

EMS RSO User Request Form

EMS (Event Management Systems) is Northwestern State's scheduling and online calendar system. Recognized Student Organizations will have one registered EMS User at any given time. It is up to the individual organization to determine who will fill this role.

The assigned EMS User is responsible for making all room & event requests for their organization. With the use of the Reservation Request Data Sheet, any member of an RSO can request the EMS User to make an online request. The RSO member completing the request will be the primary contact, with the organization's president serving as the secondary contact. In the event that the president is the primary contact, the organization's advisor will then serve as the secondary contact.

CONTACT INFORMATION

Contact Information [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Name of Organization [Required]

Who is the outgoing EMS person? [Required]

Who will be the new EMS person? [Required]

New EMS person - EMAIL [Required]

New EMS person - PHONE [Required]

TERMS & CONDITIONS [Required]

I attest that the above information is accurate. If at any time my information changes, I understand it is my responsibility to update my information by completing a new EMS RSO User Request Form.

If at any time the Registered User changes, I understand it is my responsibility to complete this form with the new User's information.

Valid input:

- Select only one choice.

I Agree