HOW TO SCHEDULE AN EVENT USING VIRTUAL EMS WEB TOOL.

Virtual EMS is used to request event space at the University of Memphis by internal clients. It is accessible to all Faculty and Staff and members of designated Registered Student Organizations. For more information, please contact scheduling@memphis.edu or call the Scheduling Office at 901-678-5000.

1. Using your browser, Go to [http://vems.memphis.edu](http://vems.memphis.edu) My Account/Login. Use your University user id and password.

2. Click on RESERVATIONS and drop down to choose the role for which you are scheduling the event. Ex: for faculty/staff.

3. Start with the "Where and When" section:
   a. Under "date" enter the date of your event
   b. Next enter the start time of your event. The end time is automatically set for 1 hour, but may be adjusted to your needs.
   c. Using the drop down, select the building or location you wish to search. If you wish to search multiple, then use the magnifying glass icon to select more.
   d. Continue under "Setup Information" to enter number of attendees which will relate to "Setup Type". [You can also check "Availability Filters" to further define]

   You must choose a “Setup Type” to continue. What type you choose may relate to the space that is available with the attendance you choose. Ex: Classroom vs. Existing Set. UC 338 has no Existing Set so it will not show up.
e. **RECURRENCE:** In the event you want to book an event for the same time on a number of different days, you may go to the “Recurrence” button and select the date pattern you want the event to meet. (When you use recurrence you may limit the number of spaces available to you, because a location may be available on one date and not on another). Ex: you may want to schedule a meeting the first Wednesday of every month for 6 months starting July 4th. Then click “Apply Recurrence”. [6 months is the usual maximum time period for advance reservations]

f. Click **Find Space** to Continue.

4. Click on the blue lettered name of the room to learn more about the rooms that are available. Select any of the rooms that meet your needs by clicking on the green + sign. You may select up to 5 rooms, if you want them for the same building, date and time that you specified. Your choice will then be moved up to the Selected Locations portion of the page. Notice the red X next to it, if you change your mind and wish to cancel this room, press the X. You may also change any data in your request and look for available spaces in other buildings, dates, times, or setups.
5. Once you have your selected room/rooms, click the "Details" tab to continue.

6. Event Details:
   a. Event Name: give your event a name.
   b. Event Type: select a type from the drop down. 
      [Note: be advised that if you choose "Meeting-Private", your event will not be listed on the Master Calendar. And this might not always be advisable.]

7. Client Details: If this is your first time to enter an event, you will need to pull up your client name. Click on the magnifying glass to look up. All University of Memphis departments/organizations will begin with “uofm” to search and at least first part of your Org name. Scroll down to find your Organization.
   Ex: uofm alum
      a. Use "Browse" for Groups if you cannot recall how your Organization was named.
      b. Once you have selected it, it will now appear in your drop down to choose. Next time it will be listed in the default for your drop down.
      c. Next you can choose your Contact information from the drop down which will auto fill. Or you can choose “temporary contact”. [note: this temporary contact will not remain in the system so if you need to add yourself, please contact the Scheduling Office]

8. Other Information: fill in information as it may apply. Also any special set up notes. EX: “Please set up chairs for theatre style”

9. Billing Information: Index Code is ONLY needed if you are requesting additional services in Special Use Spaces (ex. University Center, Rose Theater and/or FedEx Institute of Technology, etc.)

10. REVIEW your information to make sure you have the room/rooms you want for that date and time. Then agree to the terms and conditions and click SUBMIT.
11. You will automatically receive an email notification verifying that you have requested an Event Space. Also you will receive a follow up email on any Status change.
   a. It will return a page with reservation details including booking details. Please review for any inconsistencies. Click on any of the blue hyperlinks for additional actions regarding your reservation.

   ![Image of reservation details]

   “Add Booking”: add a booking to this same Reservation.
   “Cancel Bookings” or “Cancel All Bookings”: can cancel one or any of the Bookings and it will require a reason
   “Add booking to personal Calendar”: will add to Outlook.
   “Booking Tools”: you can change the date and time. It will warn you if the space in not available for that change.

11. VIEW YOUR REQUESTS. To view your pending requests for event space, once you have logged into the page, go to RESERVATIONS and choose the drop down for “View My Requests”. [see #2 above] If you click on the blue link that will take you to that particular reservation. [See above]. Most important to note is the STATUS of your reservation. Ex: these two are still in “Web Request Status”. They have not been approved or denied. Click on the tab “Historical” to see reservations that have passed, or check mark “Show Cancelled”. The one below shows that the Status is “Web Confirmed” for this Reservation. NOTE: For APPROVERS of space, this would show up for spaces you have responsibility for approving. It would bypass the “Web Request” segment.
12. **VIEW RESERVATION SUMMARY**: After you “View Your Requests” and pick “Reservation” you can then choose to “View a Reservation Summary”. [See above]. That will return a form with options to print the summary or email it to individuals.

13. **BROWSING**: You can go and “Browse” by “Event”, “Facilities”, “Space” or “Locate by Group”. You can choose various Filters to further define your search: date, type, buildings, etc. However, to actually “Reserve” the space, you will have to go back to the “Reservations” drop down.

**HELP**: To obtain further assistance you can call the Help Desk at 901-678-8888, call the Scheduling Office at 901-678-5000, or email them at scheduling@memphis.edu. Also...look for the **Help** Icons within the site for helpful hints and information.