HOW TO SEARCH FOR AND BOOK SANDWICH BOARDS IN EMS

Reservations → Sandwich Board Request
Complete When & Where detail

→ Facilities – CAC Rental Equipment
→ Date - enter the first date you want to reserve a sandwich board
→ To reserve board(s) for more than one day click on the Recurrence Button.
  o Start Time – 9:00am
  o End Time – 10:00pm (You may keep boards overnight, however the system requires you enter an end time.)
  o Recurrence Pattern → Daily
  o Select Every 1 day(s)
  o Range of Recurrence → Enter the number of days (up to five) you want to reserve the boards, OR enter the last day you want to have the boards.
→ Select Apply Recurrence

Complete Setup Information
  o Attendance – 1
  o Setup Type – Usual Set-up or No Set-up Required
  o Click Find Space

Boards are listed as CACREquip – A Frame #

Select up to five boards by clicking on the green plus symbol next to a listing. The Availability column will indicate how many days the board is available out of the total number of days you requested, e.g., 3/3 means the board is available all three days.

Finally, click on the Details Tab and fill in the Event and Sponsor Details. Once all questions are answered click the Submit button and you are done.