

# 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 green bar indicates "1 Room" selected. The main section is titled "New Booking for Thu Sep 17, 2020". It includes fields for "Date & Time" (Date: Thu 09/17/2020, Recurrence), "Start Time" (10:30 AM), "End Time" (8:00 PM), and "Create booking in this time zone" (Central Time). Below these are "Locations" (all) and "Add/Remove" links. A "Search" button is present. The interface also features a "Let Me Search For A Room" section with "Setup Types" (no preference), "Room Types" (all), and "Features" (none), each with an "Add/Remove" link. A "Number of People" field is set to 1. A "Search" button is at the bottom of this section. The "I Know What Room I Want" section is at the very bottom.

Date & Time	Selected Rooms
Date Thu 09/17/2020 Start Time 10:30 AM End Time 8:00 PM Create booking in this time zone Central Time Locations (all) Add/Remove Search	Your selected Rooms will Room Search Results Rooms matching your se

Let Me Search For A Room

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

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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.

**School of Music Students Selections**

**1 Rooms** | 2 Services | 3 Reservation Details

**New Booking for Mon Sep 21, 2020**

**Date & Time**

Date: Mon 09/21/2020 | Recurrence: [None]

Start Time: 8:00 AM | End Time: 9:00 AM

Create booking in this time zone: Central Time

**Locations** (all) | Add/Remove | Search

**Let Me Search For A Room**

Setup Types: Academic Setup | Add/Remove

Room Types: (all) | Add/Remove

Features: (none) | Add/Remove

Number of People: 1 | Search

**I Know What Room I Want**

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

LIST | **SCHEDULE**

☐ Favorite Rooms only.

Find A Room | Search

**Rooms You Can Reserve**

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Communication and Fin...	Cap																	
CFA 105 (GP)	40																	
Music Building (CT)	Cap																	
MU 101 (GP)	25																	
MU 103 (GP)	25																	
MU 107 (GP)	25																	
MU 109 (GP)	25																	

**Rooms You Can Request**

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Communication and Fin...	Cap																	
CFA 103 (DQ)	15																	
Music Building (CT)	Cap																	
MU 006 (DQ)	150																	
MU 008 (DQ)	80																	
MU 113 (DQ)	49																	

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

**Attendance & Setup Type**

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

**No. of Attendees \***

1

**Setup Type \***

Existing Set

Add Room Cancel

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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.
- Student ensembles booking rehearsals in any space must provide their own folding stands.

The screenshot shows the 'Room Request' form in the VEMS system. The header includes the EMS logo and the title 'Room Request'. Below the header, there's a section for 'School of Music Students Selections' with a sub-header '1 Rooms' and '2 Services' (which is highlighted). The main section is titled 'Services For Your Reservation'. It contains a 'Set Up Notes' text area and a 'Services Summary' button.

## 5. RESERVATION DETAILS:

- Enter an “Event Name.”
- “Event Type” select either “Practice or Performance.” (Performances will automatically display on the School of Music Calendar.)
- “Client Name” search and select “UofM School of Music.”
- “1st Contact” select “(temporary contact)” and add your name, phone, and email.
- “2nd Contact” select “Music Building Manager 1.”

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.

The screenshot shows the 'Event Details' form in the VEMS system. It contains several sections: 'Event Details' with 'Event Name \*' (String Quartet Rehearsal) and 'Event Type \*' (Practice); 'Client Details' with 'Client \*' (UofM School of Music); '1st Contact' with '1st Contact' (temporary contact), '1st Contact Name \*' (Student Name), '1st Contact Phone \*' (999-999-9999), and '1st Contact Email Address \*' (studentemail@memphis.edu); '2nd Contact' with '2nd Contact' (Music Building Manager1), '2nd Contact Phone' ((901) 678-2557), and '2nd Contact Email Address' (musicbuildingmanager1@memphis.edu); and 'Additional Information' with 'Do you have any VIPs attending your meeting or event? \*' (None), 'Have you read the policy regarding music facilities sanitation and safety information? This is a requirement to use practice rooms and other spaces in Harris and CFA. \*' (Yes), and 'Have you read the policy regarding student spaces? This is a requirement to use practice room'.