

HOW TO SCHEDULE AN EVENT USING THE VIRTUAL EMS WEB TOOL

(Faculty and Staff Instructions)

Virtual EMS (VEMS) is used to request event space at the University of Memphis Rudi E. Scheidt School of Music by internal clients. It is accessible to all School of Music faculty, staff, and students.

1. Navigate to <http://vems.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**.
3. Start with the “Date and Time” section:
 - a. Under “Date,” click the calendar to select a single date for your event. Next, enter the event start and end time. **Buffers have been inserted for proper room airing so do not add those to your event time.**
 - b. Next to “Locations,” click Add/Remove and select “Music Building” or “Communication and Fine Arts Building” depending on your chosen location.

New Booking for Wed Aug 12, 2020 Next Step

Date & Time

Date: Wed 08/12/2020 Calendar Recurrence

Start Time: 9:30 AM Clock End Time: 8:00 PM Clock

Create booking in this time zone: Central Time

Locations: (all) Add/Remove

Search

☒ Let Me Search For A Room ☐ I Know What Room I Want

Room Name:

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

- 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 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. (G6 and G8 are MU 006 and MU 008 respectively)

- 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 set-up attendance requirements by clicking the blue plus (+) sign.

Start Time: 1:00 PM | End Time: 2:00 PM

Create booking in this time zone: Central Time

Locations: Music Building | Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name:

LIST | SCHEDULE

Favorite Rooms ...

Find A Room | Search

Rooms You Can Reserve	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8
Music Building (CT)															
+ MU 101 (GP)	25														
+ MU 102 (GP)	18														
+ MU 103 (GP)	25														
+ MU 107 (GP)	25														
+ MU 109 (GP)	25														
+ MU 228	1														
+ MU 230	1														
+ MU 232	1														

- 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.
- Note: If you need a different set-up you should still select existing set and then contact Marcie Richardson (mrchrds2@memphis.edu) for help.**
- Your choice(s) will move to the Selected Rooms portion toward the top of the page. If you need to remove the room, simply click the minus sign (-).
 - 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. **Type a listing any equipment you will need in the "Set up Notes Box"** (e.g. 5 chairs, 3 music stands, 2 platforms, 1 microphone, projection screen, etc.) If you are requesting Harris and need a piano, specify YAMAHA or STEINWAY grand piano. **Also if additional set-up time is required before the event, large ensembles especially, please list in this box.** Be sure to save contents of Set Up Notes box before going on.
 - The third and final step in the reservation process is the "Reservation Details." Fill in each field as necessary.
 - Event Name: Enter a name for your event. Be as clear as possible (e.g. String Quartet Rehearsal, Wind Ensemble Sectional, Recital Rehearsal, etc.)
 - Faculty/Staff select appropriate type – Practice, Meeting, Performance, etc.

- c. **All events designated “Performance” will automatically appear on the School of Music Events Calendar. This option should be used for Performances, Recitals, Masterclasses, Webinars or Lectures open to the public.**
 - d. Additional Information:
 - i. The most common selection under VIPS attending will be “None,” If you have a VIP attending who 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 planned, Marcie Richardson (mrchrds2@memphis.edu) should be notified immediately.**
8. Submitting your request: After submitting your request for a departmentally controlled (DC) space, 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 Marcie Richardson.