

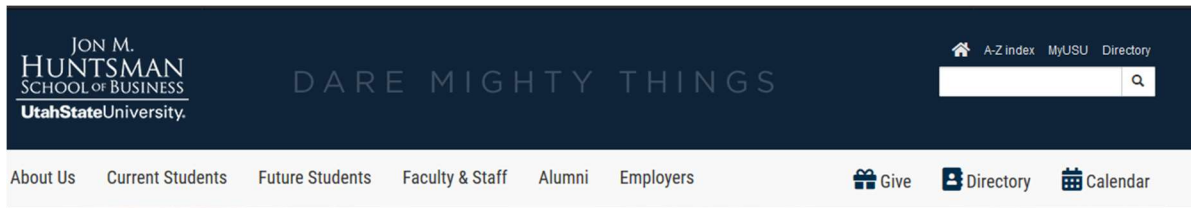
Virtual Event Management System (VEMS) Room Scheduling Guide

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How to Request a reservation using EMS

1. Go to the website <http://huntsman.usu.edu/schedulers>. Click on the “Request a Reservation” button.



Internal Huntsman School Marketing Resources

- [Relative Resources](#)
- [Scheduling Guide](#)
- [Website Resources](#)
- [This Week @ Huntsman & Calendar](#)
- [Huntsman Swag](#)
- [Club Marketing Resources](#)
- [Social Media](#)
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Huntsman School Room/Space Schedulers

The Eccles Business Building and Huntsman Hall have a number of rooms/spaces available for use by students, faculty and staff. Select rooms are also available for USU Departments and the Public to rent.

Available Huntsman School Rooms/Spaces

Below is a list of the rooms available in each building, the room type, who can book them as well as rent them. The Virtual EMS (the online room scheduler) is only available for Huntsman School Students, Faculty and Staff with A numbers to utilize.

Eccles Business Building

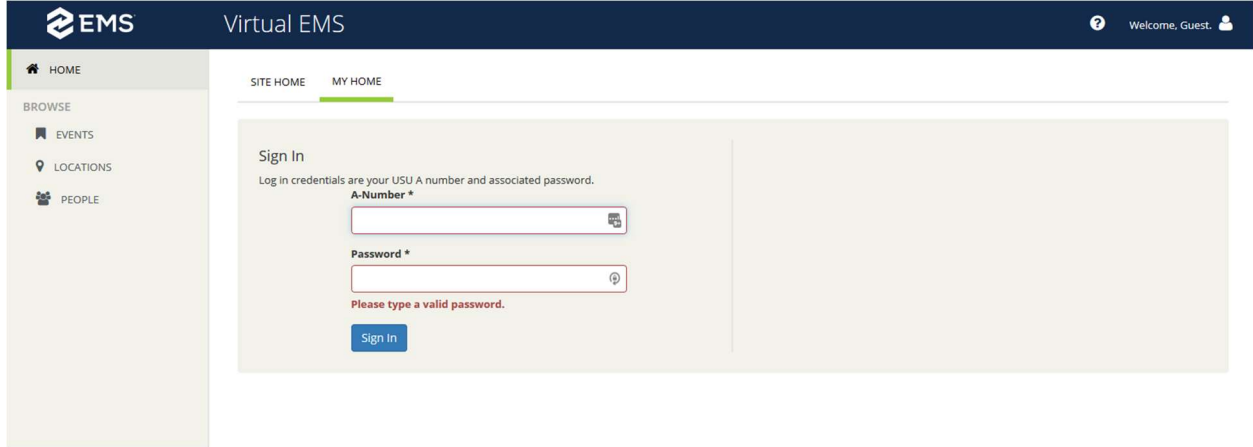
Room Name	Room Type	Virtual EMS Bookings	Rentable Space*
Business Building Lobby (2nd floor)	Lobby	Huntsman Employees & Students	No
Departmental Conference Rooms	Conference Room	Huntsman Employees	No

[Make a Virtual EMS Booking/Reservation](#)

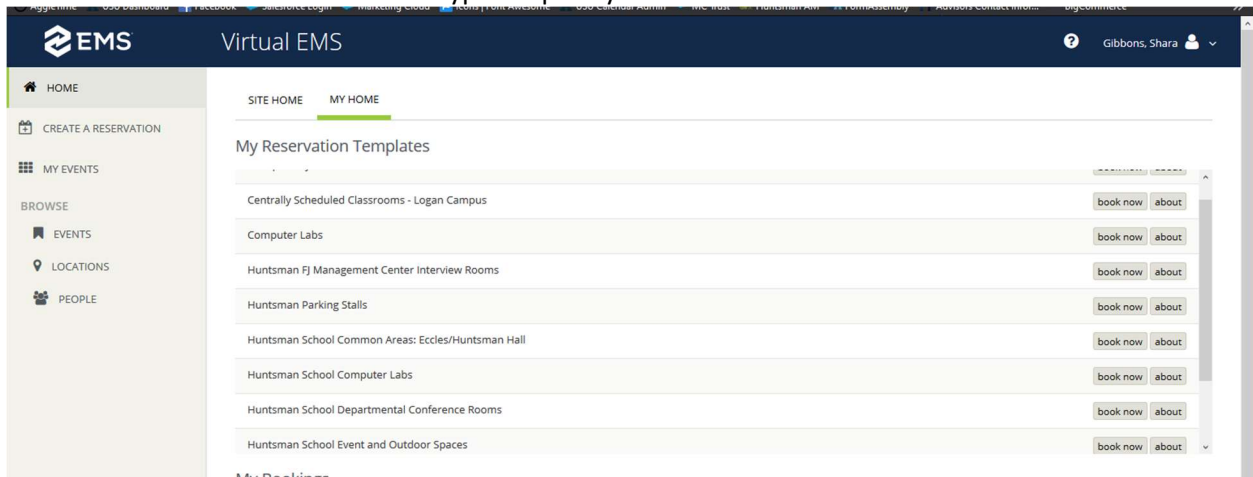
[View Virtual EMS User Guide](#)



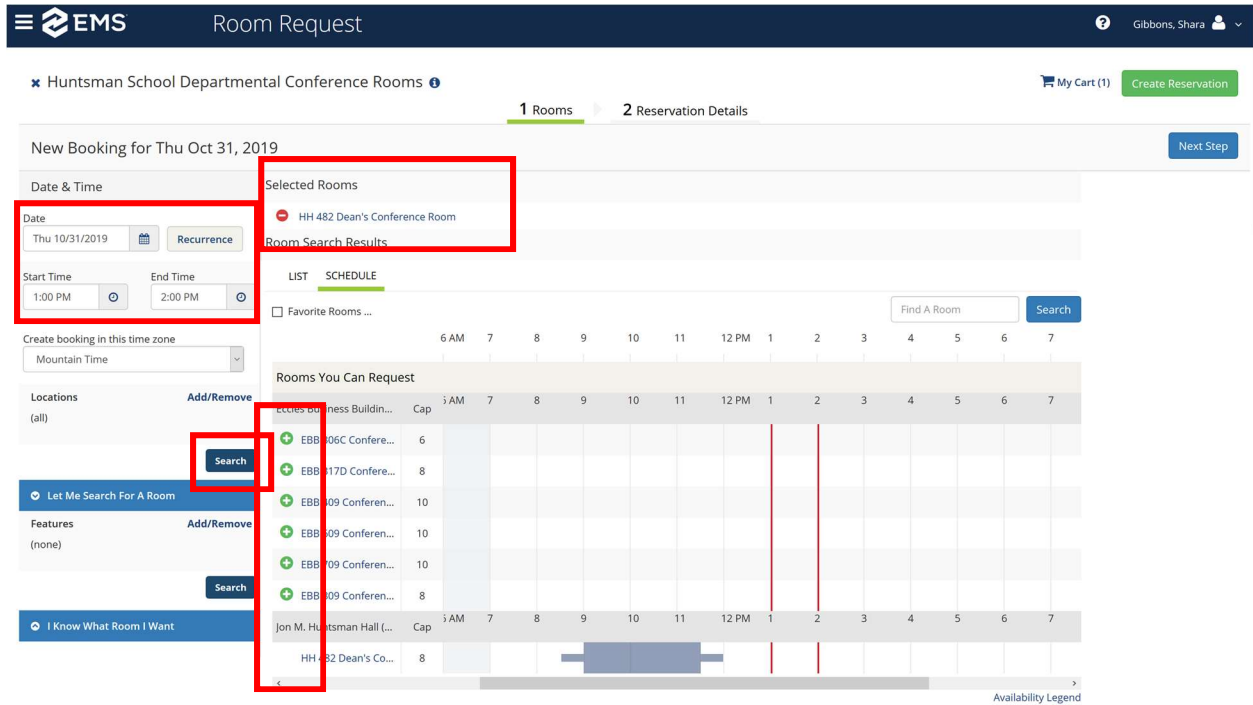
2. You'll then be directed to the home page for Virtual EMS, you should be on the "My Home" tab. Log In with your USU banner A# and password.



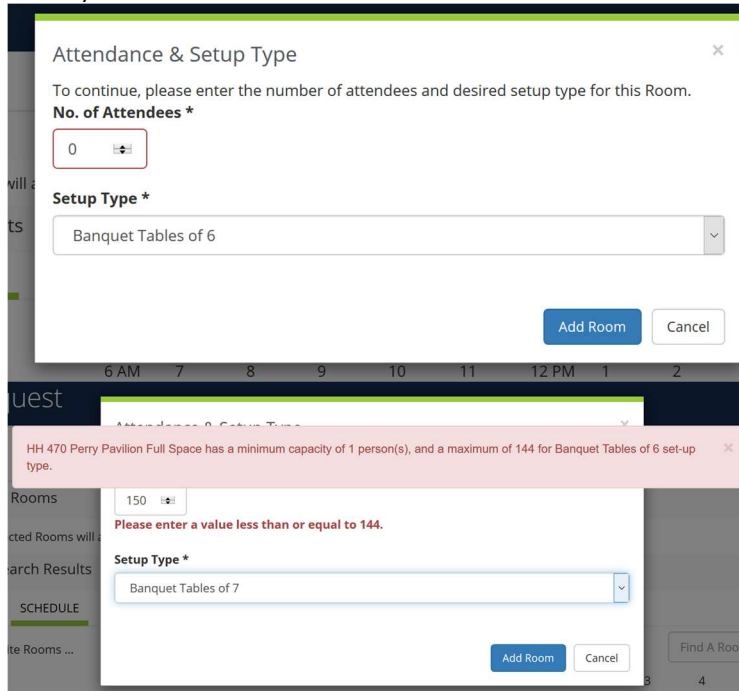
3. After login in, you'll be on the "My Reservation Templates" page. You'll see types of spaces you can request:
 - a. Group/Study Rooms
 - b. Centrally Scheduled Classrooms
 - c. Computer Labs
 - d. Huntsman School Spaces: study rooms, conference rooms, event spaces, common spaces, parking passes, etc.
4. Click on "book now" for the type of space you want to reserve.



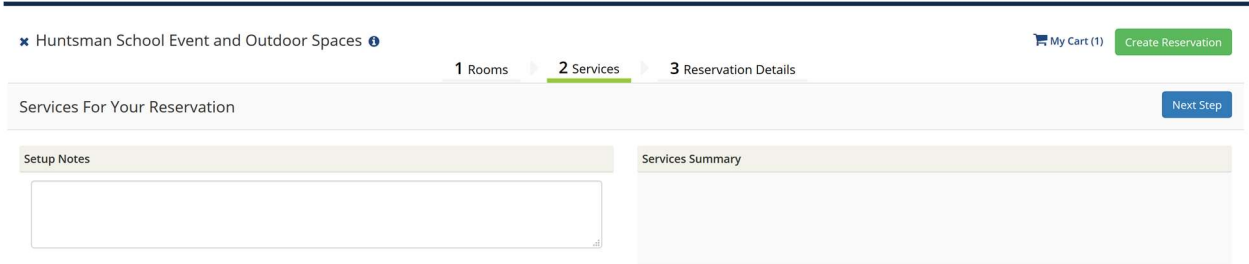
5. In the left panel, enter the date and time of the reservation and click on "Search". This will display rooms within the reservation template for the date you've entered. The time you provided will be represented by vertical red lines. Click on the "Green plus" for the space you want to request.
 - a. This will add the room to the top of the screen in the "Selected Rooms" section.



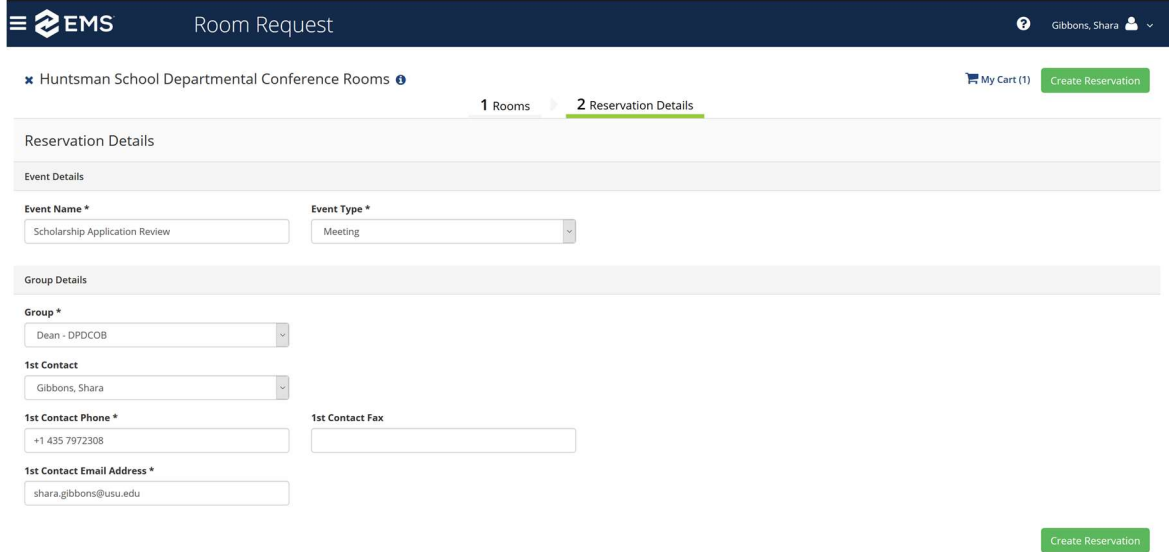
- b. For some spaces you'll be asked to enter "Attendance & Setup Type" to verify you are selecting the best location for your event. Enter the "No of Attendees" and then an associated "Setup Type." If the attendance/setup type combination cannot be accommodated in the space an error message will be shown (see second screenshot below).



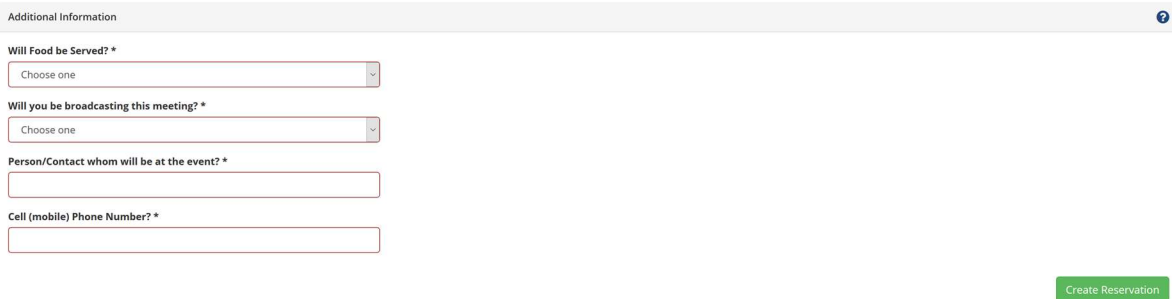
- 6. For some space you may be asked to provide "Services" information. This may include set up notes.



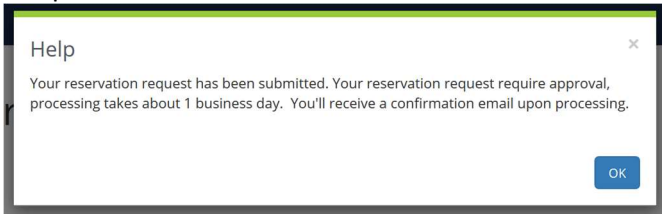
7. Click on “Next Step,” this will take you to the “Reservation Details” screen. Enter the details for the reservation. Then click on “Create Reservation”



- c. On some spaces you’ll be asked to provide additional information about the reservation, including a contact person who will be at the event as well as their cell phone number.



8. You’ll be shown a notification message that your reservation has been submitted. If the reservation requires approval (all spaces but Study Rooms), the reservation request will be processed within 24 business hours.



9. You’ll see a “Reservation Create” screen, where you can “Add to my calendar” or “Edit this reservation.”

- d. Add to my calendar allows you to add to an Outlook Calendar

- e. Edit the Reservation allows you to make change to the reservation or cancel the reservation.

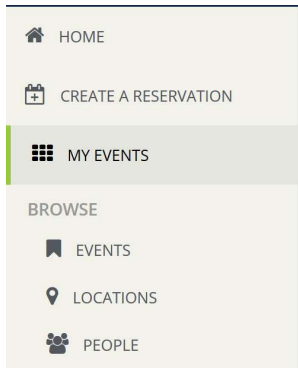


Cancelling or Editing a VEMS Room Reservation Request

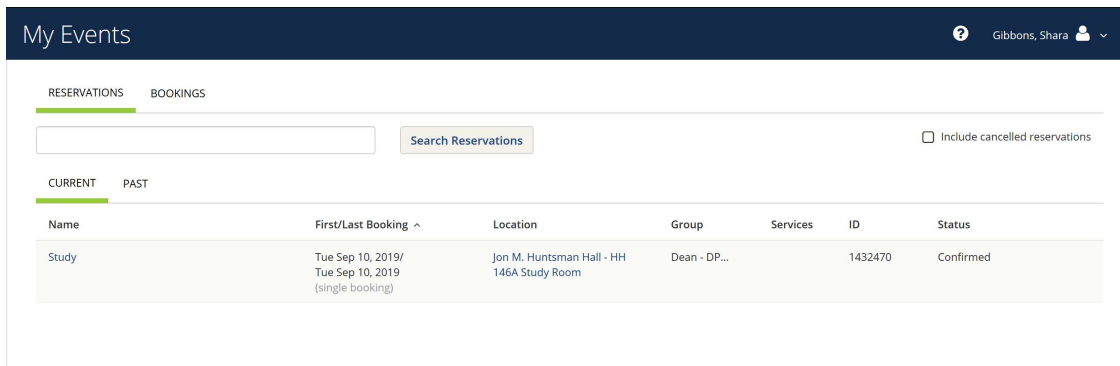
Note: the following process only works for reservation request that you’ve made at: <https://scheduling.usu.edu/emswebapp/>. If the reservation was made by someone else, or by the venue coordinator, they will have to cancel the booking.

Steps to complete to cancel or edit a Room Reservation Request

1. Go to <https://scheduling.usu.edu/emswebapp/>, and log in with your A number and password.
2. On the left of the screen click on “My Events”

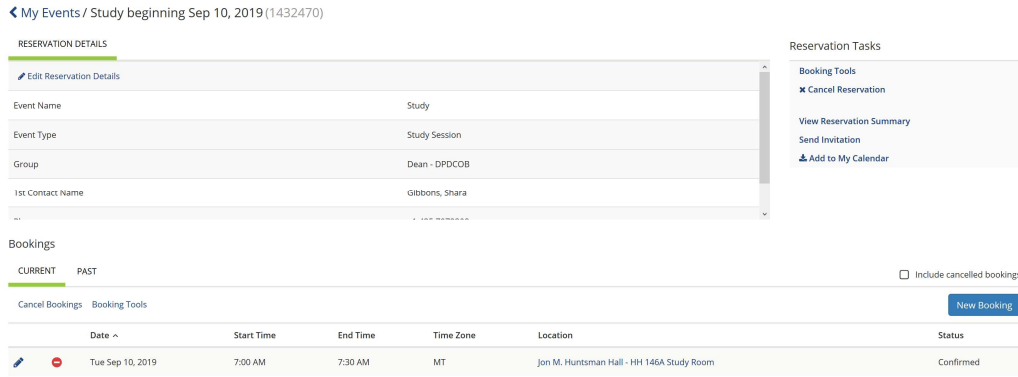


3. When the screen loads, you’ll see a list of your future Room Reservations



4. Click on the event name of the reservations you need to cancel or edit, this will open up details about the event

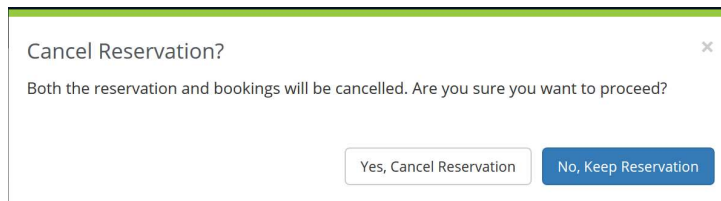
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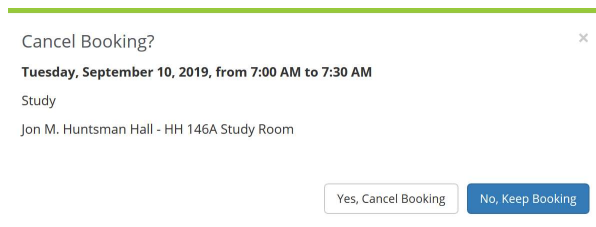
5. On this screen you can cancel or edit the reservation:

a. Cancel a Reservation:

- i. Click on the link “Cancel Reservation” in the right “Reservations Tasks” list
 1. A pop-up will be displayed asking you to confirm that the reservation and booking(s) will be deleted. Click on “Yes, Cancel Reservation” to cancel the reservation and bookings.



- ii. Click on the red icon (circle with a minus sign) in the booking section
 1. A pop-up will be displayed asking you to confirm that the booking should be deleted. Click on “Yes, Cancel Booking” to cancel the booking.



NOTE: when a reservation/booking has been cancelled, the booking detail status will be updated to show that it has been cancelled.



- b. Edit a Reservation: Click on the “Pencil icon” in the booking section – this will open the reservation details screen, where you can change details about the reservation (date, time, room, etc.)