Booking Multiple Rooms

During the reservation process, you can select more than one room (if the template you're using permits it).

1. Once you have found available rooms, click **Add**

   to move each room into the Selected Rooms area. You can repeat this for each room you want to add to your reservation.

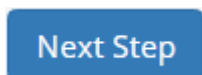   As you book each room, EMS will prompt you to enter attendees and setup type.

2. Click

   to continue with the booking process.