

# **EMS-West Virginia State Museum Online Reservation System: Step-by-Step USER Guide**

*Please utilize this step-by-step user guide to aid in the reservation process.*

-First, when you click on the link for the West Virginia State Museum online reservation system, you will see this homepage:

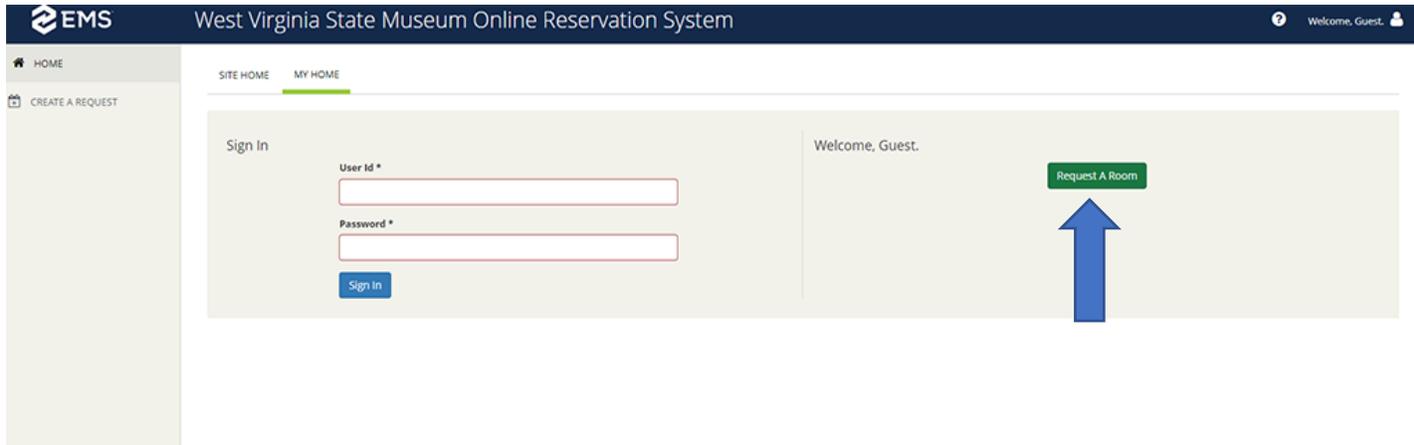


Figure 1: EMS Online Reservation System Homepage

-Next, click on the “Request a Room” button under “Welcome, Guest” (see blue arrow, figure 1).

-Once you have selected “Request a Room” you will be taken to the “Reservation Request” page (see figure 2 below).

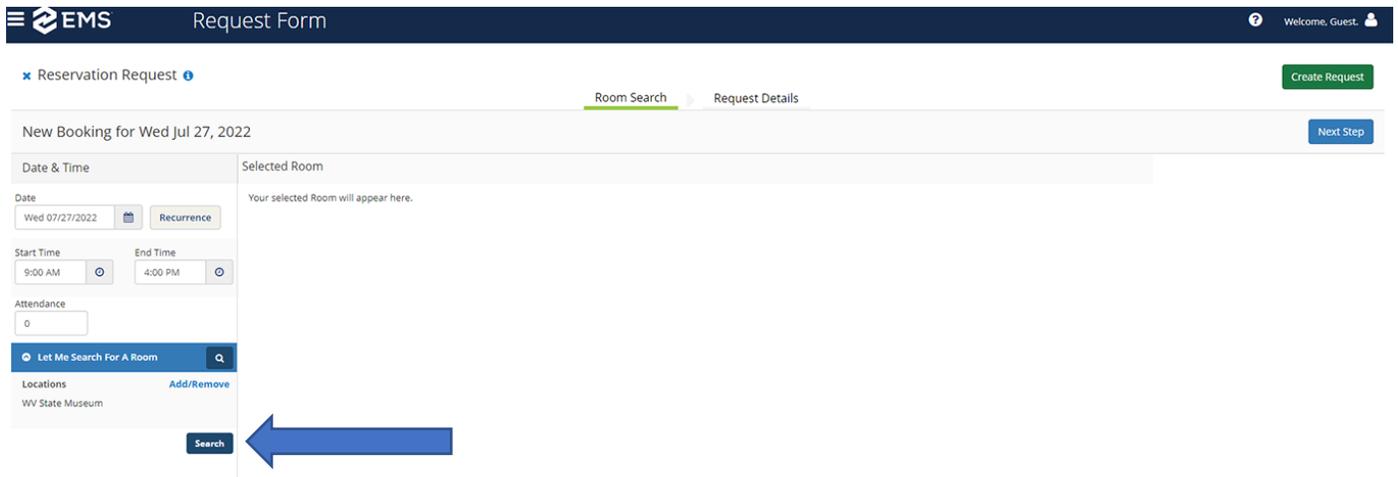


Figure 2: Request Form Main

-From the Request Form page, you will enter in the date, start and end times of your visit, as well as the total number of people in the group.

-From this form, you will also select what Museum Education programming you would like to add to your visit. You will do this by clicking on the “Search” button (see blue arrow, figure 2).

-After clicking on the “Search” button, you will see the following chart appear on your screen (see figure 3 below):

The screenshot shows the EMS Request Form interface. The top navigation bar includes the EMS logo, 'Request Form', and a user profile 'Welcome, Guest.'. Below the navigation bar, there are tabs for 'Reservation Request' and 'Room Search' (which is active). A 'Create Request' button is visible in the top right corner. The main content area is titled 'New Booking for Wed Jul 27, 2022' and includes a 'Next Step' button. The form is divided into several sections: 'Date & Time' (with date, start/end times, and attendance fields), 'Locations' (showing 'WV State Museum'), and 'Room Search Results'. The 'Room Search Results' table lists various museum programs with columns for Room, Available, Location, TZ, Cap, and Setup Type. A blue arrow points to the 'Search' button at the bottom of the table.

Room ^	Available v	Location	TZ	Cap	Setup Type
+ County Challenge	1/1	WV State Museum	ET	100	(no preference)
+	1/1	WV State Museum	ET	150	(no preference)
+ Little Bits	1/1	WV State Museum	ET	100	(no preference)
+ Museum and a Movie	1/1	WV State Museum	ET	35	(no preference)
+ Self-Guided Tour	1/1	WV State Museum	ET	300	(no preference)
+ Team Challenge Museum Trivia	1/1	WV State Museum	ET	0	(no preference)
+ Weaving Workshop	1/1	WV State Museum	ET	28	(no preference)
+ X-Treme Museum	1/1	WV State Museum	ET	100	(no preference)
+ Young Writer's Primary	1/1	WV State Museum	ET	130	(no preference)
+ Young Writer's Secondary	1/1	WV State Museum	ET	100	(no preference)

Figure 3: Museum Education Programming Options

-From this table, you can select your group’s program. You will select the program by simply clicking the “green button” next to the program’s name (see blue arrow, figure 3).

-Once you have made your selection, you will see that program move into the “Selected Room” area of the screen, right above the “Room Search Results” table (see blue arrow, figure 4 below).

The screenshot shows the EMS Request Form interface. At the top, there is a navigation bar with the EMS logo and the text 'Request Form'. Below this, there is a breadcrumb trail: 'Reservation Request' > 'Room Search' > 'Request Details'. A 'Create Request' button is visible in the top right corner. The main content area is titled 'New Booking for Wed Jul 27, 2022' and features a 'Next Step' button in the top right corner. On the left side, there are input fields for 'Date & Time', including 'Date' (Wed 07/27/2022), 'Start Time' (9:00 AM), and 'End Time' (4:00 PM). Below these are 'Attendance' and 'Locations' (WV State Museum) sections. The 'Room Search Results' table is the central focus, with a blue arrow pointing to the 'County Challenge' row. The table has columns for 'Room', 'Available', 'Location', 'TZ', 'Cap', and 'Setup Type'. A red arrow points to the 'Next Step' button.

Room	Available	Location	TZ	Cap	Setup Type
County Challenge	1/1	WV State Museum	ET	100	(no preference)
Discovery Guide	1/1	WV State Museum	ET	150	(no preference)
Little Bits	1/1	WV State Museum	ET	100	(no preference)
Museum and a Movie	1/1	WV State Museum	ET	35	(no preference)
Self-Guided Tour	1/1	WV State Museum	ET	300	(no preference)
Team Challenge Museum Trivia	1/1	WV State Museum	ET	0	(no preference)
Weaving Workshop	1/1	WV State Museum	ET	28	(no preference)
X-Treme Museum	1/1	WV State Museum	ET	100	(no preference)
Young Writer's Primary	1/1	WV State Museum	ET	130	(no preference)
Young Writer's Secondary	1/1	WV State Museum	ET	100	(no preference)

Figure 4: Program Selected

-Following your program selection, you will click on the “Next Step” button in the top right corner of the page (see red arrow in figure 4 above).

-Next you go to the “Request Details” page and you will complete the details for your visit (see figures 5 and 6 below).

-Make sure to fill out all the information on the “Request Details” page (it is broken into two images here because the page scrolls)

EMS Request Form

Welcome, Guest

Reservation Request

Room Search Request Details

**Request Details**

Event Details

Event Name \*

Event Type \*

Group Details

Group \*

1st Contact Name \*

Phone \*

Fax

1st Contact Email Address \*

Additional Information

County \*

Total Number of Students \*

Grade Level (Student Groups) or Age Group (Non-Student Groups) \*

How many individual classes do you have? \*

Figure 5: Request Details information, part 1

Additional Information

County \*

Total Number of Students \*

Grade Level (Student Groups) or Age Group (Non-Student Groups) \*

How many individual classes do you have? \*

Do you have any special accommodations? \*

Please list accommodation needs

Do you have plans for lunch while on the grounds? \*

If yes, please specify (e.g., bagged lunch, Capitol Food Court, etc.)

Would you like to visit the WV State Museum Shop? \*

**Create Request**

Figure 6: Request Details information, part 2

-Finally, once you have filled in all the required information, then you will select “Create Request” button (it is located on the bottom and top right of the page, see arrows in figures 5 and 6 above).