Reserving The Hub Rooms Through the EMS Website

*room reservations can only be made up to 48 hours in advance*

1. Log In
   Step 1: Go to https://schedule.ucdenver.edu.
   
   ![Sign In Form]

2. Reserve a Room
   Step 1: Click CREATE A RESERVATION, scroll to “CU Anschutz- The Hub or The Hub AHSB”, and click book now.

![Reservation Templates]
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Step 2: Fill out the **Date & Time** of your meeting, enter any additional search criteria, and click **Search**.

![Image of booking form]

Step 3: A list of available rooms meeting your search criteria will populate. Choose the room that meets your needs by selecting the **Add Sign (+)** to the left of the room.
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Step 4: Enter the **Number of Attendees** and click **Add Room**.

![Attendance & Setup Type](image)

Step 5: The selected room will move to the top of the page. Click **Next Step**.
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Step 6: In the Services Section click **Next Step**.

Step 7: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in red are required.

Step 8: Click **Create Reservation**