

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](#).

EMS events that you want students to attend can and should be publicized via the Law School Students Master Calendar. To view the calendar, click [here](#), and make sure that only the Law School Students Calendar is selected.

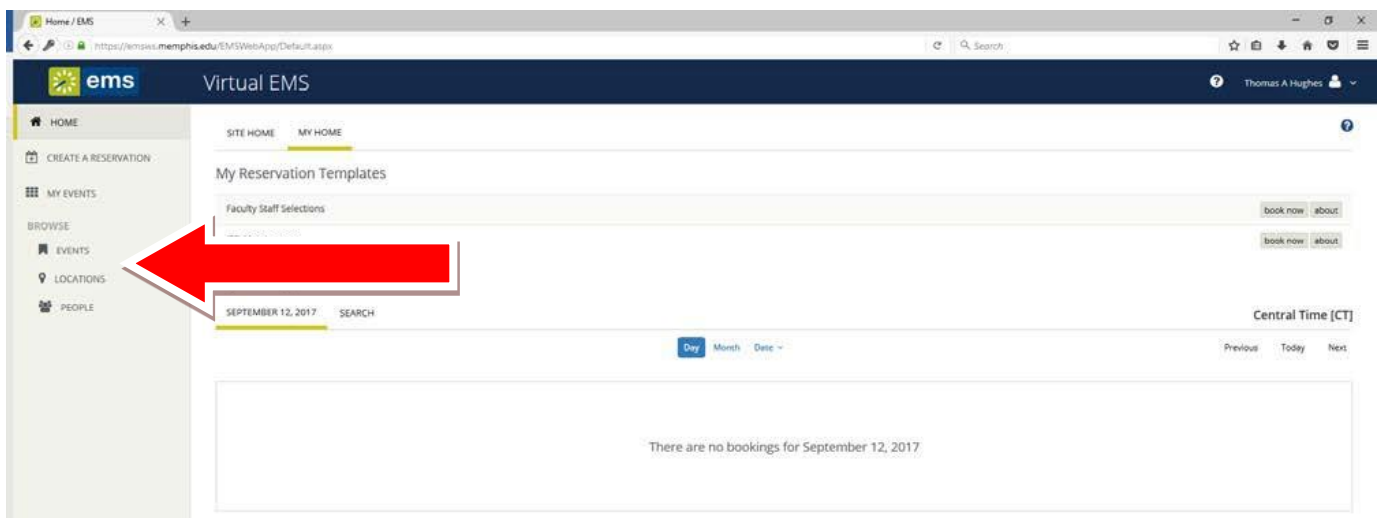
Logging In

Using your browser, go to <https://emsws.memphis.edu>, and enter your University of Memphis user ID and password on the login screen, and then click "Sign In".

Viewing the Calendar for Event Planning

1. 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.
2. 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.
3. 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 School of Law by internal clients. It is accessible to all Memphis Law faculty, staff, and students.

1. Navigate to <https://emsws.memphis.edu>. **Note that vEMS is not compatible with Mozilla/Firefox.** Under the My Home tab, sign in with your Memphis username and password.
2. Click **Book Now** next to Law Students.
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." "Downton Law School Building" should appear as your selected location.

The screenshot displays the Virtual EMS web tool interface. On the left, the 'Date & Time' section includes a 'Date' field with a calendar icon, a 'Recurrence' button, 'Start Time' (4:00 PM) and 'End Time' (5:00 PM) fields with clock icons, and a 'Create booking in this time zone' dropdown set to 'Central Time'. Below this is a 'Locations' section with an 'Add/Remove' button and a 'Search' button. On the right, the 'Locations' panel shows a search bar, a list of buildings with checkboxes, and a 'Selected Locations' section. A red arrow points to the 'Downtown Law School Building' option in the list, which is currently checked. The 'Selected Locations' section shows 'Downtown Law School Building' with a blue plus sign. Buttons for 'Update Locations' and 'Close' are at the bottom right.

- 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.

Date & Time

Date: Thu 09/14/2017 Recurrence

Start Time: 2:30 PM End Time: 3:30 PM

Create booking in this time zone: Central Time

Locations: Downtown Law School Building Add/Remove Search

Let Me Search For A Room

Floors: (all) Add/Remove

Setup Types: (no preference) Add/Remove

Room Types: (all) Add/Remove

Features: (none) Add/Remove

Number of People: 1 Search

I Know What Room I Want

Selected Rooms Attendance & Setup Type

Room 338 - Seminar Room Room 206 - Seminar Room

Room Search Results

LIST **SCHEDULE**

☐ Favorite Rooms only.

Rooms You Can Request	Cap	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5
Downtown Law School ...	Cap																
+ 4th Floor Gordon ...	100																
+ Room 006 Semina...	14																
+ Room 104 - Librar...	12																
+ Room 127 - Mediu...	48																
+ Room 136 - Wade ...	259																
+ Room 204 - Librar...	12																
Room 206 - Semin...	12																
+ Room 226	110																
+ Room 230 - Board...	40																
+ Room 231 - Small ...	12																
+ Room 233- Small ...	24																
+ Room 244 - Large ...	110																
+ Room 310- Small ...	44																
+ Room 325 - Large ...	92																

- e. After you select the plus sign, a popup box will appear asking you for information about the number of attendees and the set-up type. Each room has different options for Setup Type, but you should always pick “Existing Set.” Click “Add Room” to move to the next step.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

1

Setup Type *

Academic Setup

Add Room Cancel

- i. If you need a different setup, you should still select “Existing Set” and then contact Ann Onidas (aonidas1@memphis.edu) if you need a work order to move furniture. (Hint: you need a work order if the room needs to be rearranged at all).
- 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.
 - Once you have your selected room(s), click “Next Step” toward the top of the page to continue.
 - The next step includes adding services to your room reservation request. Do not add any services to this section of the reservation.
 - 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.

7. 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
 - i. Use a name that will be descriptive for your event so that people looking at the calendar will know what the event is.

- b. **Select “Law School Student Activities” as the Event Type**

The screenshot shows the 'Room Request' form in the EMS system. The 'Event Details' section is active, and the 'Event Type' dropdown menu is open, displaying a list of options. The option 'Law School Student Activities' is highlighted in blue. Other visible options include Banner/Marketing, Banquet/Meal, Competition-Academic, Competition-Athletic, Conference, Exhibition, Film/Movie, Info Table, Lecture, Meeting, Meeting-Private, and Non-Academic Class. The form also includes fields for Event Name, Client, Test Contact, and Additional Information.

- c. **Select your student organization name as the Client Type.**

- i. You can do this by searching “UofM La” (leave off the w, or the results will not display) to see the list of available law school client types.
- ii. If your student organization is not listed, it means you have not completed the RSO registration process in TigerZone. This is required. You must complete the full process including designating (and having your invitation accepted) for your advisor and scheduler. You can find information about registration [here](#).

- d. **To display your event on the Law School Students Calendar,**

You must select **YES** under the option to publish to the Master Calendar under “Additional Information.”

ems Room Request

Additional Information

Do you have any VIPs attending your meeting or event? *

Choose one

Please describe your event below *

Please indicate whether this event is to be posted to the Master Calendar. *

Yes

Choose one

No

Yes

Choose one

Will there be anyone under the age of 18 attending the event? *

Choose one

Will you be charging admission/registration for your event? *

Choose one

Will you submit a form requesting permission for alcohol to be served at this event? *

Choose one

e. To not display your event on the Law School Students Calendar

Select **NO under the option to publish to the Master Calendar under “Additional Information.”**

ems Room Request

Additional Information

Do you have any VIPs attending your meeting or event? *

Choose one

Please describe your event below *

Please indicate whether this event is to be posted to the Master Calendar. *

Choose one

Choose one

No

Yes

Choose one

Will there be anyone under the age of 18 attending the event? *

Choose one

Will you be charging admission/registration for your event? *

Choose one

Will you submit a form requesting permission for alcohol to be served at this event? *

Choose one

- f. Client Details: **All law school student organizations will begin with “UofM Law.”** In the search box, type “UofM Law”. The system will begin to auto-filter results as you type. The name of your student organization should appear on the list, and you should select that as your Client. 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.
- If you do not see your name listed from the contact dropdown, please contact the Scheduling Office at (901) 678-2042, to be added to the Client list.
 - Whoever 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.

- g. 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 Schaffzin's Assistant, needs to be notified immediately.**
 - iii. Posting your event to the Master Calendar will be included on the Law School Student Activities Calendar and on the RSS feeds around the building.
- 8. Submitting your request: After submitting your request, you will receive an email notification of your reservation request. **This is not a confirmation**. Once your booking is approved, you will receive a reservation confirmation email from Ann Onidas.
- 9. **After you receive your confirmation, please check the [Law School Students Calendar](#) to ensure that your event is displayed (or not displayed) depending on your preference.**
 - a. To view the calendar, unselect all calendars so that only the Law School Students Calendar is selected to see your event