Using Virtual EMS

The Cecil C. Humphreys School of Law now has access to the Virtual EMS tool to view events and request spaces through the web. This tool is available to all Memphis Law faculty, staff, and students. Requests made through this system will go to Ann Onidas (aonidas1@memphis.edu) for approval. The EMS calendar can be found using the link below, and also on the On Legal Grounds Information Page and on the bottom left side of the Law School homepage.

Logging In

1. Using your browser, go to https://emsws.memphis.edu

On the Login screen, enter your University of Memphis user ID and password, and then click “Sign In”.

Viewing the Calendar for Event Planning

1. Now that you have logged in, you can begin to use the system.

2. Notice the menu items in the left pane. These each correspond to a different feature within the calendar.
   - Home – return to primary EMS menu screen
   - Create a Reservation – begin room reservation process
   - My Events – will display any reservations created by you
   - Cancellations and modifications can be made here
   - Events – displays all events scheduled for that day campus wide in list view
   - Locations – displays all events scheduled for that day in a grid display
   - People – provides a search query to find events by Client Name.
3. When selecting from the “Events” view, make sure to select “Add Filter” in the top right corner of the screen. From the drop down menu chose Locations, and then Downtown Law School Building.

4. When selecting from the “Locations” view, you must apply the filter by clicking “Add/Remove Locations”, and then choosing Downtown Law School Building.

You can use either the “Events” or “Locations” view to search for an available room in the EMS system. Make sure the location filter is applied. If you want a list of events at the Law School, make sure to use the “Events” view. If you want events to appear in a grid format then use the “Locations” view. The “Locations” view is easier to search for an open room, because it is viewed as a grid and not a list.
HOW TO SCHEDULE AN EVENT USING THE VIRTUAL EMS WEB TOOL

Virtual EMS (vEMS) is used to request event space at the University of Memphis by internal clients. It is accessible to all Memphis Law faculty, staff, and students. For more information, please contact scheduling@memphis.edu or call the Scheduling Office at (901) 678-2042.

1. Using your Browser, go to http://vems.memphis.edu. Please note vEMS is not compatible with Mozilla/Firefox. Under the My Home tab, sign in using your University User ID and password.

2. Click Book Now next to the role for which you are scheduling the event - either law students or faculty/staff.

3. Start with the “Date & Time” section:
   
   a. Under “Date,” click the calendar to select a single date for your event. Next, enter the event start and end time. **It is important that the actual start and end time is entered.** EMS will automatically include at least one hour for setup and teardown.
   
   b. Next to “Locations,” click Add/Remove and select the "Downtown Law School Building." "Downtown Law School Building" should appear as your selected location.
c. You can now select your room, either by using the “Let Me Search for Room” options or by choosing “I Know What Room I Want” option.
   i. For the “Let Me Search for Room” option, Follow the prompts and then click the “search” button. All your available rooms will show up for selection.
   ii. For the “I Know What Room I Want” option simply type in the desired room, and select it from the drop down menu.

d. For a single event date, you’ll see a schedule of available (and unavailable) rooms you can request. The event start and end time will be between two red lines. To get more information about a particular room, click on the room name in blue lettering. Select the room(s) that meets your setup/attendance requirements by clicking the blue plus (+) sign. Your choice(s) will move to the Selected Rooms portion toward the top of the page. Simply click the minus sign (-) to remove the room.

4. Once you have your selected room(s), click “Next Step” toward the top of the page to continue.

5. The next step includes adding services to your room reservation request. Do not add any services to this section of the reservation.
   a. If you need Audio/Visual services for your event email Andrew Hughes at tahughes@memphis.edu as far in advanced as possible, with a reminder 2 – 3 days before the event. Please be as detailed as possible in your email, and include the day, time, room, and any A/V needs.
   b. Inputting A/V services into the EMS system (on the Service for Your Reservation page) will not alert IT of your reservation, so please reach out to IT directly using the email above.

6. The third and final step in the reservation process is the Reservation Details. Fill in each field
as necessary.

a. Event Name: Enter a name for your event and select an Event Type from the drop down menu.
   i. Please be advised that if you choose “Meeting- Private,” your event will not show on the Master Calendar (this might not always be advisable).

b. Client Details: All University of Memphis departments/student organizations will begin with “UofM.” In the search box, type “UofM” and at least the first part of your department/organization name. The system will begin to auto-filter results as you type. Once the client name has been selected, it will add it as a client you can book for. Close the pop-up window and select the client name from the dropdown.
   i. Your client name will read similar to what is listed in Tiger Zone. For example, if your organization name is ‘The University of Memphis Coloring Book Club’, your client name would read “UofM Coloring Book Club.”
   ii. If you do not see your name listed from the contact dropdown, please contact the Scheduling Office at (901) 678-2042, and let them know you need to be added to the Client list as a Student Organization.
   iii. Whomever is making the reservation should be selected as the First Contact from the dropdown. The Second Contact is optional for University departments, but the Faculty/Staff advisor must be listed as the Second Contact for all Registered Student Organizations.

c. Additional Information:
   i. If your VIP isn’t listed from the dropdown or you have more than one VIP attending, select “Other/Multiple” and list them in your event description.
   ii. If you have any VIP guests, Ann Onidas, Dean Letsou’s Assistant, needs to be notified immediately.
   iii. Please include a detailed event description. The event description should NOT be the same as your event name.
   iv. Posting your event to the Master Calendar will be included on the University’s calendar on the main website.

7. Submitting your request: After submitting your request, you will automatically receive an email notification of your reservation request summary. This email does not serve as reservation confirmation. If a confirmation is required, a reservation confirmation email will come from the approver of the particular building/area you have requested space.