Directions for Student Recital Request Through Virtual EMS

Go To the Fall 2019 Recital Request Form.

Log in with your NYUHOME Net ID and Password

**First you Must Choose a Time, Location and Date**

1. (Left Side of Page) Browse > Events
2. (Ride Side) Add Filter > Event Type > Recital Degree> Update Event Type
3. Available recital dates start in Feb 23. Choose and write down the date, location and time as reflected on the calendar: **10:00am (AVAILABLE) STUDENT RECITAL 8PM: Last Name, First Name (Program in?).**
   - Bookings that say (HOLD) instead of (AVAILABLE) are already taken.
4. Please be mindful designated recital times below when making your selection:
   - A. 11am Recitals (10:00 am – 1:00 pm)
   - B. 3pm Recitals (2:00pm – 5:00pm)
   - C. 8pm Recitals (7:00pm – 10:00pm)

**Now Create Your Reservation**

1. (Left Side) Create A Reservation > Request your Fall, 2019 MPAP Student Recital > Book Now
2. Enter the date & time > Search
3. (Bottom of the Page) Set Up Type: Add/Remove > Select All > Update Set Up Types
4. Press the “+” next to the room you choose.
5. Attendance and Set up Time: Place estimated number of attendees > Add Room > Next Step
   (If an available slot says it is booked when you try to pass this step, please return to Browse Events and choose another time, location and date.)
6. Fill out Services for equipment request > Next Step *(You will not be able to return to the form to edit any information once you create your reservation. Please make sure all of your information is correct before creating your reservation).*
7. Fill out Reservation Details:
   - A. Event Name should be replaced as such:
     (STUDENT RECITAL – 3pm): Allen, Scott (Strings UG or GE)
8. After you have filled out Reservation Details > Create Reservation

Please make ONE request only. Also note your recital is NOT confirmed until you have received a confirmation email stating all of your request have been approved. Do not cancel your recital request after you have made a request. If you must make any changes or have any questions, please contact Scott Allen at sa74@nyu.edu or 212-992-9754.

Edited: November 19, 2018