Quick guide to EMS Online

1. Login into EMS at https://reservenorris.northwestern.edu/emswebapp
2. Select the building you want to reserve a space in “Parkes Hall” includes Alice Millar Chapel & Parkes Hall Rooms. Click “Book Now” on the right hand side of the screen
3. Fill out all information requested in the left column including: “Date, Start Time, End Time and Number of People”. Then click “Search”
4. You can now view availability for that specific day on the right-hand side. “Private” blocks means the room is already reserved.
5. Click the “plus icon” of the room(s) you would like to book.
6. You will be prompted to enter the number of attendees and choose a room set. Click “Add Room”. Then click “Next Step” in the upper right corner.
7. Next, you will need to request any tables, chairs or miscellaneous equipment for your event. Once this has been entered, click “Next Step”.

8. On the last page you will need to enter all of your event details including: “Event Name, Event Type, Department or Organization, Contact & Billing information. Once all this information has been entered click “Create Reservation” in the upper right-hand corner.

9. That’s it! Once submitted, your event request will go to the appropriate manager for approval. Approval takes approximately 1 week.

FAQs

1. How do I get an EMS Online account?

All account requests can be made at www.reservenorris.northwestern.edu. It takes approx. 3 business days for an account to be approved. A confirmation email will be sent once your account has been approved.

2. I do not see the room I want to request.

Please make sure you have set the “number of people” as more then 0 to see all rooms. All event requests must be made at least 2 weeks ahead of time.

3. There is no plus sign next to the room I want.

There is a required/built in 30 minutes of setup & 30 minutes of tear down. This means you must have the event start time at 9:30am at the earliest and 9:30pm at the latest. (Regular Facility Hours are Mon.-Sun. 9am-10pm)

4. I am a Registered Religious & Spiritual Student Organization do I need to input a chart string?

Yes. We would like a chart string on file in case of any extraordinary cleaning fees or late charges. Once your reservation has been requested the Events Manager will discount your reservation 100% before it is confirmed.

5. When will I be billed for my event?

All EMS billing runs through Norris Events. An invoice will be sent to you approx. 2 weeks after your event for payment. If you need to place a deposit or want to pay early you can submit a payment directly to RSL via credit card at https://nuevents.securepayments.cardpointe.com