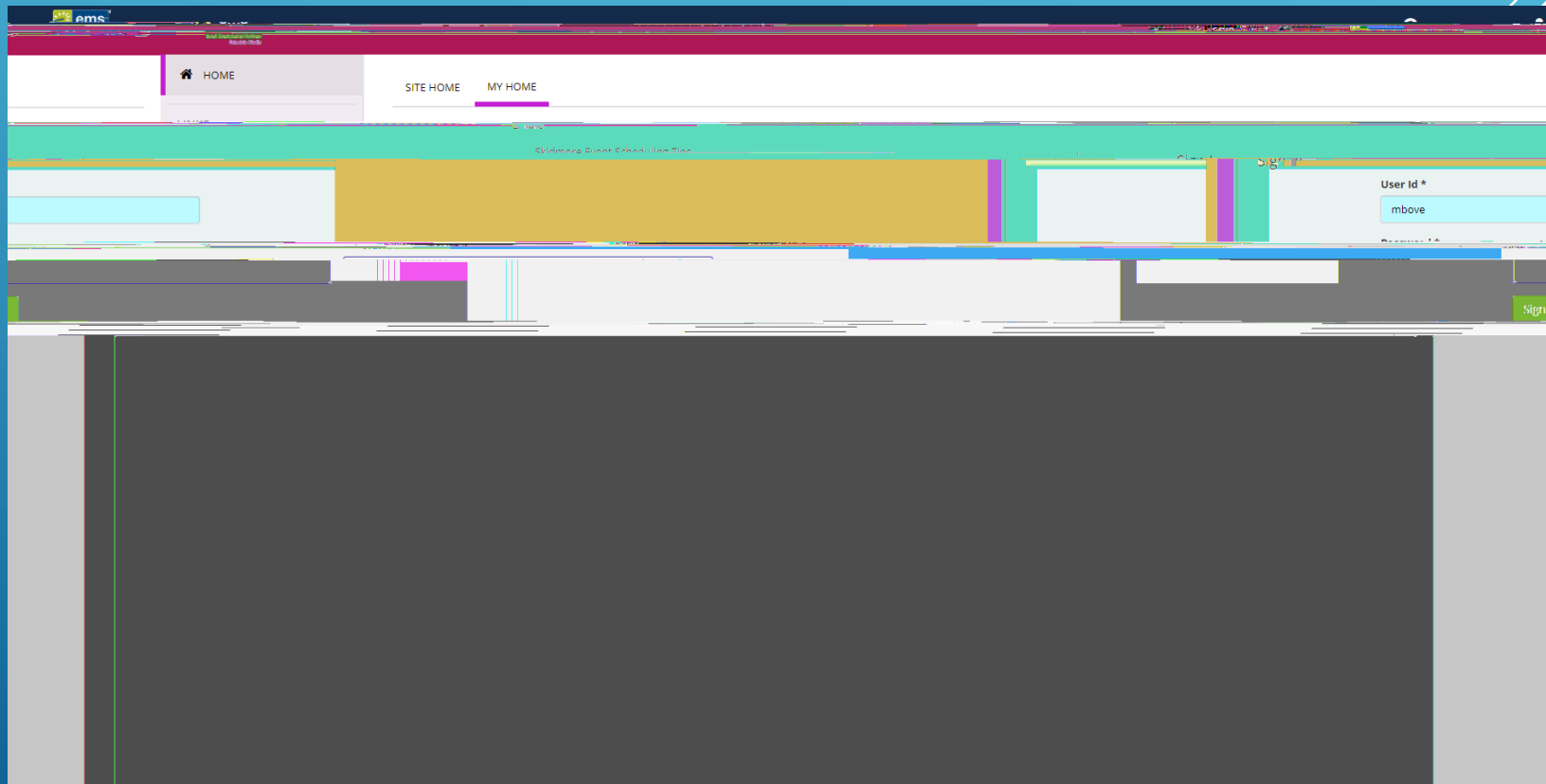


HOW TO ORDER MEAL TICKETS & LINEN USING EMS

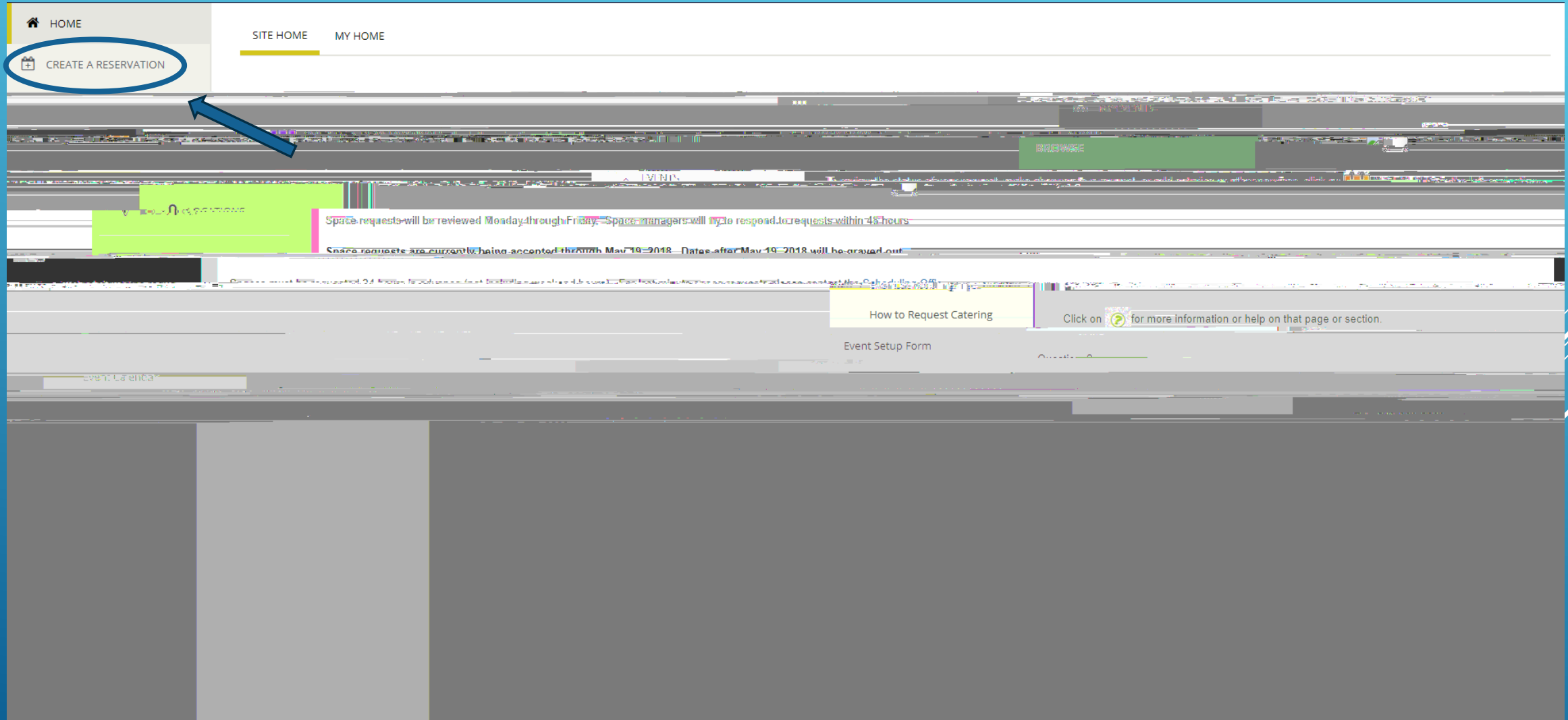
G_Xa c fY Ñ'c b`]bY '9j Ybh'A UbU[Ya Ybh'GmY a

<https://calendar.skidmore.edu//EMSWebApp/>

Log in using your Skidmore user name and password

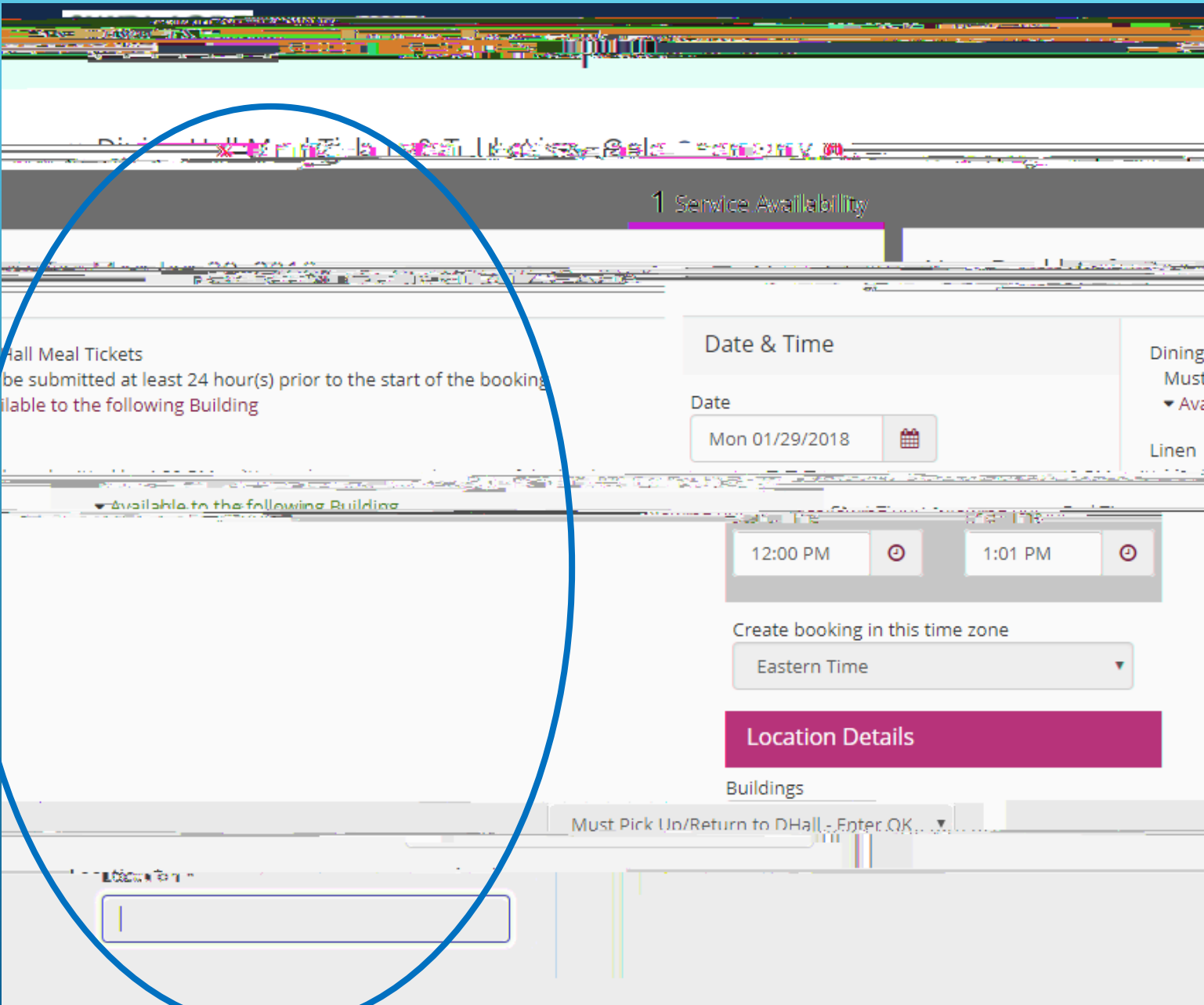


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HOW TO ORDER MEAL TICKETS





-Enter the *expected* date and time meal tickets or linen will be used (or when the tickets or linen are needed by)

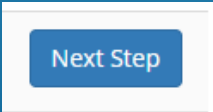
*Linen requests must be 72 hours in advanced

*Meal ticket request must be 24 hour in advanced

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- b h\ Y ĩ @ WUhjc bĭ hYI hV c l ž enter PICK UP or alternative arrangements if needed

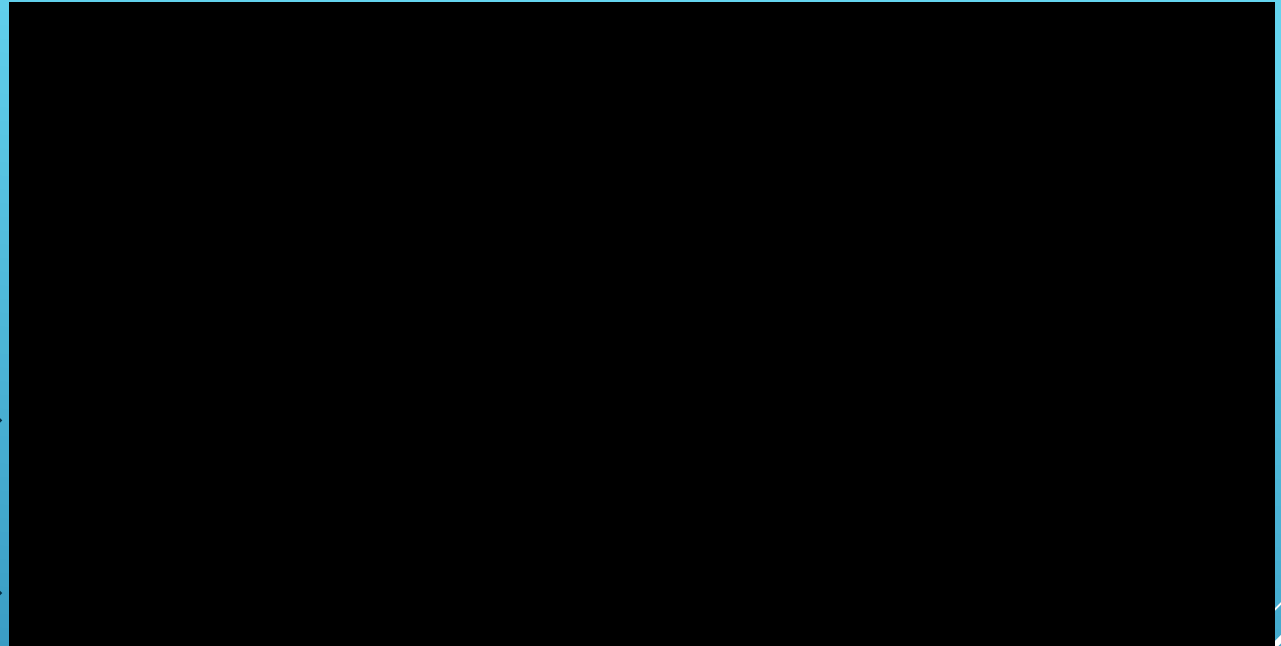
Then Click



Answer YES or NO if tickets will be used for a group of 30 or more. This will allow Dining Services to adjust meal preparation.



Next, select the MEAL you are requesting tickets for



Lunch (serves 1) - \$9.50 ✕

- +

Special Instructions

OK Cancel

Enter how many meal tickets you need as well as any special

*Note: this will always

1. Service Availability | 2. Services | 3. Reservation Details

... Available for your reservation ...

Service Cost

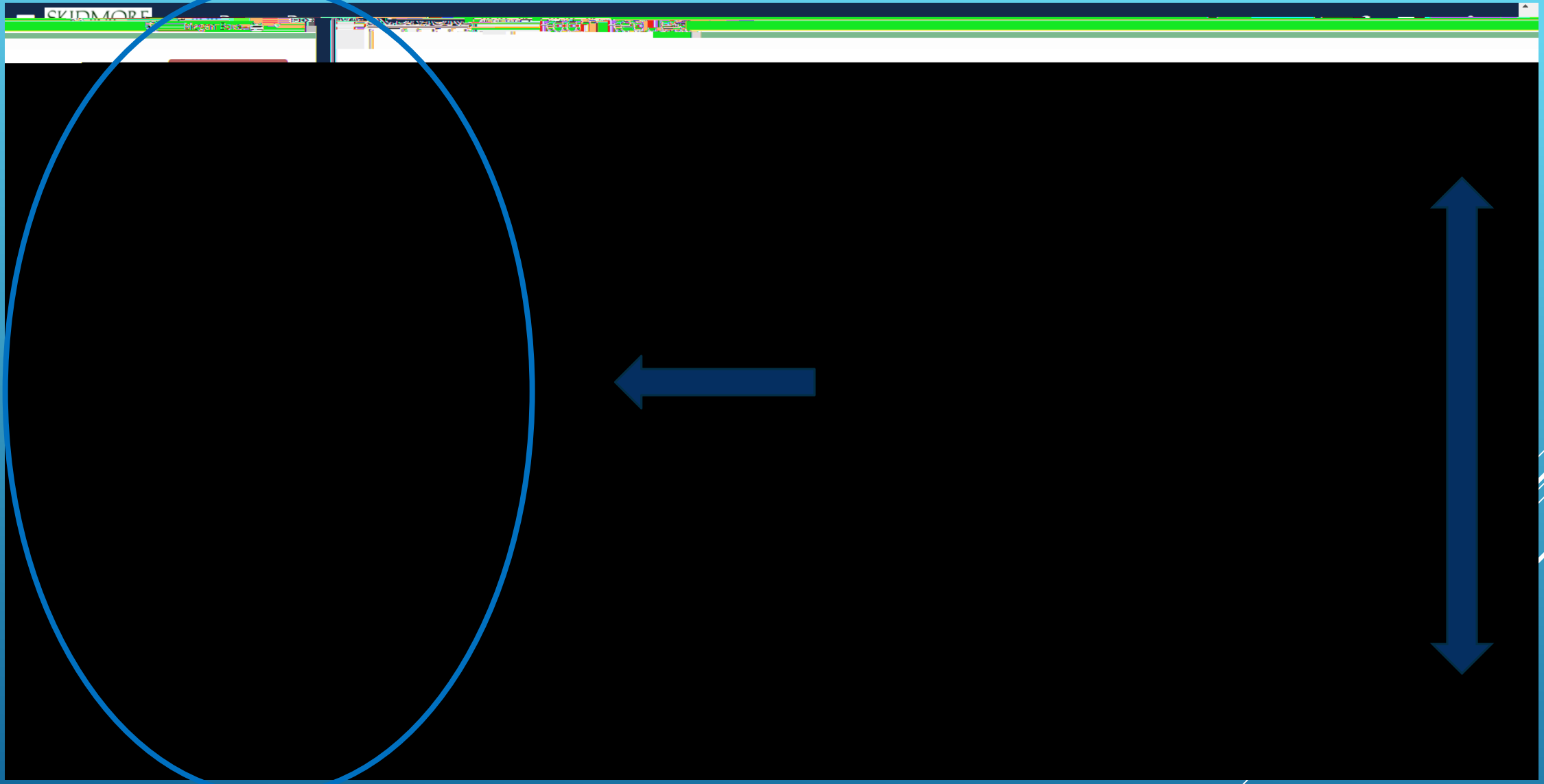
... \$100.00 ...

Dinner Hall Meal Tickets

... 200 ...

Will these tickets be used by a group of 500 or more diners?

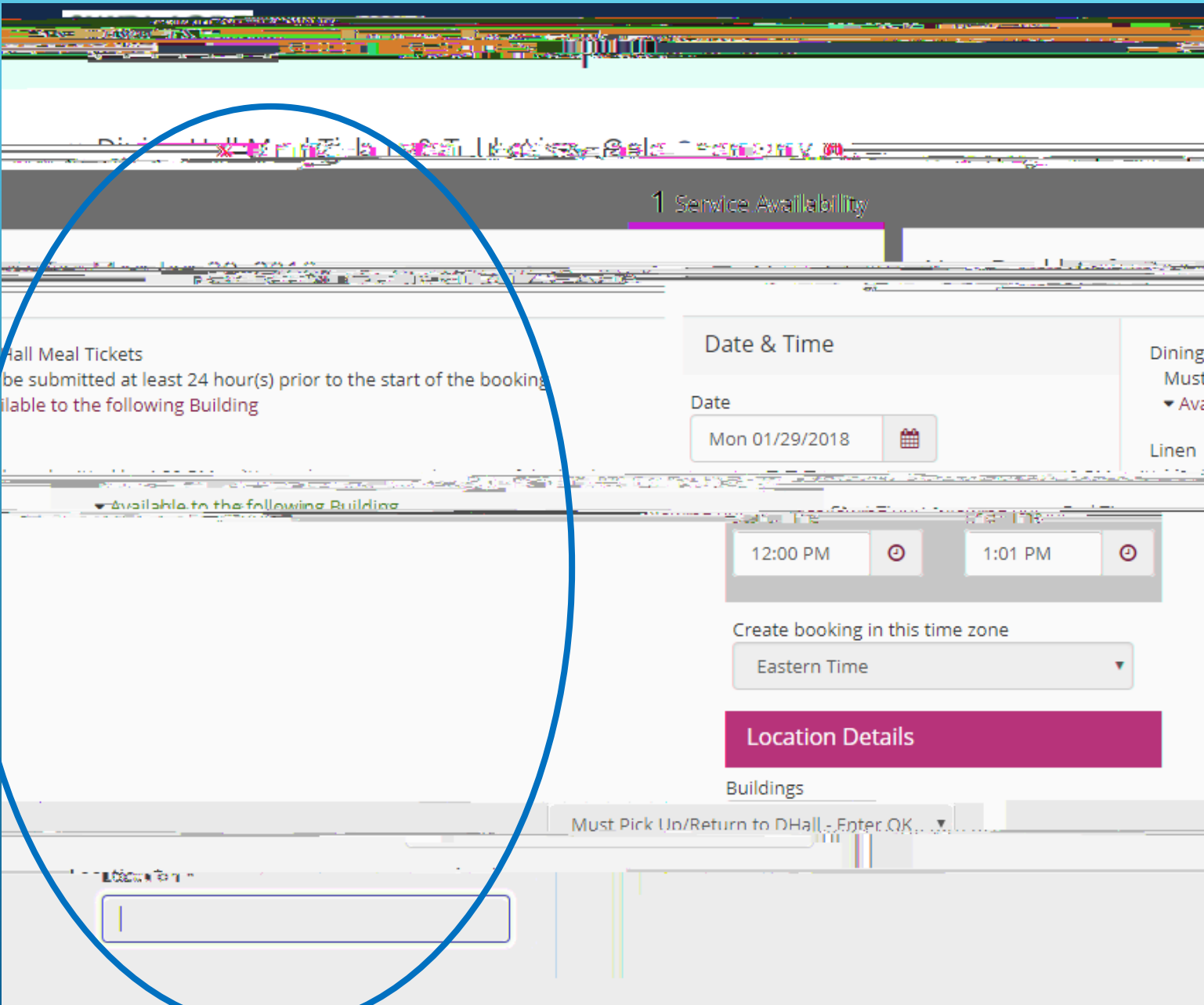




HOW TO ORDER LINEN

*REPEAT SLIDES 2-6





-Enter the *expected* date and time meal tickets or linen will be used (or when the tickets or linen are needed by)

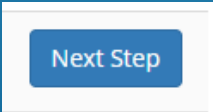
*Linen requests must be 72 hours in advanced

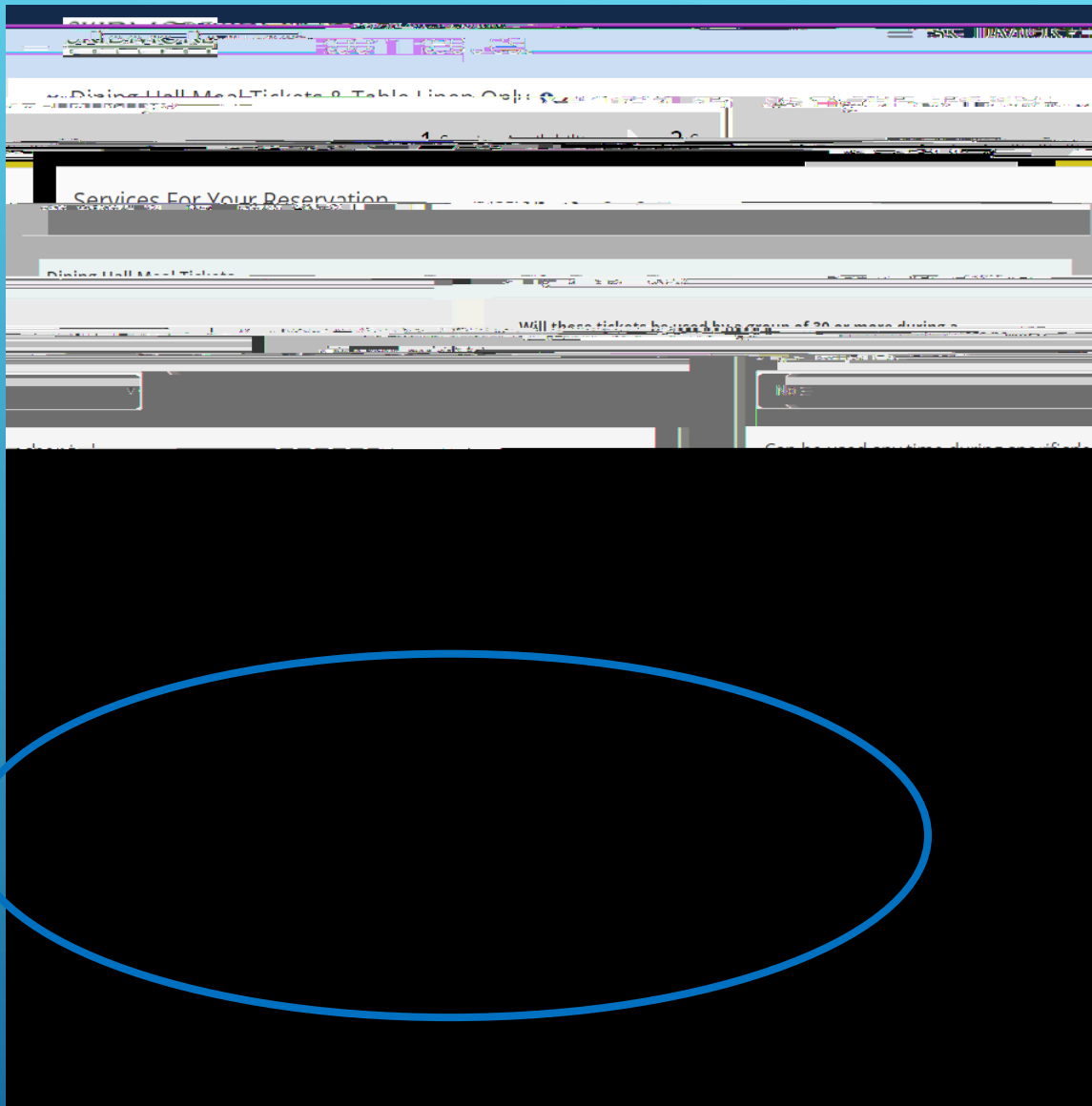
*Meal ticket request must be 24 hour in advanced

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enter PICK UP or alternative arrangements if needed

Then Click





1. Select the linens you would like to order
2. Adjust the quantity of the linen you would like. Enter any special instructions here

Please note that if the LINEN category does not show up, your date violates the booking rules

Linen: 8-ft Banquet Table - \$6.50

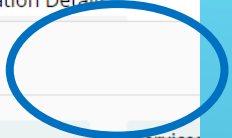
- 1 +

Special Instructions

OK Cancel

Next Step

Services For Your Reservation



\$6.50

No

4

Linen: 8-ft Banquet Table

- Breakfast
- Brunch (weekends only)
- Lunch
- Dinner



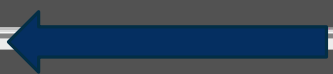
Linen

Your selected linens will now show here

Disposable: 8-ft Banquet Table

Linen: 4-ft Round Table

Enter your SCIP Account Number and press
BYI hShY d i





QUESTIONS?



PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU

