

HOW TO SCHEDULE AN EVENT USING THE VIRTUAL EMS WEB TOOL

(Student Platform)

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.** 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 using drop down menu for each**. **Automatic buffers will insert for air clearance so don’t add extra time for that.** Doublecheck that AM and PM settings are correct for both.
 - b. Next to “Locations,” click Add/Remove and select “Music Building” or “Communication and Fine Arts Building” depending on your chosen location.

The screenshot shows the 'New Booking for Wed Aug 12, 2020' page. It is divided into two main sections: 'Date & Time' and 'Selected Rooms'. The 'Date & Time' section includes a date picker set to 'Wed 08/12/2020', a 'Recurrence' button, and time pickers for 'Start Time' (9:30 AM) and 'End Time' (8:00 PM). Below these is a 'Create booking in this time zone' dropdown set to 'Central Time'. The 'Locations' section has a dropdown menu currently showing '(all)', an 'Add/Remove' button, and a 'Search' button. At the bottom, there are two radio button options: 'Let Me Search For A Room' (selected) and 'I Know What Room I Want'. Below the second option is a 'Room Name' search input field with a magnifying glass icon. A 'Next Step' button is located in the top right corner.

- 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 such as if it contains a piano, click on the room name in

blue lettering. Select the room(s) that meets your set-up attendance requirements by clicking the plus (+) sign.

The screenshot shows a web interface for room reservations. On the left, there are filters for Start Time (1:00 PM), End Time (2:00 PM), and a dropdown for 'Create booking in this time zone' set to 'Central Time'. Below these are 'Locations' (Music Building) and a 'Search' button. Two blue buttons are visible: 'Let Me Search For A Room' and 'I Know What Room I Want'. A search bar for 'Room Name' is at the bottom left. The main area is titled 'LIST SCHEDULE' with a 'Favorite Rooms ...' checkbox. A calendar grid shows time slots from 7 AM to 8 PM. Below the calendar is a table titled 'Rooms You Can Reserve'.

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8
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.

4. 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 (-).
5. Once you have your selected room(s) click "Next Step" toward the top of the page to continue.
6. 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. Note: Student Ensembles booking rehearsals or practice in any space must provide their own folding stands. Be sure to save contents of Set Up Notes before going on.
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. Be as clear as possible (e.g. String Quartet Rehearsal, Wind Ensemble Sectional, Recital Rehearsal, etc.)
 - b. **Students select either practice or performance (for recitals only) as the Event Type. All events designated "performance" will display on the School of Music Calendar automatically. This option should be used for Recitals and Livestreams of Masterclasses or Webinars open to the public.**
 - c. Client Details: Students should all select UofM School of Music for client name.

- d. You will **NOT** see your name in the drop down for contact name. Choose “Temporary Contact” for First Contact and enter your name, email, and phone where indicated.
 - e. **All School of Music Reservations MUST list “Music Building Manager 1” for the Second Contact. Do NOT leave this are blank!**
 - f. 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.