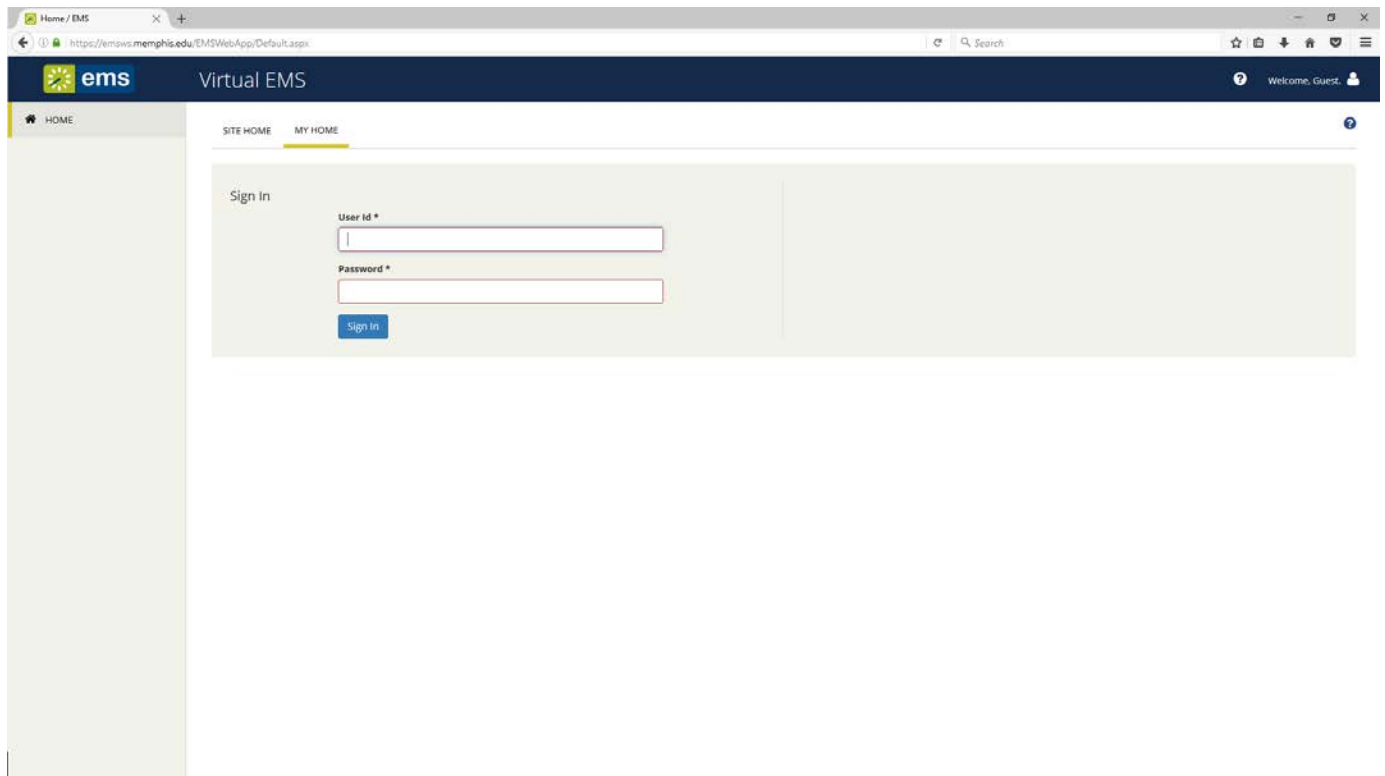


# Using Virtual EMS

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 Law Faculty and Staff and members of designated Registered Student Organizations. Requests made through this system will go to Ann Onidas ([aonidas1@memphis.edu](mailto:aonidas1@memphis.edu)) and Abby Gardner ([lgrdner2@memphis.edu](mailto:lgrdner2@memphis.edu)) for approval.

## Logging In

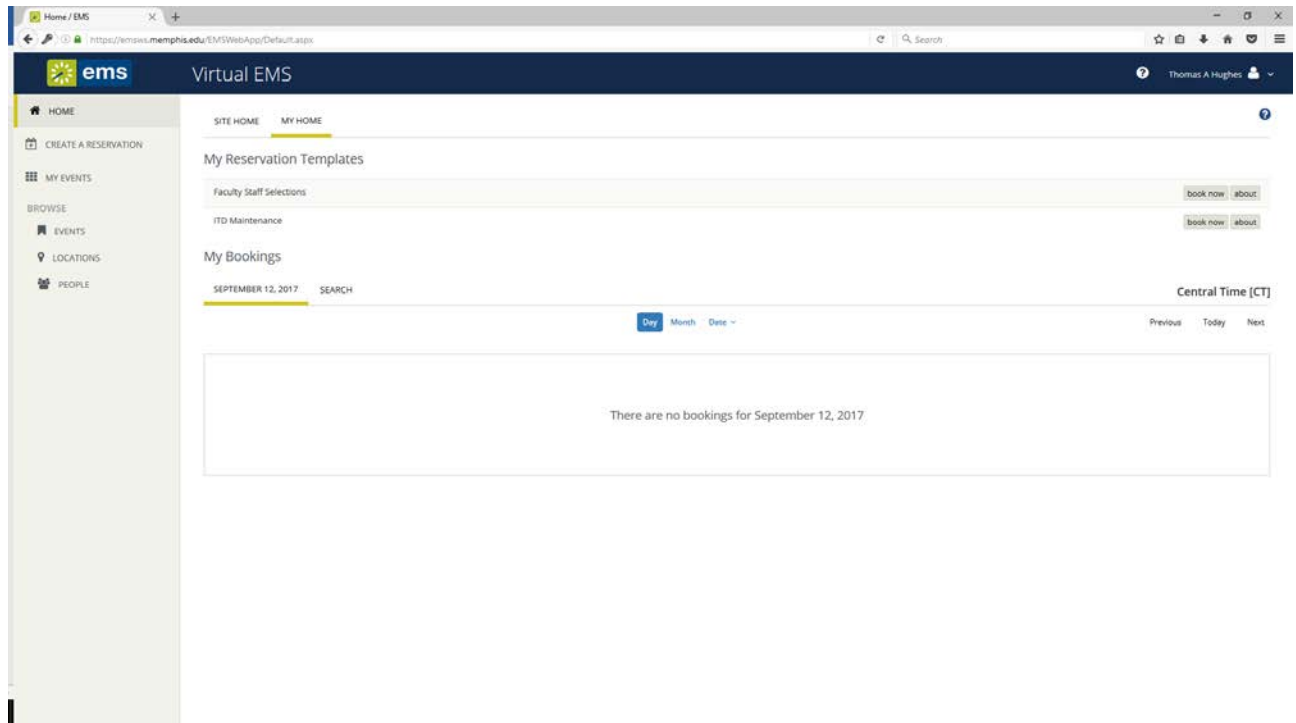
1. Using your browser, go to <https://emsws.memphis.edu>

A screenshot of a web browser displaying the Virtual EMS login page. The browser's address bar shows the URL "https://emsws.memphis.edu/EMSWebApp/Default.aspx". The page has a dark blue header with the "ems" logo and the text "Virtual EMS". Below the header, there is a navigation bar with "HOME" and "MY HOME" links. The main content area is light gray and contains a "Sign In" section. This section includes two input fields: "User Id \*" and "Password \*", both with red borders. Below these fields is a blue "Sign In" button. The page also features a "Welcome, Guest" message in the top right corner.

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

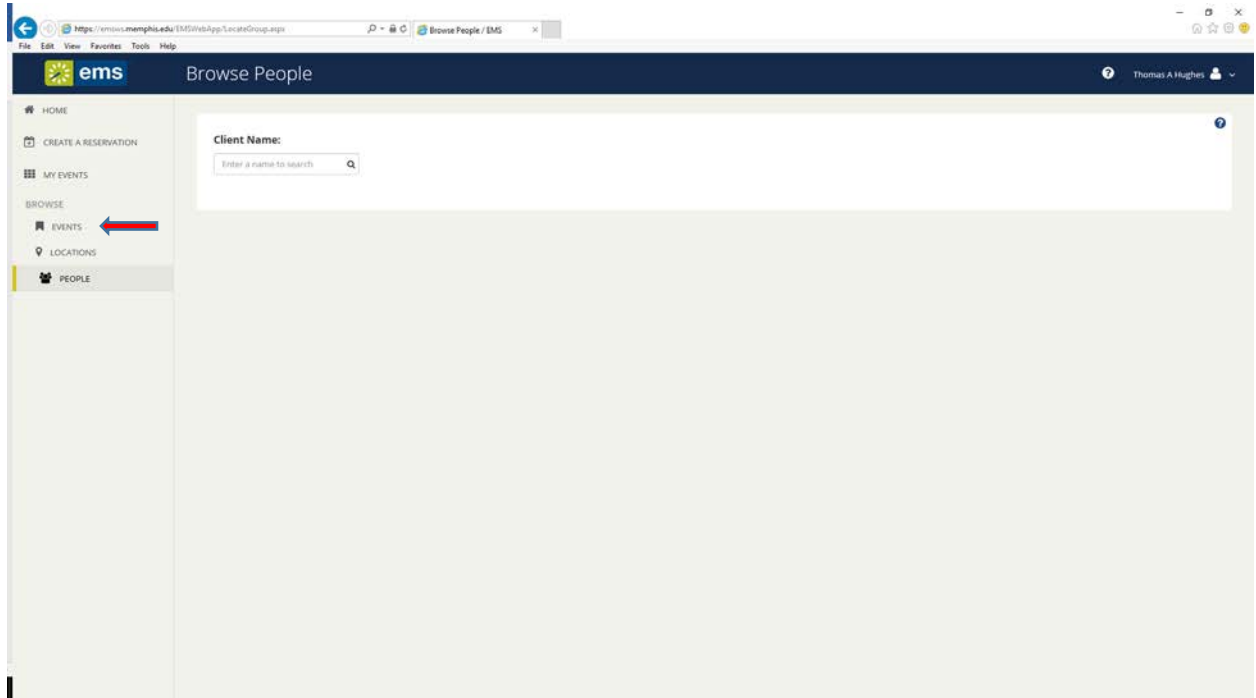
## Viewing the Calendar

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

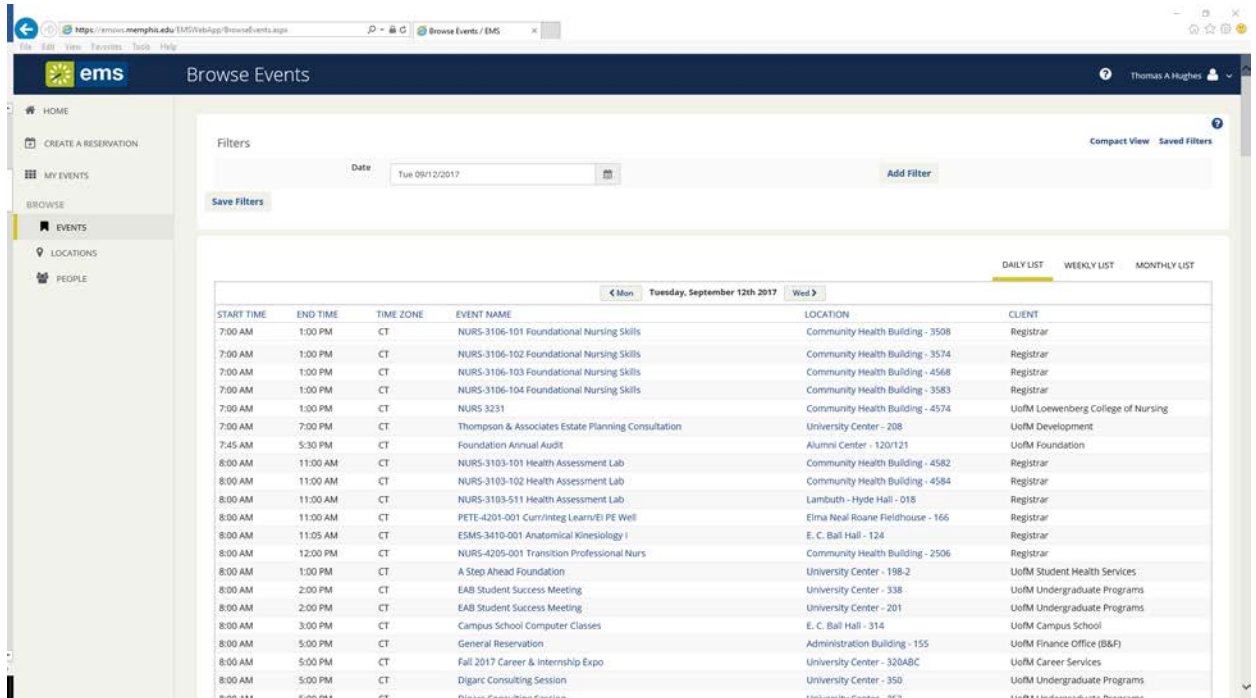


2. Notice the menu items in the left pane. These each correspond to a different feature within the calendar.
  - Home – return to primary EMS menu screen
  - Create a Reservation – begin room reservation process
  - My Events – will display any reservations created by you
  - Events – Displays all events 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. From those selections, click on the “Events” button:



4. Today's events are displayed in a list view:



## Creating a Filter

- By default, this will show all events for the University campus wide. Instead, we only want to see Law School events, so click on the “Add Filter” button in the top-right corner of the screen and choose Locations:

The screenshot shows the EMS Browse Events interface. The left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, LOCATIONS, and PEOPLE. The main content area has a 'Filters' section with a 'Date' dropdown set to 'Tue 09/12/2017' and an 'Add Filter' button highlighted with a red arrow. Below the filters is a table of events for Tuesday, September 12th, 2017. The table has columns for START TIME, END TIME, TIME ZONE, EVENT NAME, LOCATION, and CLIENT. The events listed include Foundational Nursing Skills, Thompson & Associates Estate Planning Consultation, Foundation Annual Audit, Health Assessment Lab, and various other campus events.

START TIME	END TIME	TIME ZONE	EVENT NAME	LOCATION	CLIENT
7:00 AM	1:00 PM	CT	NURS-3106-101 Foundational Nursing Skills	Community Health Building - 3508	Registrar
7:00 AM	1:00 PM	CT	NURS-3106-102 Foundational Nursing Skills	Community Health Building - 3574	Registrar
7:00 AM	1:00 PM	CT	NURS-3106-103 Foundational Nursing Skills	Community Health Building - 4568	Registrar
7:00 AM	1:00 PM	CT	NURS-3106-104 Foundational Nursing Skills	Community Health Building - 3583	Registrar
7:00 AM	1:00 PM	CT	NURS 3231	Community Health Building - 4574	UofM Loewenberg College of Nursing
7:00 AM	7:00 PM	CT	Thompson & Associates Estate Planning Consultation	University Center - 208	UofM Development
7:45 AM	5:30 PM	CT	Foundation Annual Audit	Alumni Center - 120/121	UofM Foundation
8:00 AM	11:00 AM	CT	NURS-3103-101 Health Assessment Lab	Community Health Building - 4582	Registrar
8:00 AM	11:00 AM	CT	NURS-3103-102 Health Assessment Lab	Community Health Building - 4584	Registrar
8:00 AM	11:00 AM	CT	NURS-3103-511 Health Assessment Lab	Lambuth - Hyde Hall - 018	Registrar
8:00 AM	11:00 AM	CT	PETE-4201-001 Curr/integ Learn/VEI PE Well	Elma Neal Roane Fieldhouse - 166	Registrar
8:00 AM	11:05 AM	CT	ESMS-3410-001 Anatomical Kinesiology I	E. C. Ball Hall - 124	Registrar
8:00 AM	12:00 PM	CT	NURS-4205-001 Transition Professional Nurs	Community Health Building - 2506	Registrar
8:00 AM	1:00 PM	CT	A Step Ahead Foundation	University Center - 198-2	UofM Student Health Services
8:00 AM	2:00 PM	CT	EAB Student Success Meeting	University Center - 338	UofM Undergraduate Programs
8:00 AM	2:00 PM	CT	EAB Student Success Meeting	University Center - 201	UofM Undergraduate Programs
8:00 AM	3:00 PM	CT	Campus School Computer Classes	E. C. Ball Hall - 314	UofM Campus School
8:00 AM	5:00 PM	CT	General Reservation	Administration Building - 155	UofM Finance Office (B&F)
8:00 AM	5:00 PM	CT	Fall 2017 Career & Internship Expo	University Center - 320ABC	UofM Career Services
8:00 AM	5:00 PM	CT	Digarc Consulting Session	University Center - 350	UofM Undergraduate Programs
8:00 AM	5:00 PM	CT	Planner Consultation Session	University Center - 102	UofM Undergraduate Programs

This screenshot shows the same EMS Browse Events interface, but with the 'Add Filter' dropdown menu open. The dropdown menu lists several filter options: Locations, Room, Client Name, Event Name, Event Type, and Client Type. The 'Locations' option is highlighted with a red arrow. The background table of events remains the same as in the previous screenshot.

START TIME	END TIME	TIME ZONE	EVENT NAME	LOCATION	CLIENT
7:00 AM	1:00 PM	CT	NURS-3106-101 Foundational Nursing Skills	Community Health Building - 3508	Registrar
7:00 AM	1:00 PM	CT	NURS-3106-102 Foundational Nursing Skills	Community Health Building - 3574	Registrar
7:00 AM	1:00 PM	CT	NURS-3106-103 Foundational Nursing Skills	Community Health Building - 4568	Registrar
7:00 AM	1:00 PM	CT	NURS-3106-104 Foundational Nursing Skills	Community Health Building - 3583	Registrar
7:00 AM	1:00 PM	CT	NURS 3231	Community Health Building - 4574	UofM Loewenberg College of Nursing
7:00 AM	7:00 PM	CT	Thompson & Associates Estate Planning Consultation	University Center - 208	UofM Development
7:45 AM	5:30 PM	CT	Foundation Annual Audit	Alumni Center - 120/121	UofM Foundation
8:00 AM	11:00 AM	CT	NURS-3103-101 Health Assessment Lab	Community Health Building - 4582	Registrar
8:00 AM	11:00 AM	CT	NURS-3103-102 Health Assessment Lab	Community Health Building - 4584	Registrar
8:00 AM	11:00 AM	CT	NURS-3103-511 Health Assessment Lab	Lambuth - Hyde Hall - 018	Registrar
8:00 AM	11:00 AM	CT	PETE-4201-001 Curr/integ Learn/VEI PE Well	Elma Neal Roane Fieldhouse - 166	Registrar
8:00 AM	11:05 AM	CT	ESMS-3410-001 Anatomical Kinesiology I	E. C. Ball Hall - 124	Registrar
8:00 AM	12:00 PM	CT	NURS-4205-001 Transition Professional Nurs	Community Health Building - 2506	Registrar
8:00 AM	1:00 PM	CT	A Step Ahead Foundation	University Center - 198-2	UofM Student Health Services
8:00 AM	2:00 PM	CT	EAB Student Success Meeting	University Center - 338	UofM Undergraduate Programs
8:00 AM	2:00 PM	CT	EAB Student Success Meeting	University Center - 201	UofM Undergraduate Programs
8:00 AM	3:00 PM	CT	Campus School Computer Classes	E. C. Ball Hall - 314	UofM Campus School
8:00 AM	5:00 PM	CT	General Reservation	Administration Building - 155	UofM Finance Office (B&F)
8:00 AM	5:00 PM	CT	Fall 2017 Career & Internship Expo	University Center - 320ABC	UofM Career Services
8:00 AM	5:00 PM	CT	Digarc Consulting Session	University Center - 350	UofM Undergraduate Programs
8:00 AM	5:00 PM	CT	Planner Consultation Session	University Center - 102	UofM Undergraduate Programs

- From the dialog box that opens scroll through the Locations until you see “Downtown Law School Building” and check the box next to that selection. Press the Update Locations button to apply this filter:

The screenshot shows the EMS Browse Events interface. A 'Locations' dialog box is open, displaying a list of buildings with checkboxes. The 'Downtown Law School Building' is highlighted with a red arrow. The 'Update Locations' button is also highlighted with a red arrow. The background shows a table of events with columns for Start Time, End Time, Time Zone, and Location.

START TIME	END TIME	TIME ZONE	LOCATION
7:00 AM	1:00 PM	CT	Community Health Building - 3508
7:00 AM	1:00 PM	CT	Community Health Building - 3574
7:00 AM	1:00 PM	CT	Community Health Building - 4566
7:00 AM	1:00 PM	CT	Community Health Building - 3583
7:00 AM	1:00 PM	CT	Community Health Building - 4574
7:00 AM	7:00 PM	CT	University Center - 208
7:45 AM	5:30 PM	CT	Alumni Center - 120/L11
8:00 AM	11:00 AM	CT	Community Health Building - 4562
8:00 AM	11:00 AM	CT	Community Health Building - 4564
8:00 AM	11:00 AM	CT	Lambuth - Hyde Hall - 018
8:00 AM	11:00 AM	CT	Elma Neal Roane Fieldhouse - 166
8:00 AM	11:05 AM	CT	E. C. Ball Hall - 124
8:00 AM	12:00 PM	CT	Community Health Building - 2506
8:00 AM	1:00 PM	CT	University Center - 198-2
8:00 AM	2:00 PM	CT	University Center - 338
8:00 AM	2:00 PM	CT	University Center - 201
8:00 AM	3:00 PM	CT	E. C. Ball Hall - 314
8:00 AM	5:00 PM	CT	Administration Building - 155

7. Next, click the “Save Filters” button so that you can quickly apply that filter the next time you access the EMS site by going to your Saved Filters:

The screenshot shows the EMS Browse Events page. The left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS (selected), LOCATIONS, and PEOPLE. The main content area has a 'Filters' section with a 'Date' dropdown set to 'Tue 09/12/2017' and a 'Locations' dropdown set to 'Downtown Law School Building'. Below these is an 'Add Filter' button. A red arrow points to the 'Save Filters' button. To the right of the 'Filters' section are links for 'Compact View' and 'Saved Filters'. Below the filters is a table of events for Tuesday, September 12th, 2017. The table has columns for START TIME, END TIME, TIME ZONE, EVENT NAME, LOCATION, and CLIENT. The events are listed in chronological order.

START TIME	END TIME	TIME ZONE	EVENT NAME	LOCATION	CLIENT
8:30 AM	12:00 PM	CT	Lexis Training for 1L	Downtown Law School Building - 230	UofM Law School
10:00 AM	10:50 AM	CT	LAW-0115-012 Property I	Downtown Law School Building - 226	Registrar
10:30 AM	11:45 AM	CT	LAW-0213-011 Decedents' Estates	Downtown Law School Building - 326	Registrar
10:30 AM	11:45 AM	CT	LAW-0722-011 Health Law Survey	Downtown Law School Building - 127	Registrar
10:30 AM	11:45 AM	CT	LAW-0318-011 Antitrust	Downtown Law School Building - 338	Registrar
12:00 PM	12:50 PM	CT	Marine Corps JAG, Information Session	Downtown Law School Building - 244	UofM Law School Career Services
12:00 PM	12:50 PM	CT	Lexis Training	Downtown Law School Building - 226	UofM Law School Library
12:00 PM	1:00 PM	CT	Debate	Downtown Law School Building - 136	UofM Law School Federalist Society
12:00 PM	1:00 PM	CT	Executive Board Meetings	Downtown Law School Building - 127	UofM Law School Black Law Students Association
1:00 PM	1:50 PM	CT	LAW-0352-011 Partnership Tax	Downtown Law School Building - 104	Registrar
1:00 PM	2:10 PM	CT	LAW-0221-011 Evidence	Downtown Law School Building - 325	Registrar
1:00 PM	2:15 PM	CT	LAW-0112-012 Torts I	Downtown Law School Building - 244	Registrar
1:00 PM	2:15 PM	CT	LAW-0112-011 Torts I	Downtown Law School Building - 226	Registrar
2:25 PM	3:40 PM	CT	LAW-0395-011 Intellectual Property Survey	Downtown Law School Building - 127	Registrar
2:25 PM	3:40 PM	CT	LAW-0311-011 Administrative Law	Downtown Law School Building - 226	Registrar
2:30 PM	3:45 PM	CT	LAW-0111-012 Contracts I	Downtown Law School Building - 326	Registrar
2:30 PM	3:45 PM	CT	LAW-0388-011 Food & Drug Law	Downtown Law School Building - 230	Registrar

8. Now that your filter is setup, you can view the calendar a number three different ways.

## Views

Default View – The page will automatically show you a daily list of all the events sorted by date.

The screenshot shows the EMS Browse Events page with the 'Daily List' view selected. The left sidebar is the same as in the previous screenshot. The main content area has the same 'Filters' section. Below the filters, the 'DAILY LIST' tab is selected, and a red arrow points to it. The table of events is the same as in the previous screenshot.

START TIME	END TIME	TIME ZONE	EVENT NAME	LOCATION	CLIENT
8:30 AM	12:00 PM	CT	Lexis Training for 1L	Downtown Law School Building - 230	UofM Law School
10:00 AM	10:50 AM	CT	LAW-0115-012 Property I	Downtown Law School Building - 226	Registrar
10:30 AM	11:45 AM	CT	LAW-0213-011 Decedents' Estates	Downtown Law School Building - 326	Registrar
10:30 AM	11:45 AM	CT	LAW-0722-011 Health Law Survey	Downtown Law School Building - 127	Registrar
10:30 AM	11:45 AM	CT	LAW-0318-011 Antitrust	Downtown Law School Building - 338	Registrar
12:00 PM	12:50 PM	CT	Marine Corps JAG, Information Session	Downtown Law School Building - 244	UofM Law School Career Services
12:00 PM	12:50 PM	CT	Lexis Training	Downtown Law School Building - 226	UofM Law School Library
12:00 PM	1:00 PM	CT	Debate	Downtown Law School Building - 136	UofM Law School Federalist Society
12:00 PM	1:00 PM	CT	Executive Board Meetings	Downtown Law School Building - 127	UofM Law School Black Law Students Association
1:00 PM	1:50 PM	CT	LAW-0352-011 Partnership Tax	Downtown Law School Building - 104	Registrar
1:00 PM	2:10 PM	CT	LAW-0221-011 Evidence	Downtown Law School Building - 325	Registrar
1:00 PM	2:15 PM	CT	LAW-0112-012 Torts I	Downtown Law School Building - 244	Registrar
1:00 PM	2:15 PM	CT	LAW-0112-011 Torts I	Downtown Law School Building - 226	Registrar
2:25 PM	3:40 PM	CT	LAW-0395-011 Intellectual Property Survey	Downtown Law School Building - 127	Registrar
2:25 PM	3:40 PM	CT	LAW-0311-011 Administrative Law	Downtown Law School Building - 226	Registrar
2:30 PM	3:45 PM	CT	LAW-0111-012 Contracts I	Downtown Law School Building - 326	Registrar
2:30 PM	3:45 PM	CT	LAW-0388-011 Food & Drug Law	Downtown Law School Building - 230	Registrar



## Weekly and Monthly List View

Click on the **“Weekly List”** view option to view more events at once, and **“Monthly List”** view for an even further expanded list.

The screenshot shows the EMS Browse Events page. The sidebar on the left contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, and BROWSE. The BROWSE section is active, showing a list of events. The main content area displays a calendar grid for the week of September 10th to 16th, 2017. A red arrow points to the 'WEEKLY LIST' tab, which is selected. The calendar shows various events such as 'LAW 0219-011 Sales', 'LAW 0214-012 Civil Procedure I', and 'LAW 0212-011 Constitutional Law'. Each event entry includes the course name, time, and location.

The screenshot shows the EMS Browse Events page. The sidebar on the left contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, and BROWSE. The BROWSE section is active, showing a list of events. The main content area displays a calendar grid for the month of September 2017. A red arrow points to the 'MONTHLY LIST' tab, which is selected. The calendar shows a dense list of events across the month, including 'LAW 0219-011 Sales', 'LAW 0214-012 Civil Procedure I', and 'LAW 0212-011 Constitutional Law'. Each event entry includes the course name, time, and location.

## Browse by Location

Select the Locations button from the left pane to view the Law School's events calendar in a visual grid representation.



# 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 Faculty, Staff, and student members of designated Registered Student Organizations (RSOs). For more information, please contact [scheduling@memphis.edu](mailto: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

SITE HOME MY HOME

My Reservation Templates

Faculty Staff Selections	book now	about
RSO Selections	book now	about

scheduling the event. Ex: RSO Selections

SITE HOME MY HOME

Sign In

User Id \*


Password \*

Sign In


3. Start with the "Date & Time" section:
  - a. Under "Date," click the calendar to select a single date for your event.
  - b. 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.
  - c. Next to "Locations," click Add/Remove and select the building(s) or location(s) you wish to search. You may select multiple buildings/locations. Your selections will be shown

Date & Time


Date

Sat 03/04/2017  Recurrence


Start Time

4:00 PM 

End Time

5:00 PM 

Create booking in this time zone

Central Time 


Locations

(all) Add/Remove

Search

Locations




BUILDINGS VIEWS

Find locations 

☐ Select All Buildings

- ☒ Elma Neal Roane Fieldhouse
- ☐ John Willard Brister Hall
- ☐ Lambuth - Hyde Hall
- ☐ Lambuth - Oxley Field
- ☐ Lambuth - Recreation Center
- ☐ Lambuth - Varnell-Jones Hall
- ☐ Lambuth - Wilder Student Union

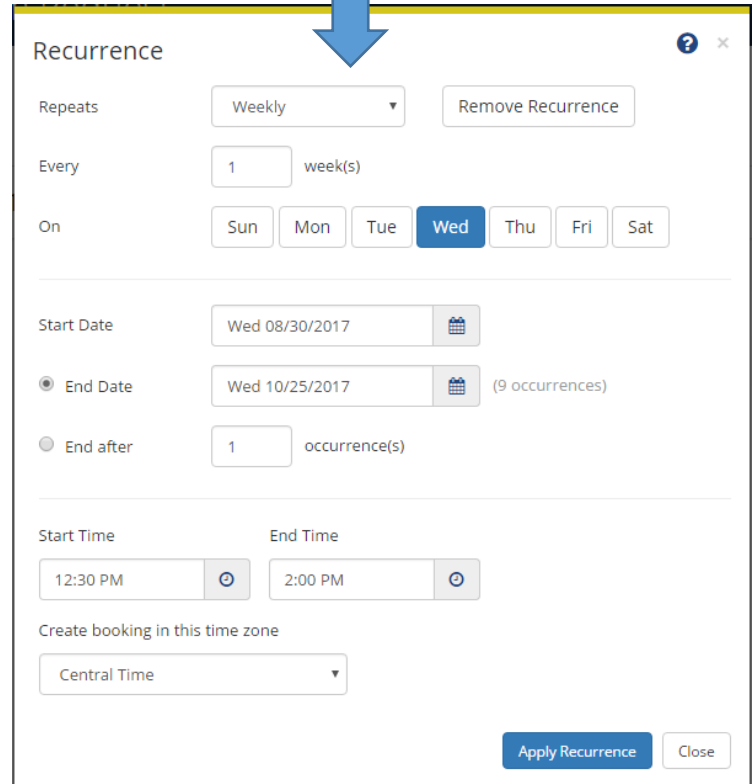
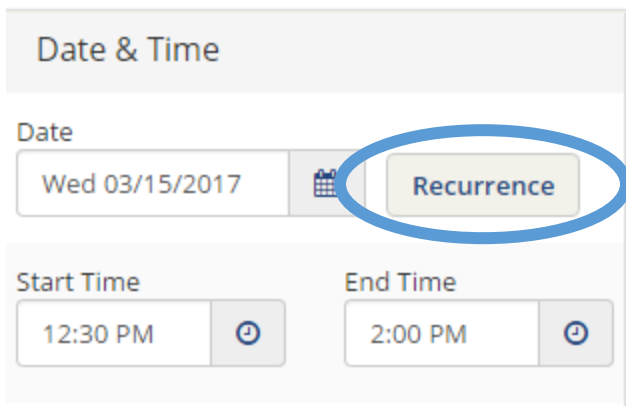
Selected Locations

 University Center  Michael D. Rose Theatre  Elma Neal Roane Fieldhouse

Update Locations Close

under “Selected Locations.” To remove a particular building/location, click the negative symbol next to that building/location. Click Update Locations.

- d. 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 another.
  - i. Ex: You may want to schedule a meeting every Wednesday for several weeks starting August 30.
- e. Click Apply Recurrence
- f. If a Location has not been added, do so and click “Search.”



4. To narrow down your search, you can find a room by entering your preferred setup type and number of people expected/anticipated to attend the event. It is not necessary to select a Floor, Room Type, or Features – those selections can be left at “all/none.” Click “Search.”
5. 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.

Date & Time

Date  
Tue 05/09/2017

Start Time  
12:30 PM

End Time  
2:00 PM

Create booking in this time zone  
Central Time

Locations  
University Center

Floors  
(all)

Setup Types  
Classroom

Room Types  
(all)

Features  
(none)

Number of People  
30

Selected Rooms

UC Memphis Room (340)
UC River Room (300)
UC Shelby Room (342)

Room Search Results

LIST

SCHEDULE

☐ Favorite Ro...

Find A Room

Search

Rooms You Can Request

	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4
UC Ballroom A (32...)	105										
UC Ballroom AB (3...)	200										
UC Ballroom ABC (...)	500										
UC Ballroom B (32...)	105										
UC Ballroom BC (3...)	200										
UC Ballroom C (32...)	105										
UC Beale Room (36...)	54										
UC Bluff Room (304)	105										
UC Fountain View ...	48										
UC Memphis A (34...)	45										
UC Memphis B (34...)	45										
UC Memphis Room...	105										
UC River Room (30...)	105										
UC Shelby Room (3...)	45										

- Notice the blue minus (-) sign next to your selected room(s). If you change your mind and wish to remove a room, click the negative sign.
  - The thin blue lines are the setup and teardown times for an event.
  - You may change any data in your request and search for available space(s) in other buildings on different dates and/or times.
6. For multiple event dates, instead of a schedule, you'll see a **list** of available rooms you can request. Under the 'Available' column, there are two numbers. The second number is the amount of dates you are requesting space for, while the first number is the amount of days that are available for that particular space. If you select a room that is not available for all of the dates you are requesting, the system will automatically update with available rooms for the remaining dates of your request.

Room	Available	Location	Floor	TZ	Cap	Price	Match ▾
Rooms You Can Request							
UC River Room (300)	6/9	University Center	3rd Floor	CT	216		
UC Bluff Room (304)	6/9	University Center	3rd Floor	CT	216		
UC Memphis Room (340)	7/9	University Center	3rd Floor	CT	216		
UC Fountain View Round (350)	7/9	University Center	3rd Floor	CT	100		
UC Poplar Room (308)	6/9	University Center	3rd Floor	CT	60		
UC Ballroom A (320A)	1/9	University Center	3rd Floor	CT	250		

7. Once you have your selected room(s), click “Next Step” toward the top of the page to continue.
8. The second step in reserving a room is adding services to your request. Here, you can add a desktop/laptop computer, projector, and any visual aids, if needed. If there is a resource that you would like to request that you do not see as an option in this step, please list it in the Setup Notes box before continuing to the next step. Once all needed resources are selected, click “Next Step.”

- a. Note: Audio Visual – RTH are compatible resources for the Rose Theatre, while Audio Visual – UC are compatible resources for the University Center.

9. The third and final step in the reservation process is the Reservation Details.

- a. Event Details: Enter a name for your event and select an Event Type from the drop down menu. 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: If this is your first time scheduling an event, you will need to add your organization as a client. Click the magnifying glass next to the Client dropdown. **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.
    - i. **Note to Student Organizations:** 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.”

1 Rooms ▶ 2 Services

Services For Your Reservation

Audio Visual-RTH

Laptops/Desktop PC ^

Projectors ^

Audio Visual-UC

Laptops/Desktop PC ^

Projectors ^

Visual Aids ^

Set Up Notes

☰
⚙
ems

Room Request

Client Details

**Client \***

**1st Contact**

(temporary contact)

**1st Contact Name \***

(temporary contact)

Clients you can book for

Client name starts with Q

Client	Client Type	City
<span style="font-size: 16px; margin-right: 5px;">☐</span> <span>UofM Conference and Event Services</span>	U of M	Memphis

Close

- ii. 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.
- 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.**
  - 1. If you do not see your name listed from the contact dropdown, please contact the Scheduling Office.
- c. Additional Information: Fill in information as it may apply.
  - 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. Your event description should be such and should not be the same as your event name.
  - iii. Posting your event to the Master Calendar will be included on the University's calendar on the main website.
  - iv. There are multiple catering options to choose from for your event. If you are unfamiliar with what these options mean, please review the FAQs from our website at [http://www.memphis.edu/conferences/internal\\_scheduling/index.php](http://www.memphis.edu/conferences/internal_scheduling/index.php)
  - v. If you are scheduling an event **outdoors** and would like to amplify sound, please select one of the available options for outdoor amplification. Permission to have sound outdoors will be approved/denied before your reservation is confirmed. Permission is not required from 12:30-1:30pm on Fridays.
  - vi. **For University departments only:** Please enter an appropriate Index Code before submitting your reservation request. Any charges incurred will be included in your reservation confirmation.
  - vii. Check that you read and agree to the terms and conditions, then click "Create Reservation" to submit your request.

**PLEASE NOTE:** 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.

- 10. You may view your upcoming, past, and cancelled reservations by clicking on the 'My Events' tab on the left side of the page. To review the reservation details for a particular event, click on the reservation event name. From this page, the following can be done:
  - a. Cancel Reservation – under Reservation Tasks near the top, right side of the page.
  - b. Cancel Booking – listed above the single or series of dates requested for particular reservation.
  - c. Add Booking to Current Reservation – click 'New Booking' (across from Cancel Bookings, mid-page, right side).
- 11. From the left side of the page, you can also browse Events, Locations, and People/Groups. Filters are available to narrow down your search.