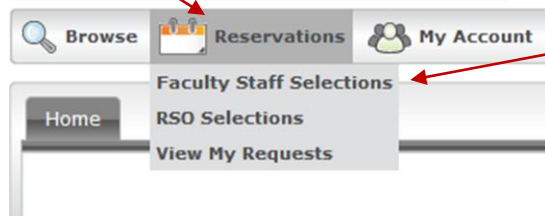## HOW TO SCHEDULE AN EVENT USING VIRTUAL EMS WEB TOOL.

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 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.

My Account

Login

User Id:*
tomjones4

Password:*
••••••••

Login

Browse   Reservations   My Account

Faculty Staff Selections
Home   RSO Selections
View My Requests

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]

When and Where

Date:*
6/27/2012 Wed   Recurrence
Start Time:*   End Time:*
2:00 PM   3:00 PM

Facilities:
University Center

Time zone:*
Central Time

Setup Information

Attendance:*
0

Setup Type:*

Find Space

Buildings
☐ Administration Building
☐ Alumni Center
☐ Communication and Fine Arts Building
☐ Fogelman College of Bus & Econ Classroom Building
☐ Ned R. McWherter Library

Magnifying glass can pull up several BUILDINGS to check for Multiple.

Availability Filters

Room Type:
(all)
Floor:
(all)
Features:
☐ Access - Hallway

Setup Type:*

Board Room
Chevron Classroom
Chevron Theater
Classroom
Existing Set
Hollow Square
Reception Set
Rounds of 10

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.

1

e. **RECURRENCE:** In the event you want to

When and Where

Date:*
6/1/2012 Fri   Recurrence
Start Time:*   End Time:*
3:00 PM   4:00 PM

Time
Start Time:*   End Time:*
3:00 PM   4:00 PM

Recurrence Pattern
Daily   Weekly   Monthly   Random

○ Day 1 of every 1 month(s)
◉ The First ▾ Wed ▾ of every 1 month(s)

Range of Recurrence
Start Date: 7/11/2012 Wed
◉ End after: 6 occurrences
○ End by: 6/1/2012 Fri

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.

No rooms currently selected

List   Grid

◄ ► **Thursday, June 21, 2012 Central Time**   ◄ ► 12 Hour

Room	
University Center (CT)	
UC Memphis B (340B)	
UC Memphis Room (340)	
UC Iris Room (338)	35
UC Memphis A (340A)	50
UC Senate Chamber (261	52
UC Shelby Room (342)	36
UC Poplar Room (308)	35
UC River Room (300)	120
UC Fountain View Round (	35
UC Ballroom ABC (320AB(	500
UC Ballroom B (320B)	105
UC Ballroom A (320A)	105
UC Ballroom AB (320AB)	200
UC Beale Room	

Click to see "Location Details" such as "Setup Types" and "Room Detail Notes" = how to get access to the room.

Indicates room is not free during this time.

Click green to select room

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.

DATE	HOLIDAYS	START ▲	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
6/1/2012 Fri		3:00 PM	4:00 PM	UC - Iris Room (UC 338)	Request	25	
6/1/2012 Fri		3:00 PM	4:00 PM	UC - RM 212 - Conference Room	Request	25	
6/1/2012 Fri		3:00 PM	4:00 PM	UC - University Center (343)	Request	25	

List   Grid

◄► Friday, June 01, 2012 Central Time   ◄► 12 Hours

Click red to remove selection.

Room	Cap	...	4	5	6
University Center (CT)					
RM 216 - Conference F	6				
RM 220 - Conference F	6				
RM 208 - Conference F	15				

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.

Event Type:*
Meeting-Private
- Banner/Marketing
- Banquet/Meal
- Competition-Academic
- Competition-Athletic
- Conference
- Exhibition
- Film/Movie
- Info Table
- Lecture
- Meeting
- Meeting-Private

Item Lookup

Clients you can book for
You currently do not have any Clients for which you can book

Client name starts with:
uofm alum

Top 2 matching Clients

ADD	CLIENT NAME	CLIENT TYPE
+	UofM Alumni Association	U of M
+	UofM Alumni Association - Foundation	U of M

Done

Client:*

Conference Planning & Operations
UofM Residence Life

☑ I have read and agree to the terms and conditions View

Submit Reservation

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.

Reservation **View My Requests** nformation   Back to My Requests

Reservation Id   12404   Add Booking
Event Name   manning 420 gp   Cancel Bookings
Event Type   Meeting   Cancel All Bookings
Client Name   UofM Conference   View Reservation Summary
1st Contact Name   Courtney Shelton   Add booking to personal calendar
Phone   6785602   Booking Tools
2nd Contact Name
Phone

All   **Current**   Historical

ACTIONS SERVICES DATE ▲ T   STATUS   SETUP
❌ ✎   ➕   6/26/2012 Tue 1:0   - 420 Web Confirmed Academic Setup (10)

"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.

Current   Historical

Reservation Id: [   ]   Event Name: [   ]   Quick Search   ☐ Show Cancelled

Reservations

ID   NAME   CLIENT   FIRST BOOKING ▲ LAST BOOKING STATUS   LOCATION HAS SERVICES
26833 amh   Conference Planning & Operations 6/1/2012 Fri   6/6/2012 Wed Web Request Multiple Yes
26834 Test event UofM Residence Life   6/1/2012 Fri   6/1/2012 Fri Web Request Multiple Yes

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.

	Current	Historical						

Reservation Id: [ ] Event Name: [ ] Quick Search ☐ Show Cancelled

Reservations

ID	NAME	CLIENT	FIRST BOOKING ▲	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
11583	staff meeting	UofM Conference Planning & Operations	6/20/2012 Wed	6/26/2012 Tue	Web Request	Multiple	No
8145	Test EVENT	UofM Conference Planning & Operations	6/21/2012 Thu	6/21/2012 Thu	Web Confirmed	University Center - UC Theatre (145)	No

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.

EVENT

START TIME ▲	END TIME	TITLE	LOCATION	CLIENT NAME
6/25/2012 Mon				
12:05 AM CT	11:55 PM	2012 GOVERNOR'S SCHOOL ACTIVITIES	Mitchell Hall - 425	UofM Governor's School for International Studies
7:00 AM CT	5:00 PM	New Student Orientation Day 1	Michael D. Rose Theatre - 110	UofM Recruitment and Orientation Services
8:00 AM CT	11:00 PM	BLOCK	Psychology Building - 204	UofM Dpt of Psychology
10:30 AM CT	11:59 PM	GOVERNOR'S SCHOOL 2012 ACTIVITY	Mitchell Hall - 200	UofM Governor's School for International Studies

FACILITIES

Setup types by Room

ROOM	SETUP TYPE ▲	MIN CAPACITY	CAPACITY
Music Building - 003A			
	Academic Setup*	0	5
Music Building - 006			
	Academic Setup*	0	150
Music Building - 008			

SPACE

LOCATE GROUP

Client Name: Finance [Locate]

Clients matching your search

CLIENT NAME	CLIENT TYPE	CITY
State of Tennessee Bond Finance Office	Government	Nashville
UofM Division of Business and Finance	U of M	Memphis
UofM Dpt. of Finance (FCBE)	(none)	
UofM Finance Office (B&F)	U of M	Memphis

14. **LOGOUT**: when done. Please log out of the session. My Account/Logout.

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.