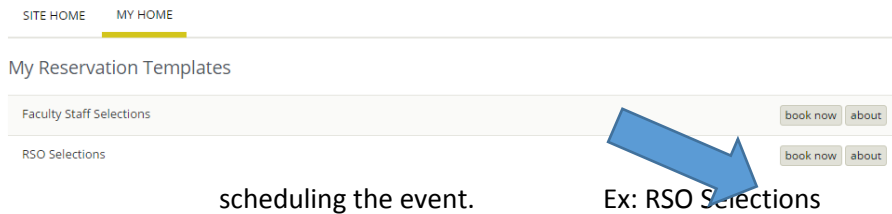
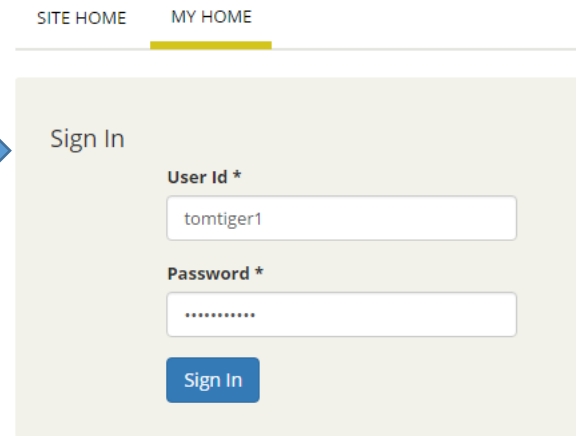


HOW TO SCHEDULE AN EVENT USING THE VIRTUAL EMS WEB TOOL

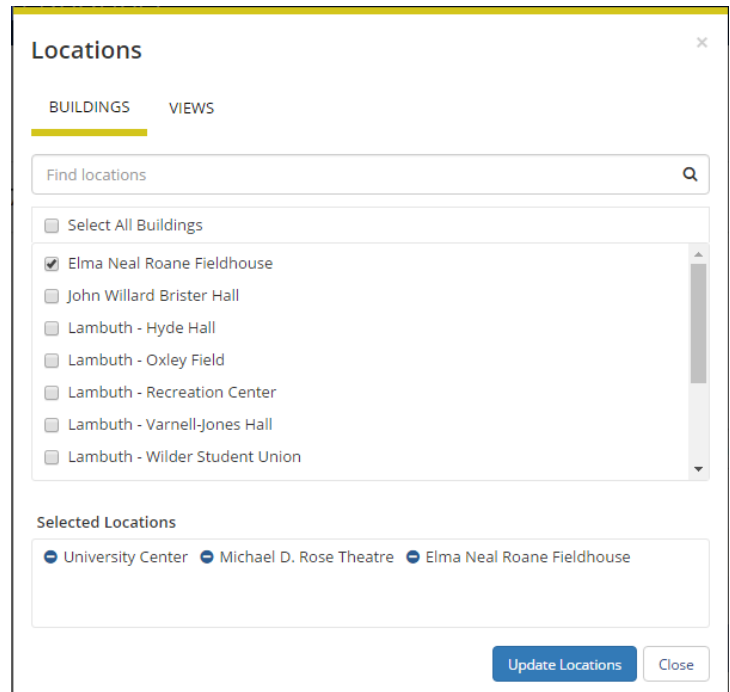
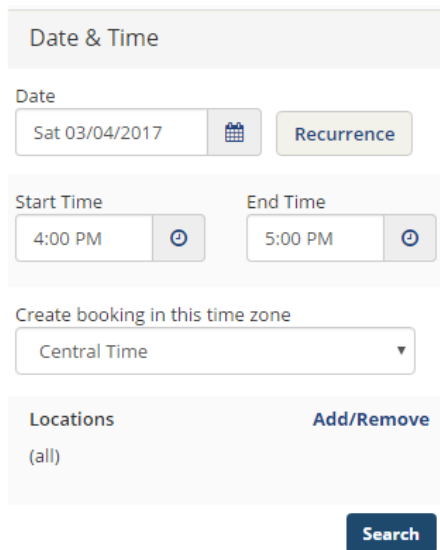
Virtual EMS (vEMS) is used to request event space at the University of Memphis by internal clients. It is accessible to all Faculty, Staff, and student members of designated Registered Student Organizations (RSOs). For more information, please contact scheduling@memphis.edu or call the Scheduling Office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



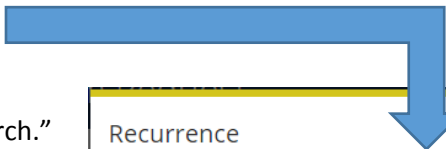
scheduling the event. Ex: RSO Selections

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






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.”




Date & Time

Date
Wed 03/15/2017  **Recurrence**


Start Time 12:30 PM  **End Time** 2:00 PM 


Recurrence  

Repeats 



Every week(s)


On

Start Date 

End Date  (9 occurrences)

End after occurrence(s)

Start Time  End Time 

Create booking in this time zone
 

- 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 Recurrence

Start Time: 12:30 PM End Time: 2:00 PM

Create booking in this time zone: Central Time

Locations: University Center Add/Remove Search

Let Me Search For A Room

Floors: (all) Add/Remove

Setup Types: Classroom Add/Remove

Room Types: (all) Add/Remove

Features: (none) Add/Remove

Number of People: 30 Search

I Know What Room I Want

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

7 AM 8 9 10 11 12 PM 1 2 3 4

Rooms You Can Request

Room	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		<input type="checkbox"/>
+ UC Bluff Room (304)	6/9	University Center	3rd Floor	CT	216		<input type="checkbox"/>
+ UC Memphis Room (340)	7/9	University Center	3rd Floor	CT	216		<input type="checkbox"/>
+ UC Fountain View Round (350)	7/9	University Center	3rd Floor	CT	100		<input type="checkbox"/>
+ UC Poplar Room (308)	6/9	University Center	3rd Floor	CT	60		<input type="checkbox"/>
+ UC Ballroom A (320A)	1/9	University Center	3rd Floor	CT	250		<input type="checkbox"/>

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

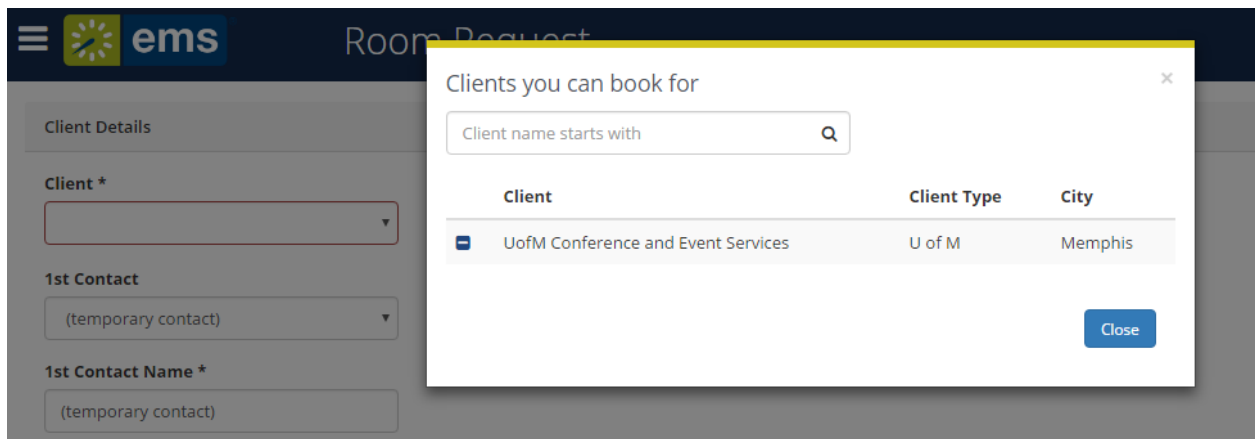
Audio Visual-RTH

- Laptops/Desktop PC ^
- Projectors ^

Audio Visual-UC

- Laptops/Desktop PC ^
- Projectors ^
- Visual Aids ^

Set Up Notes



- 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
 - 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.