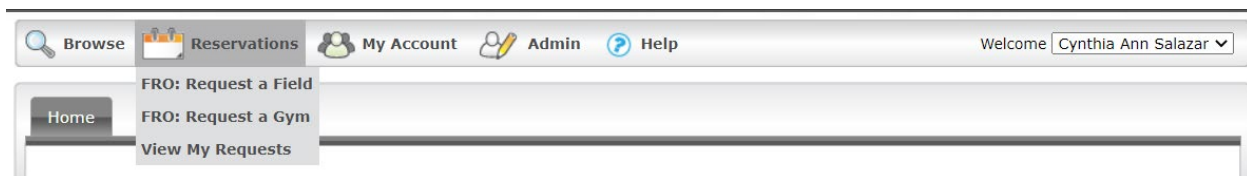


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Youth Sports Practices & Games

Nonprofit youth sports organizations are authorized to submit requests for the use of District facilities for practices for approximately one hour per week per team during each season. The timeline is as follows: **FALL SEASON** = Beginning of school year through the Friday before the Thanksgiving Break. **WINTER SEASON** = Monday after return from Thanksgiving Break through the Friday before Spring Break. **SPRING SEASON** = Monday after return from Spring Break through the end of the school year. *If a request is submitted across multiple seasons, the FRO is required to split the request in accordance with these timelines shown.* FRO is not authorized to process during the Summer since the District and Campuses hold summer school programs, full-on maintenance projects, construction projects, engineering projects, etc..

Since field/gym resources are limited and to further ensure there is ample field/gym space to provide all Organizations/Groups with some practice time, it is essential and important to accurately submit the number of teams for which an Organization/Group is requesting practice space. When there is a known shortage of fields/gyms, a percentage of each organization's requests may be approved, including but not limited to, two (2) teams per hour.



From the **Menu Bar** (as shown above), click **Reservations**, then select **FRO: Request a Field**. The **FRO: Request a Campus Field** User Template will appear. See next illustration of the **FRO: Request a Campus Field** User Template.

The User Template allows for the youth sports organizations to request specific campus preferences. However, submission does not mean that the preferred campus(es) requested will be authorized for use. Preferences are granted, based on campus availability and authorization, on a first-come first-served basis. Additionally, if an Organization/Group requests all practices and games to be held at one preferred campus location, this request may be denied and/or may be split up among the first preference and other sites depending on availability.

Please ensure to separate requests between practices and games. Also separate requests between middle school-aged teams and elementary school-aged teams. A single request may be entered for multiple teams in a given sport. For example, the Organization/Group may have one request for all football **practices** and another request for all football **games**, e.g., Reservation ID 12345 Football Practices at Middle Schools, Reservation ID 12346 Football Practices at Elementary Schools, Reservation ID 12347 Football Games on Saturdays.

For any further information and clarification, please contact the Facility Reservation Office (FRO), or visit homepage here:

<https://www.neisd.net/Page/835>

The screenshot displays the 'FRO: Request a Field' web application. The interface is divided into three tabs: 'Info', 'Location', and 'Details'. The 'Info' tab is currently active, showing a 'When and Where' section on the left with input fields for Date (8/24/2021 Tue), Start Time (6:30 PM), and End Time, along with a 'Recurrence' button and a 'Find Space' button. The main content area contains two notices regarding COVID-19 protocols and a 'QUICK STEPS & TIPS' section. This section includes instructions for filling out the form, such as selecting dates, times, and facilities, and clicking the 'CONTINUE' button. It also provides a list of steps for the reservation process, from selecting an event type to submitting the request. The interface is designed to guide users through the reservation process step-by-step.

The illustration above is that of the **FRO: Request a Campus Field** User Template. Let's start here...

HINT: Work ACROSS the User Template.

Let's Submit a Facility Request

FRO: Request a Field

InfoLocationDetails

When and Where

Date:^{*}
8/24/2021 Tue
Start Time:^{*}
6:30 PM
End Time:^{*}
Facilities:
NEISD
Find Space

Recurrence

FRO: Request a Campus Field

NOTICE: North East Independent School District follows the Centers for Disease Control and Prevention procedures and guidelines for Coronavirus. [<https://www.cdc.gov/>]
Additional disinfecting fees and custodial services shall apply at \$50.00 per Event.
NOTICE: In the interest of student health and safety, the NEISD Board of Trustees has voted to implement a temporary face mask mandate for all students, staff and visitors. The mandate goes into effect Monday, Aug. 23 and applies at all NEISD campuses, school buses and facilities while indoors. Thank you for your continued support and cooperation. ~Facility Reservations Office (FRO)

QUICK STEPS & TIPS
When and Where
1. Enter **DATE**, or for multiday reservations, click the **RECURRENCE** button to select dates.
2. Enter **START TIME** and **END TIME**.
3. The **FACILITIES** field is set as a default to **NEISD**.
4. Click the **FIND SPACE** button.
Location Tab
5. A grid will display with the date range identified in Step 1 above, click the **green plus (+) sign** to the left of the room to request it, then click the **CONTINUE** button. For recurring dates, each day will appear separately.
6. At the I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS statement, click the **VIEW** link.
7. After thoroughly reviewing the Terms and Conditions, close the pop-up window, **CHECK** the box, then click the **yellow CONTINUE** button.
Details Tab
8. At **Event Details** section and under **EVENT NAME**, provide a good description for the event.
9. Select an **EVENT TYPE** from the drop-down.
10. At **Group Details** section, **GROUP** is defaulted to your login credentials.
11. At **Other Information** section, enter the **NUMBER OF TEAMS** for the request.
(Ensure to submit a **separate** reservation request for middle school aged teams and elementary school aged teams.)
12. Also enter the **CAMPUS PREFERENCES** and **ADDITIONAL REQUEST INFORMATION** as may be required.
13. If you are satisfied with the selections made, click the **yellow SUBMIT** button.
14. You will receive a message indicating, "Your request has been received and will be reviewed..."

Thank you for your patience during this process.

~Facility Reservations Office
(210) 407-0396

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When and Where (Quick Steps)

When and Where

Date: 

Start Time:  End Time: 

Facilities: 

1. For single date events, enter **Date** by clicking the **Calendar** button, or for multiday reservations, click the **Recurrence** button if more than one date is associated with the reservation request.
2. Enter **Start Time** and **End Time**.
3. The **Facilities** field is set as a default to **NEISD**.
4. Click the **blue Find Space** button.

When and Where (Detailed Information and Guidance)

Single-Day Event Scenario

Calendar Button

Enter/Select the **Date** of the event.

After the date is selected, the date shall be identified in the **Date** field, of course. Proceed with steps 2, 3, and 4 above.

August 2021							September 2021						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Recurring-Day Event Scenario

Recurrence Button

When the **Recurrence** window appears, enter **Time**, **Recurrence Pattern**, and finally, **Range of Recurrence**. NOTICE data entry examples provided here.

Click the **Apply Recurrence** button.

Recurrence 

Time

Start Time:  End Time: 

Recurrence Pattern

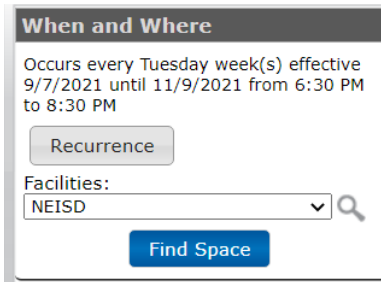
Recur every week(s) on:

Range of Recurrence

Start Date: 

☒ End after: occurrences

☐ End by: 



Once the **Apply Recurrence** button is applied, this will take you back to the **When and Where** function.

NOTICE the **Recurrence** identified here.

Facilities Field

A generic NEISD Field/Gym is selected and set as a default. At this point you cannot request specific fields/gyms, only the dates/days of the week may be requested. Further in the facility request process, Users may submit **Campus Preferences**.

Click the **blue Find Space** button.

Location Tab (Quick Steps)

5. A grid will display with the date range as identified in Step 1 above, click the **green plus (+) sign** to the left of **LOCATION (NEISD FIELD)** to request it, then click the **Continue** button. For **Recurring Dates**, each day will appear separately.
6. At the **I have read and agree to the terms and conditions** statement, click the **View** link.
7. After thoroughly reviewing the Terms and Conditions, close the pop-up window, **CHECK** the box, then click the **yellow Continue** button.

The screenshot shows the EMS interface for 'Request a Field'. The 'When and Where' section indicates a recurring event on Tuesdays from 6:30 PM to 8:30 PM. The 'Location' tab is active, showing a table with one row for 'Request' at 'NEISD Field' with a capacity of 'NA'.

SELECT	AVAILABLE	LOCATION	CAPACITY
Request	10/10	NEISD Field	NA

Location Tab (Detailed Information and Guidance)

Clicking the **green plus (+) sign** displays all recurring days identified during the **When and Where** function above. See next examples.

Using the scroll bar to the right of the window, feel free to scroll down the list to see **all dates**. **Scroll down** the list of dates to review all of them. District, National, etc. Holidays will be displayed on this screen. Please take the consideration and opportunity to **edit/remove** the respective day/date by clicking the **✖**. Please also take into consideration the timelines described.

The timeline is as follows: **FALL SEASON** = Beginning of school year through the Friday before the Thanksgiving Break. **WINTER SEASON** = Monday after return from Thanksgiving Break through the Friday before Spring Break. **SPRING SEASON** = Monday after return from Spring Break through the end of the school year. *If a request is submitted across multiple seasons, the FRO is required to split the request in accordance with these timelines shown.*

Info
Location
Details

Selected Locations

	DATE	HOLIDAYS	START	END	LOCATION	STATUS	CONFLICT
	9/7/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	9/14/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	9/21/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	9/28/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/5/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/12/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/19/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	

List
Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY
Request			

Info
Location
Details

	9/14/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	9/21/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	9/28/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/5/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/12/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/19/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/26/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	11/2/2021 Tue	*** ELECTION DAY ***	6:30 PM	8:30 PM	NEISD Field	Request	
	11/9/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	

List
Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY
Request			

NOTICE this example illustrates
11/2/2021 removed.

Please also notice the I have read and agree to the terms and conditions statement, click the View link.

Info
Location
Details

	9/7/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	9/14/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	9/21/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	9/28/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/5/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/12/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/19/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	10/26/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
	11/9/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	

List
Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY
Request			

☐ I have read and agree to the terms and conditions [View](#)

Continue

NOTICE this example illustrates an abridged version of the Terms and Conditions.

Terms and Conditions ✕

North East ISD Terms & Conditions for Field Use:

GENERAL TERMS:

- RESPECT THE CAMPUS and NEISD STAFF at all times.
- Organizations are allowed approximately one hour per week per team for practices.
- If the District should cancel an event and is unable to find an alternative venue, monies already paid by the Organization will be reimbursed.
- Cancellation/change fees will be charged (per occurrence) after an event is confirmed (verbally and/or in writing) by the Department of Procurement & eCommerce if a cancellation/change is requested by the Organization.

After thoroughly reviewing the **Terms and Conditions**, close the pop-up window, **CHECK** the box, then click the **yellow Continue** button.

☒ I have read and agree to the terms and conditions [View](#)

Continue

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Details Tab (Quick Steps)

Event Details

Event Name:* Practice/Game Event Type:* Football Games

Group Details

Group:* CS Sample Nonprofit Youth S

1st Contact:* CA Salazar

Phone:* (210) 123-4567 Fax: (210) 987-6543

Email:* csalazar@gmail.com

Other Information

NUMBER OF TEAMS: How many teams are you registering? (HINT: Ensure to submit a separate reservation request for number of middle school aged teams and elementary school aged teams.):* 4

Campus Preferences Lopez, Bush, Tejada, Hill

Additional Request Information

☒ I have read and agree to the terms and conditions [View](#)

Submit

8. At **Event Details** section and under **Event Name**, provide a good description for the event.
9. Select an **Event Type** from the drop-down.
10. At **Group Details** section, **Group** is defaulted to your login credentials.
11. At **Other Information** section, enter the **NUMBER OF TEAMS** for the request. (Ensure to submit a separate reservation request for middle school-aged teams and elementary school-aged teams.)
12. Also enter the **Campus Preferences** and **Additional Request Information** as

may be required.

13. If you are satisfied with the selections made, click the **yellow Submit** button.
14. You will receive a message indicating, "***Your request has been received and will be reviewed...***".

Details Tab (Detailed Information and Guidance)

Event Details and **Group Details** sections are self-explanatory.

At the **Other Information** section, **NUMBERS OF TEAMS** field is very important. This number helps determine the space allotment. Since field/gym resources are extremely limited and to further ensure there is ample field/gym space to provide all Organizations/Groups with some practice time, it is essential and important to accurately submit the number of teams for which an organization is requesting practice space. When there is a known shortage of fields/gyms, a percentage of each organization's requests may be approved, including but not limited to, two teams per hour. Additionally, please submit separate requests for middle school-aged teams and elementary school-aged teams.

Finally, you are satisfied with the selections made, click the **yellow Submit** button.

You will receive a message indicating, "***Your request has been received and will be reviewed...***".

Close the pop-up confirmation window.



Your request has been received and will be reviewed. You will be notified by email of the status of your request.

Congratulations! Overview of Request Submitted.

The FRO received the facility reservation request. Feel free to annotate the **Reservation ID Number**. Take this opportunity to thoroughly review the request submitted. For this example, the **Reservation ID Number** is **26467**.

Click a **green plus (+) sign** to review the **Existing Services** identified for the **Campus Preferences** field and the **Additional Request Information**, as submitted.

The **Available Services** tab will appear, *per booking line*.

The screenshot shows the EMS interface for Reservation ID 26467. The reservation details include: Event Name (Practice/Game), Event Type (Football Games), Group Name (CS Sample Nonprofit Youth Sports Group), 1st Contact Name (CA Salazar), and Phone ((210) 123-4567). The reservation is currently active. The 'Bookings' table lists 10 bookings, all for 'Practice/Game' events at 'NEISD Field' from 6:30 PM to 8:30 PM, with a status of 'Request Sports' and 'Setup' of '(none) (0)'. The 'Available Services' tab is highlighted, showing 'Campus Preferences' with a green plus sign and a red minus sign.

Actions	Services	Date	Time	Title	Location	Status	Setup
		9/7/2021 Tue	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/14/2021 Tue	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/21/2021 Tue	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/28/2021 Tue	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/5/2021 Tue	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/12/2021 Tue	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/19/2021 Tue	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/26/2021 Tue	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		11/9/2021 Tue	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)

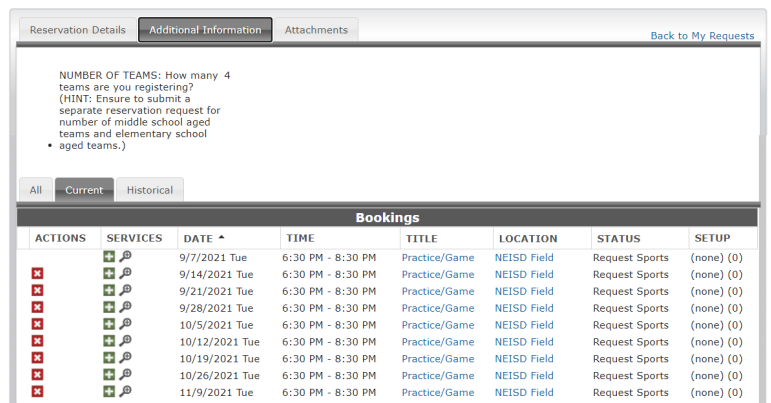
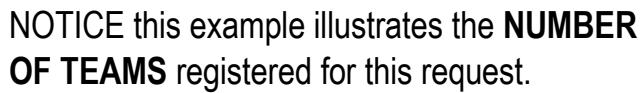
The screenshot shows the EMS interface for Booking Details. The booking details include: Event Name (Practice/Game), Date (Tuesday, September 7, 2021), Location (NEISD Field), Event Time (6:30 PM - 8:30 PM), Group (CS Sample Nonprofit Youth Sports Group), Setup Type ((none) (0)), Status (Request Sports), and Event Type (Football Games). The 'Available Services' tab is highlighted, showing 'Campus Preferences' with a green plus sign and a red minus sign.

Event Name	Date	Location	Event Time	Group	Setup Type	Status	Event Type
Practice/Game	Tuesday, September 7, 2021	NEISD Field	6:30 PM - 8:30 PM	CS Sample Nonprofit Youth Sports Group	(none) (0)	Request Sports	Football Games

NOTICE this example illustrates only the **Campus Preferences** field was submitted.

Click the **Back to Reservation Details** link.

Click the **Additional Information** tab.



Status

The status will illustrate the status of the group's request. *Thank you, in advance, for your patience during any process.* Below is a list of potential status and along with meaning:

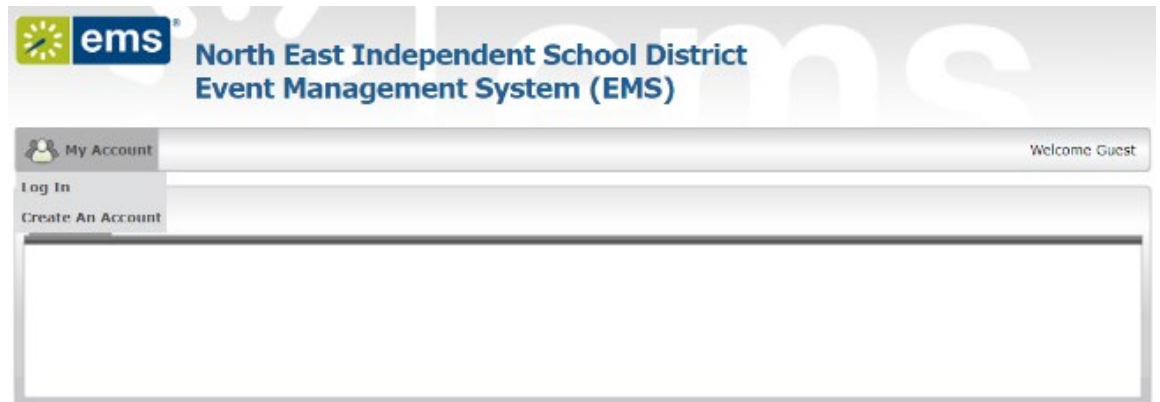
- **Request Sports:** Initial status of request. Indicates it is still pending processing by the FRO.
- **Processing Request:** Indicates the FRO is processing the request.
- **Pending Campus Review:** Indicates the FRO submitted the request to the Campus Administration for consideration.
- **Tentative Campus Approval:** Indicates that Campus Administration authorized the request and is in the FRO for further processing.
- **Tent Campus Approval w/Changes:** Indicates that Campus Administration authorized the request with proposed change(s) to the request. Some changes may include, day(s), time(s), etc.. The FRO shall contact you regarding these proposed changes.
- **Pending Cust Approval w/Costs:** Indicates the request was sent to Group. This is also the **INVOICE** stage. This status will provide, authorized dates, times, venue, area, costs (when applicable), and terms and conditions. This information shall be sent via email correspondence.
- **Approved:** Indicates the request was confirmed, remittance received (when applicable), approved by all parties, and Group is authorized to use the facility on the dates and times specified on the **USE AND INDEMINIFICATION AGREEMENT**, only after valid certificate of liability insurance, remittance, and all signatures are obtained.
- **Declined:** Indicates request was declined by Campus Administration or District Staff.
- **Cancelled:** Indicates request was cancelled by FRO.
- **Web Cancelled:** Indicates Group Representative cancelled the reservation request.

View, Edit, Cancellation a Reservation

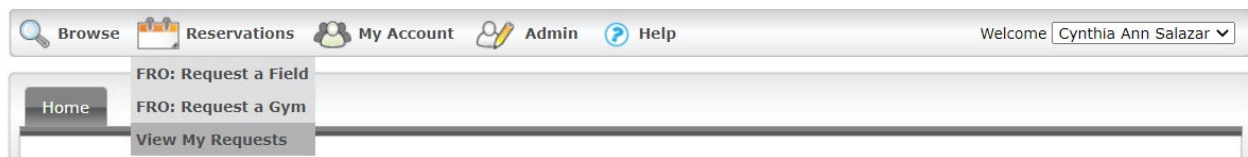
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View and/or Edit a Reservation

Please use the **Menu Bar** to access and log back into EMS.



From the **Menu Bar**, click **Reservations**, then select **View My Requests** to view all reservations submitted by Group.

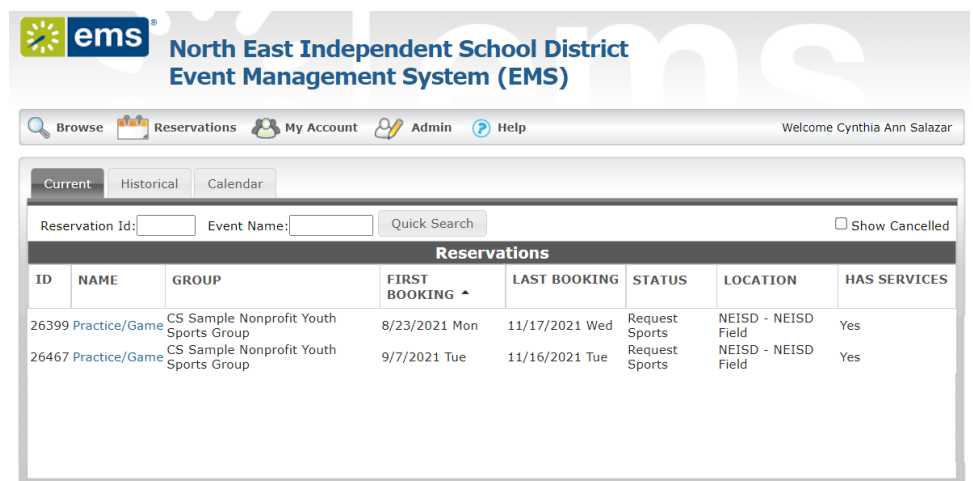


Those reservations submitted shall appear.

Current Tab: Displays all current reservations.

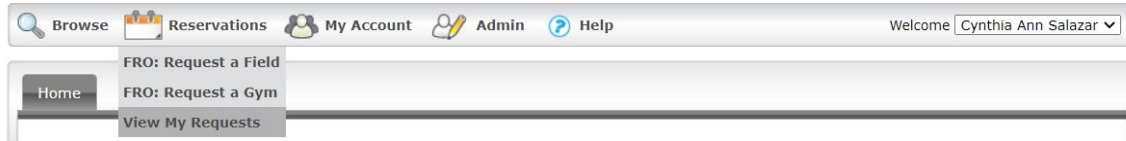
Historical Tab: Displays all past reservations.

Clicking a reservation, opens the **Reservation Detail Tab** and allows the **CANCEL** and/or **EDIT** feature for the reservation/or bookings.



Editing a Reservation

From the **Menu Bar**, click **Reservations**, then select **View My Requests** to view all reservations submitted by Group.

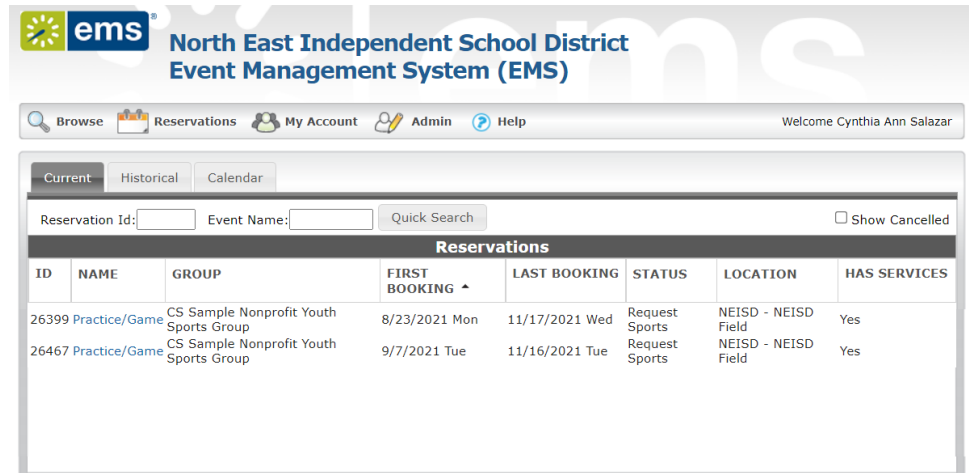


Those reservations submitted shall appear.

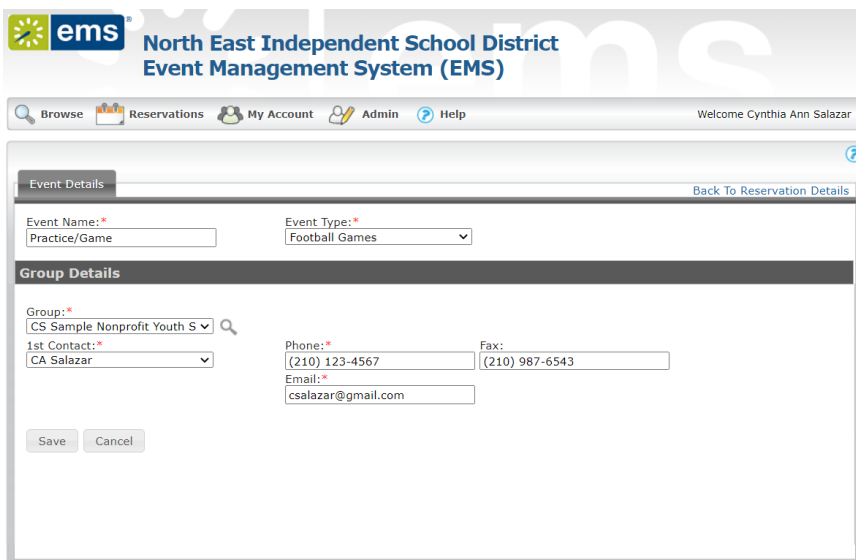
Current Tab: Displays all current reservations.

Historical Tab: Displays all past reservations.

***HINT:** If the FRO has not started processing the request, the Group may edit/cancel a request.*



Clicking a **Reservation Name**, opens the **Reservation Details** and allows **CANCEL** and/or **EDIT** feature for the reservation and/or bookings.



Event Details [Back To Reservation Details](#)

Event Name: Practice/Game Event Type: Football Games

Group Details

Group: CS Sample Nonprofit Youth S
1st Contact: CA Salazar
Phone: (210) 123-4567 Fax: (210) 987-6543
Email: csalazar@gmail.com

For these instructions, let's look at **Reservation ID Number 26467**.

Click the **NAME (Practice/Game)**.

Select **Edit Reservation**, the **Event Details** tab will appear.

Make any necessary changes to the **Event Name** and/or **Event Type** fields as may be necessary.

Click the **Save** button.

Event Details

Back To Reservation Details

Event Name:*

Football Practice for MS Teams

Event Type:*

Football Practice

Group Details

Group:*

CS Sample Nonprofit Youth S

1st Contact:*

CA Salazar

Phone:*

(210) 123-4567

Fax:

(210) 987-6543

Email:*

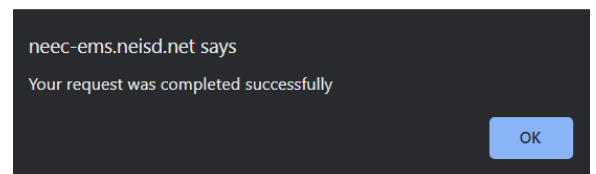
csalazar@gmail.com

Save

Cancel

NOTICE this example illustrates changes made to the **Event Name** and **Event Type** fields.

And finally, the edit confirmation shall appear!
From here, just click the **OK** button.



And here is the **Reservation ID is 26467** with those changes reflected.

North East Independent School District
Event Management System (EMS)

Browse

Reservations

My Account

Admin

Help

Welcome Cynthia Ann Salazar

Reservation Details

Additional Information

Attachments

Back to My Requests

Reservation Id

26467

Edit Reservation

Event Name

Football Practice for MS Teams

Add Booking

Event Type

Football Practice

Cancel Services

Group Name

CS Sample Nonprofit Youth Sports Group

Cancel Bookings

1st Contact Name

CA Salazar

Cancel All Bookings

Phone

(210) 123-4567

Add booking to personal calendar

Booking Tools

Edit Additional Information

All

Current

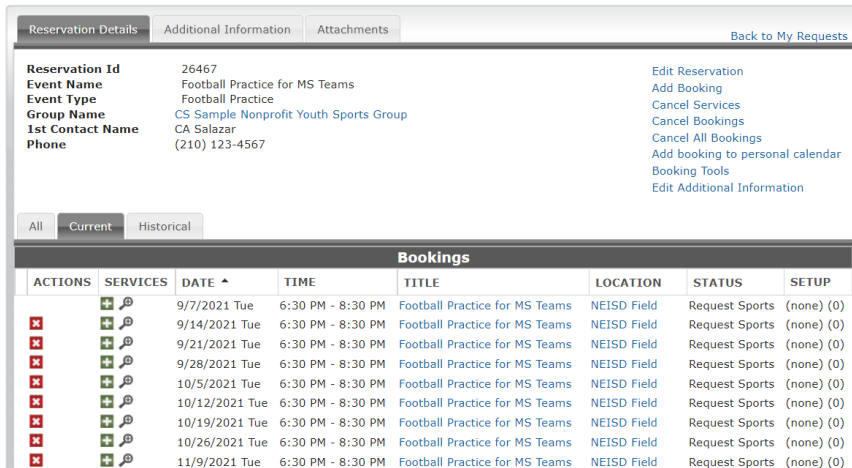
Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		9/7/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		9/14/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		9/21/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		9/28/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/5/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/12/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/19/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/26/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		11/9/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)

Add Booking Dates

When **Reservation ID 26467** was originally submitted, the Organization/Group requested ten (10) recurring weeks. Let's add more booking dates.



Reservation Details | Additional Information | Attachments | [Back to My Requests](#)

Reservation Id: 26467
Event Name: Football Practice for MS Teams
Event Type: Football Practice
Group Name: CS Sample Nonprofit Youth Sports Group
1st Contact Name: CA Salazar
Phone: (210) 123-4567

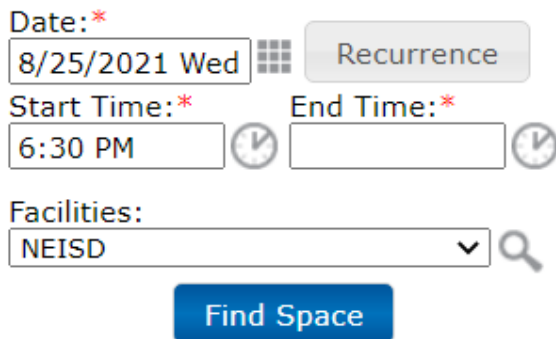
Edit Reservation
Add Booking
Cancel Services
Cancel Bookings
Cancel All Bookings
Add booking to personal calendar
Booking Tools
Edit Additional Information

All | Current | Historical

Bookings							
ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
✖	+	9/7/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
✖	+	9/14/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
✖	+	9/21/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
✖	+	9/28/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
✖	+	10/5/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
✖	+	10/12/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
✖	+	10/19/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
✖	+	10/26/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
✖	+	11/9/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)

Select **Add Bookings**.

When and Where



Date: *
8/25/2021 Wed

Start Time: *
6:30 PM

End Time: *

Facilities:
NEISD

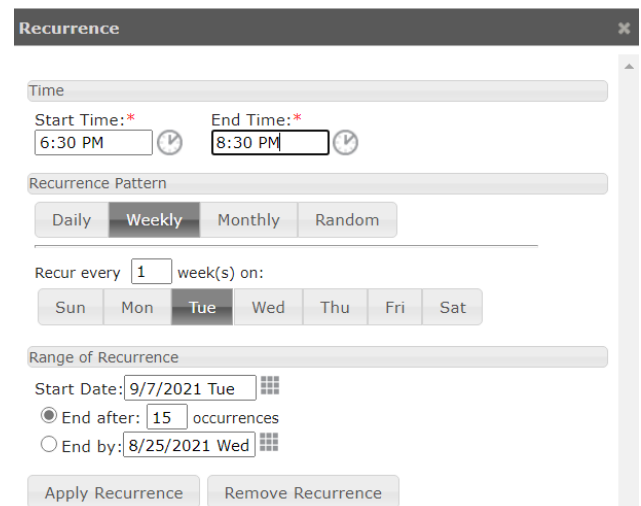
Find Space

This will take you back to the **When and Where** function.

Click the **Recurrence** button.

When the **Recurrence** window appears, alter **Time** (if needed), **Recurrence Pattern**, and finally, alter the **Range of Recurrence**. For this example, weeks changed from ten (10) to fifteen (15) recurring weeks.

Click the **Apply Recurrence** button.



Recurrence

Time
Start Time: *
6:30 PM
End Time: *
8:30 PM

Recurrence Pattern
Daily | **Weekly** | Monthly | Random

Recur every 1 week(s) on:
Sun | Mon | **Tue** | Wed | Thu | Fri | Sat

Range of Recurrence
Start Date: 9/7/2021 Tue
☒ End after: 15 occurrences
☐ End by: 8/25/2021 Wed

Apply Recurrence | Remove Recurrence

When and Where

Occurs every Tuesday week(s) effective 9/7/2021 until 12/14/2021 from 6:30 PM to 8:30 PM

Recurrence

Facilities:

NEISD

Find Space

Back at **When and Where** function, click the **blue Find Space** button.

Clicking the **green plus (+) sign** displays all recurring days identified during the **When and Where** function above. See next example.

FRO: Request a Field

When and Where

Occurs every Tuesday week(s) effective 9/7/2021 until 12/14/2021 from 6:30 PM to 8:30 PM

Recurrence

Facilities: NEISD

Find Space

Location

No rooms currently selected

List Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY
Request			
+	15/15	NEISD Field	NA

Using the scroll bar to the right of the window, feel free to scroll down the list to see **all dates**.

Scroll down the list of dates to review all of them.

District, National, etc. Holidays will be displayed on this screen.

Location

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	CONFLICT
9/7/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
9/14/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
9/21/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
9/28/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
10/5/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
10/12/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
10/19/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	

List Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY
Request			

Location

10/19/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
10/26/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
11/2/2021 Tue	*** ELECTION DAY ***	6:30 PM	8:30 PM	NEISD Field	Request	
11/9/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
11/16/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
11/23/2021 Tue	Holiday for Students and Employees	6:30 PM	8:30 PM	NEISD Field	Request	
11/30/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
12/7/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	
12/14/2021 Tue		6:30 PM	8:30 PM	NEISD Field	Request	

List Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY
Request			

Please take the consideration and opportunity to **edit/remove** the respective day/date by clicking the  . Please also take into consideration the timelines described.

The timeline is as follows: **FALL SEASON** = Beginning of school year through the Friday before the Thanksgiving Break. **WINTER SEASON** = Monday after return from Thanksgiving Break through the Friday before Spring Break. **SPRING SEASON** = Monday after return from Spring Break through the end of the school year. *If a request is submitted across multiple seasons, the FRO is required to split the request in accordance with these timelines shown.*

Location

	9/14/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request
	9/21/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request
	9/28/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request
	10/5/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request
	10/12/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request
	10/19/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request
	10/26/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request
	11/9/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request
	11/16/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request

List

Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY
Request			

NOTICE: Days/dates removed.

Finally, you are satisfied with the additions made, click the **yellow Submit** button.

Submit

You will receive a message indicating, "***Your request has been received and will be reviewed...***".



Your request has been received and will be reviewed. You will be notified by email of the status of your request.

Close the pop-up confirmation window.

nec-ems.neisd.net says

Request completed successfully

OK

And finally, the additional bookings confirmation shall appear!
From here, just click the **OK** button.

Congratulations!

The FRO received the **EDITED** facility reservation request. And here is the **Reservation ID is 26467** with those changes reflected.

**North East Independent School District
Event Management System (EMS)**

[Browse](#) [Reservations](#) [My Account](#) [Admin](#) [Help](#) Welcome Cynthia Ann Salazar

Reservation Details

Additional Information

Attachments

[Back to My Requests](#)

Reservation Id 26467
Event Name Football Practice for MS Teams
Event Type Football Practice
Group Name CS Sample Nonprofit Youth Sports Group
1st Contact Name CA Salazar
Phone (210) 123-4567

[Edit Reservation](#)
[Add Booking](#)
[Cancel Services](#)
[Cancel Bookings](#)
[Cancel All Bookings](#)
[Add booking to personal calendar](#)
[Booking Tools](#)
[Edit Additional Information](#)

All

Current

Historical

Bookings							
ACTIONS	SERVICES	DATE ▲	TIME	TITLE	LOCATION	STATUS	SETUP
	 	9/7/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
	 	9/14/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
	 	9/21/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
	 	9/28/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
	 	10/5/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
	 	10/12/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
	 	10/19/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
	 	10/26/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
	 	11/9/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
	 	11/16/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)

Cancellations: Cancel All Bookings

From the **Menu Bar**, click **Reservations**, then select **View My Requests** to view all reservations submitted by Group.

Those reservations submitted shall appear.



The screenshot shows the EMS (Event Management System) interface. The header includes the EMS logo and the text "North East Independent School District Event Management System (EMS)". Below the header is a navigation bar with links: Browse, Reservations, My Account, Admin, and Help. A welcome message "Welcome Cynthia Ann Salazar" is displayed on the right. The main content area has three tabs: Current, Historical, and Calendar. The "Current" tab is selected, showing a search bar with "Reservation Id:" and "Event Name:" fields, a "Quick Search" button, and a "Show Cancelled" checkbox. Below the search bar is a table titled "Reservations" with the following data:

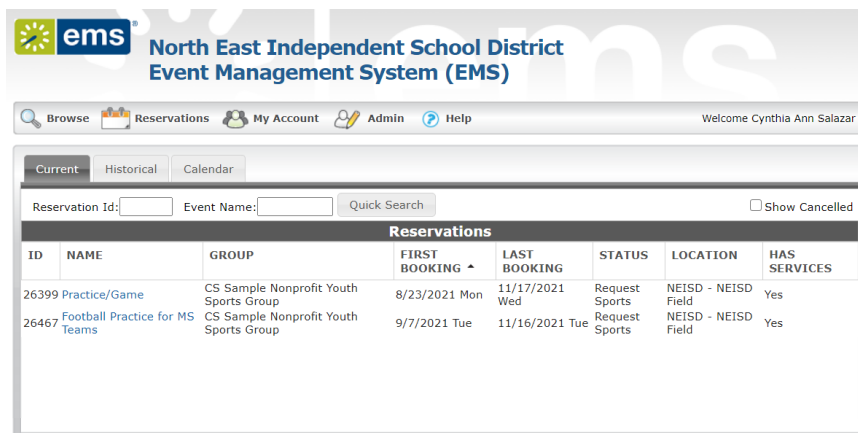
ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
26399	Practice/Game	CS Sample Nonprofit Youth Sports Group	8/23/2021 Mon	11/17/2021 Wed	Request Sports	NEISD - NEISD Field	Yes
26467	Football Practice for MS Teams	CS Sample Nonprofit Youth Sports Group	9/7/2021 Tue	11/16/2021 Tue	Request Sports	NEISD - NEISD Field	Yes

Select the appropriate reservation to cancel. These instructions shall **Web Cancel Reservation 26399**.

Current Tab: Displays all current reservations.

Historical Tab: Displays all past reservations.

HINT: If the FRO has not started processing the request, the Group may edit/cancel a request.



The screenshot shows the EMS (Event Management System) interface. The header includes the EMS logo and the text "North East Independent School District Event Management System (EMS)". Below the header is a navigation bar with links: Browse, Reservations, My Account, Admin, and Help. A welcome message "Welcome Cynthia Ann Salazar" is displayed on the right. The main content area has three tabs: Current, Historical, and Calendar. The "Historical" tab is selected, showing a search bar with "Reservation Id:" and "Event Name:" fields, a "Quick Search" button, and a "Show Cancelled" checkbox. Below the search bar is a table titled "Reservations" with the following data:

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
26399	Practice/Game	CS Sample Nonprofit Youth Sports Group	8/23/2021 Mon	11/17/2021 Wed	Request Sports	NEISD - NEISD Field	Yes
26467	Football Practice for MS Teams	CS Sample Nonprofit Youth Sports Group	9/7/2021 Tue	11/16/2021 Tue	Request Sports	NEISD - NEISD Field	Yes

Clicking a **Reservation Name**, opens the **Reservation Detail Tab** and allows the **CANCEL** and/or **EDIT** feature for the reservation/or bookings.

Select **Cancel All Bookings**.

Reservation Details

Additional Information

Attachments

Back to My Requests

Reservation Id

Event Name

Event Type

Group Name

1st Contact Name

Phone

26399

Practice/Game

Football Games

CS Sample Nonprofit Youth Sports Group

CA Salazar

(210) 123-4567

Edit Reservation

Add Booking

Cancel Services

Cancel Bookings

Cancel All Bookings

Add booking to personal calendar

Booking Tools

Edit Additional Information

All

Current

Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		8/30/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/1/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/8/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/13/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/15/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/20/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/22/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/27/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/29/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/4/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/6/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/11/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/13/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/18/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/25/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		10/27/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		11/10/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		11/17/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)

Are you sure you want to cancel all bookings?

Cancel Booking(s)

Cancel

This **Cancellation Confirmation** pop-up window shall appear. Since **All Bookings** shall be **Web Cancelled**, for these instructions, click the **Cancel Booking(s)** button. *If you click the **Cancel** button, this action aborts/cancels out the **Cancel All Bookings** function.*

Close the pop-up confirmation window.

And finally, the **All Bookings Cancellation Confirmation** shall appear!

From here, just click the **OK** button.

nec-ems.neisd.net says

All bookings were successfully cancelled.

OK

Please NOTICE this illustration shows a status of **Web Cancelled** (Booking Dates: 9/15/2021 through 11/17/2021) and a status of **Request Sports** (Booking Dates: 8/25/2021 through 9/13/2021).

Reservation Details

Additional Information

Attachments

Back to My Requests

Reservation Id

Event Name

Event Type

Group Name

1st Contact Name

Phone

26399

Practice/Game

Football Games

CS Sample Nonprofit Youth Sports Group

CA Salazar

(210) 123-4567

Add Booking

Cancel Services

Add booking to personal calendar

Booking Tools

Edit Additional Information

All

Current

Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		8/25/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		8/30/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/1/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/8/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/13/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Request Sports	(none) (0)
		9/15/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		9/20/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		9/22/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		9/27/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		9/29/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		10/4/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		10/6/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		10/11/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		10/13/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		10/18/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		10/25/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		10/27/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		11/10/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		11/17/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)

Since the **FRO: Request a Field** and **FRO: Request a Gym User** Templates have coded cancellation time constraints, this illustration shows those dates NOT authorized for **Web Cancelled**.

eMail the Facility Reservations Office indicating a cancellation request of those respective dates that did not cancel.

This illustration shows those dates **Cancelled** by the FRO. NOTICE status shows **Cancelled**.

North East Independent School District
Event Management System (EMS)

Browse

Reservations

My Account

Admin

Help

Welcome Cynthia Ann Salazar

Reservation Details

Additional Information

Attachments

[Back to My Requests](#)

Reservation Id

Event Name

Event Type

Group Name

1st Contact Name

Phone

26399

Practice/Game

Football Games

CS Sample Nonprofit Youth Sports Group

CA Salazar

(210) 123-4567

[Add Booking](#)

[Add booking to personal calendar](#)

[Booking Tools](#)

[Edit Additional Information](#)

All

Current

Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		8/25/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Cancelled	(none) (0)
		8/30/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Cancelled	(none) (0)
		9/1/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Cancelled	(none) (0)
		9/8/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Cancelled	(none) (0)
		9/13/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Cancelled	(none) (0)
		9/15/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		9/20/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		9/22/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		9/27/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		9/29/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		10/4/2021 Mon	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)
		10/6/2021 Wed	6:30 PM - 8:30 PM	Practice/Game	NEISD Field	Web Cancelled	(none) (0)

Let's check...

From the **Menu Bar**, click **Reservations**, then select **View My Requests** to view all reservations submitted by Group.

The screenshot shows the EMS interface with the 'Reservations' tab selected. The search fields for 'Reservation Id' and 'Event Name' are empty. Below the search bar, a message states 'No reservations match your request'.

Enter the **Reservation ID Number** in the Reservation Id field.

Click the **Quick Search** button.

NOTE: The reservation has a visual annotation showing **strikethrough** across the reservation request. Status also indicates **Web Cancelled** for **Reservation ID 26399**.

The screenshot shows the EMS interface with the 'Reservations' tab selected. The 'Reservation Id' field contains '26399'. The search results table shows a single reservation with a strikethrough across the name and status 'Web Cancelled'.

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
26399	Practice/Game at Lopez HS	742-Procurement & eCommerce	8/23/2021 Mon	11/17/2021 Wed	Web Cancelled	NEISD ~ NEISD Field	Yes

Feel free to click the **Reservation Name**. The **Reservation Details** tab will appear illustrating additional information.

Reservation Details

Additional Information

Attachments

Back to My Requests

Reservation Id

Event Name

Event Type

Group Name

1st Contact Name

Phone

26399

Practice/Game at Lopez MS

Football Games

742-Procurement & eCommerce

Cynthia Ann Salazar

(210) 407-0396

Add Booking

Add booking to personal calendar

Booking Tools

Edit Additional Information

All

Current

Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		8/25/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		8/30/2021 Mon	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		9/1/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		9/8/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		9/13/2021 Mon	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		9/15/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		9/20/2021 Mon	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		9/22/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		9/27/2021 Mon	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		9/29/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		10/4/2021 Mon	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		10/6/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		10/11/2021 Mon	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		10/13/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		10/18/2021 Mon	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		10/25/2021 Mon	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		10/27/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		11/10/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)
		11/17/2021 Wed	6:30 PM - 8:30 PM	Practice/Game at Lopez MS	NEISD Field	Web Cancelled	(none) (0)

Congratulations!

Reservation ID Number 26399 was Web Cancelled.

Cancellations: Cancel Bookings

From the **Menu Bar**, click **Reservations**, then select **View My Requests** to view all reservations submitted by Group.

Those reservations submitted shall appear.



The screenshot shows the EMS (Event Management System) interface for the North East Independent School District. The 'Reservations' tab is active. The 'Current' sub-tab is selected. A search bar at the top allows filtering by Reservation ID or Event Name. Below the search bar, a table lists reservations. The first reservation (ID 26399) is for 'Practice/Game' by the 'CS Sample Nonprofit Youth Sports Group' on 8/23/2021. The second reservation (ID 26467) is for 'Football Practice for MS Teams' by the same group on 9/7/2021. Both reservations are in 'Request Sports' status and are located at 'NEISD - NEISD Field'.

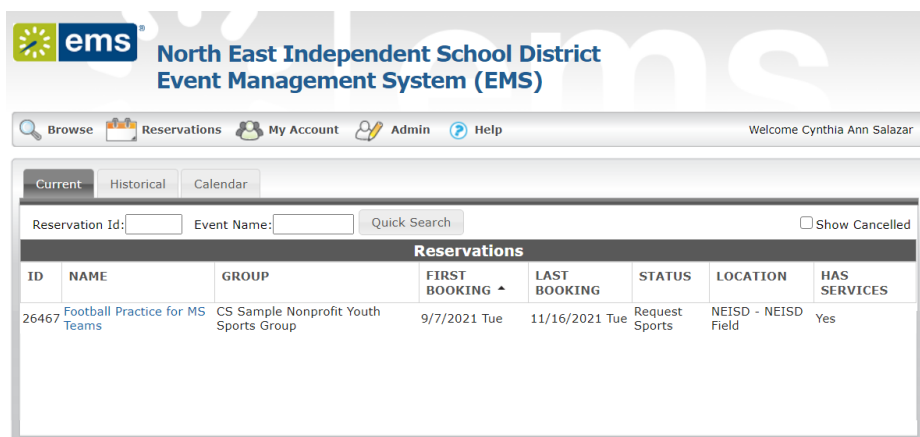
ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
26399	Practice/Game	CS Sample Nonprofit Youth Sports Group	8/23/2021 Mon	11/17/2021 Wed	Request Sports	NEISD - NEISD Field	Yes
26467	Football Practice for MS Teams	CS Sample Nonprofit Youth Sports Group	9/7/2021 Tue	11/16/2021 Tue	Request Sports	NEISD - NEISD Field	Yes

Select the appropriate reservation to cancel. These instructions shall **Web Cancel Reservation 26399**.

Current Tab: Displays all current reservations.

Historical Tab: Displays all past reservations.

HINT: If the FRO has not started processing the request, the Group may edit/cancel a request.



This screenshot is similar to the previous one, but the first reservation (ID 26399) is highlighted in blue, indicating it is the selected item. The rest of the interface remains the same.

Clicking a **Reservation Name**, opens the **Reservation Detail Tab** and allows the **CANCEL** and/or **EDIT** feature for the reservation/or bookings. These instructions are for **Reservation ID 26467**.


**North East Independent School District
Event Management System (EMS)**

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Welcome Cynthia Ann Salazar

[Reservation Details](#)
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Reservation Id 26467
Event Name Football Practice for MS Teams
Event Type Football Practice
Group Name CS Sample Nonprofit Youth Sports Group
1st Contact Name CA Salazar
Phone (210) 123-4567

[Edit Reservation](#)
[Add Booking](#)
[Cancel Bookings](#)
[Cancel All Bookings](#)
[Add booking to personal calendar](#)
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[Edit Additional Information](#)

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Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		9/7/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		9/14/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		9/21/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		9/28/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/5/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/12/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/19/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/26/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		11/9/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		11/16/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)

Select Cancel Bookings.

The **Bookings available to cancel** tab will appear. See this illustration.

Courtesy Reminder: The **FRO: Request a Field** and **FRO: Request a Gym** User Templates have coded cancellation time constraints. *eMail the Facility Reservations Office indicating a cancellation request of those respective dates NOT LISTED on this tab.*


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[Bookings available to cancel](#)
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Bookings available to cancel						
☐	NAME	DATE	START	END	LOCATION	STATUS
☐	Football Practice for MS Teams	9/14/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	9/21/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	9/28/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	10/5/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	10/12/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	10/19/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	10/26/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	11/9/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	11/16/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports

[Cancel Bookings](#)
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ems North East Independent School District Event Management System (EMS)

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Bookings available to cancel Back To Reservation Details

	NAME	DATE	START	END	LOCATION	STATUS
☐	Football Practice for MS Teams	9/14/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	9/21/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	9/28/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	10/5/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	10/12/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	10/19/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	10/26/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☐	Football Practice for MS Teams	11/9/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports
☒	Football Practice for MS Teams	11/16/2021 Tue	6:30 PM	8:30 PM	NEISD Field	Request Sports

Cancel Bookings Back To Reservation Details

Check a box to select/cancel a date.

For these instructions, 11/16/2021 Tue was selected.

Click the **Cancel Bookings** button.

The **Cancel Booking(s) Confirmation** pop-up window shall appear. Click the **Cancel Booking(s) button**. *If you click the **Cancel** button, this action aborts/cancels out the **Cancel Booking(s)** function.*

Close the pop-up confirmation window.

Click Cancel Booking(s) to confirm the cancellation of the bookings. Click cancel to abort the cancellation.

Cancel Booking(s) Cancel

And finally, the **Selected Booking Cancellation Confirmation** shall appear! From here, just click the **OK** button.

neec-ems.neisd.net says

The selected bookings were cancelled.

OK

Please NOTICE illustration below.



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Reservation Details

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Reservation Id 26467
Event Name Football Practice for MS Teams
Event Type Football Practice
Group Name CS Sample Nonprofit Youth Sports Group
1st Contact Name CA Salazar
Phone (210) 123-4567

[Edit Reservation](#)
[Add Booking](#)
[Cancel Services](#)
[Cancel Bookings](#)
[Cancel All Bookings](#)
[Add booking to personal calendar](#)
[Booking Tools](#)
[Edit Additional Information](#)

All **Current** Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		9/7/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		9/14/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		9/21/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		9/28/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/5/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/12/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/19/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		10/26/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		11/9/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Request Sports	(none) (0)
		11/16/2021 Tue	6:30 PM - 8:30 PM	Football Practice for MS Teams	NEISD Field	Web Cancelled	(none) (0)

Congratulations!

Reservation ID Number 26467 Web Cancelled 11/16/2021 only.