

# SCHEDULING AN EVENT USING VIRTUAL EMS (VEMS)

The VEMS system is used by faculty, staff, and students to request an event space at the Rudi E. Scheidt School of Music.

## 1. LOG-IN:

- Go to <http://vems.memphis.edu> and sign in using your Memphis username and password. (VEMS is not compatible with Mozilla/Firefox.) Click “Book Now” to begin booking.

## 2. STARTING THE RESERVATION:

- Insert the “Date, Start & End Time, and Locations.” (Music Building or Communication and Fine Arts Building)
- To search or select a room use the “Let Me Search For A Room” options or the “I Know What Room I Want” section by typing the room name. (G6/MU 006 and G8/MU 008)

The screenshot displays the VEMS Room Request interface. At the top, the EMS logo and 'Room Request' title are visible. A notification indicates '1 Room' is selected. The main section is titled 'New Booking for Thu Sep 17, 2020'. It is divided into two columns: 'Date & Time' and 'Selected Rooms'. The 'Date & Time' column includes fields for Date (Thu 09/17/2020), Start Time (10:30 AM), End Time (8:00 PM), and a time zone dropdown (Central Time). Below these are sections for 'Locations (all)', 'Setup Types (no preference)', 'Room Types (all)', and 'Features (none)', each with an 'Add/Remove' link. A 'Number of People' dropdown is set to 1. A 'Search' button is located at the bottom of this column. The 'Selected Rooms' column is currently empty, with the text 'Your selected Rooms will' and 'Room Search Results' visible. At the bottom of the interface, there are two navigation options: 'Let Me Search For A Room' (selected) and 'I Know What Room I Want'.

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## 3. SELECTING THE ROOM:

- The grid screen shown below will appear. White space indicates availability and blue space represents unavailable space for booking. To get more information on a room such as if it contains a piano, click the room name in blue.
- To select a location, click on the green plus sign to the left of the room. The room will appear in the “Selected Locations” area. Click on the red minus sign and it will remove the room.

The screenshot displays the VEMS interface for scheduling an event. The main heading is "New Booking for Mon Sep 21, 2020". The interface is divided into several sections:

- Date & Time:** Includes fields for Date (Mon 09/21/2020), Start Time (8:00 AM), and End Time (9:00 AM).
- Locations:** A list of locations with a search button.
- Room Search Results:** A grid view showing room availability for various rooms. The grid has columns for time slots (6, 7 AM, 8, 9, 10, 11, 12 PM, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11) and rows for different rooms. Blue blocks indicate unavailable time slots.
- Rooms You Can Reserve:** A list of rooms with their capacities and availability status. Rooms include CFA 105 (GP) with capacity 40, MU 101 (GP) with capacity 25, MU 103 (GP) with capacity 25, MU 107 (GP) with capacity 25, and MU 109 (GP) with capacity 25.
- Rooms You Can Request:** A list of rooms with their capacities and availability status. Rooms include CFA 103 (DC) with capacity 15, MU 006 (DC) with capacity 150, MU 008 (DC) with capacity 80, and MU 113 (DC) with capacity 49.

- VEMS will then ask for the number of attendees and setup type. Always select “Existing Set” for the setup type.

The dialog box titled "Attendance & Setup Type" prompts the user to enter the number of attendees and the desired setup type for the selected room. The "No. of Attendees" field is a spinner box set to 1. The "Setup Type" dropdown menu is set to "Existing Set". There are "Add Room" and "Cancel" buttons at the bottom right.

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## 4. ADDING EQUIPMENT NEEDS:

- Type any equipment needs in the “Set Up Box.” (ex. 5 chairs, 3 music stands, etc.)
- If requesting Harris and need a piano, specify YAMAHA or STEINWAY grand piano.
- If additional set-up is required before the event, large ensembles especially, please list in this box.



The screenshot shows the 'Room Request' interface in the VEMS system. The header includes the EMS logo and the title 'Room Request'. Below the header, there is a navigation bar with three tabs: '1 Rooms', '2 Services' (which is currently selected and highlighted with a green underline), and '3 Reservati'. Under the 'Services' tab, the section is titled 'Services For Your Reservation'. There are two main input areas: 'Set Up Notes' on the left, which contains a large text box, and 'Services Summary' on the right, which is currently empty.

## 5. RESERVATION DETAILS:

- Enter an “Event Name.”
- “Event Type” select either “Practice or Performance.” (Performances will automatically display on the School of

For Additional Information:

- Most common selection for VIP attending will be “None.”
- If VIP is not listed or there are multiple, select “Other/Multiple” and list them in event description.
- If you have any VIP guest planned, please notify the Scheduling Coordinator at [scheduling\\_music@memphis.edu](mailto:scheduling_music@memphis.edu)

## 6. SUBMITTING YOUR REQUEST:

- After submitting, you’ll receive an email notification. (This is not a confirmation.)
- Once your booking is approved, you’ll receive a confirmation email.