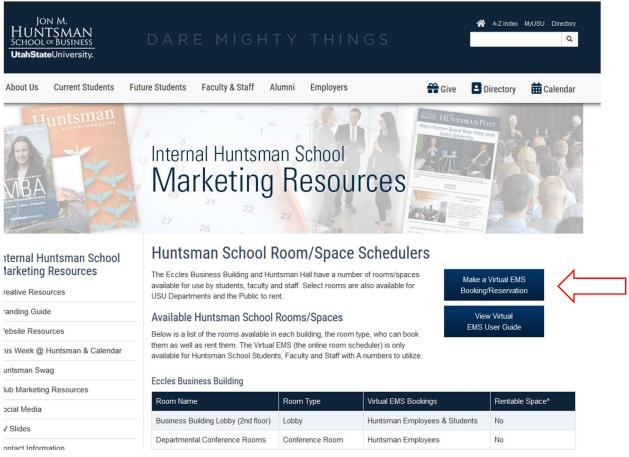
Virtual Event Management System (VEMS) Room Scheduling Guide

Contents

How to Request a reservations using EMS	1
Cancelling or Editing a VEMS Room Reservation Request	5
Steps to complete to cancel or edit a Room Reservation Request	5

How to Request a reservation using EMS

1. Go to the website http://huntsman.usu.edu/schedulers. Click on the "Request a Reservation" button.



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.

EMS	Virtual EMS	? Welcome, Guest. 🐣
🖀 НОМЕ	SITE HOME MY HOME	
BROWSE		
EVENTS		
	Sign In	
PEOPLE	Log in credentials are your USU A number and associated password. A-Number *	
	Password *	
	(P)	
	Please type a valid password.	
	Sign In	

- 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.

				<u> </u>
SITE HOME MY HOME				
My Reservation Templates				
	-			^
Centrally Scheduled Classrooms - Logan Campus	b	ook now	about	÷.
Computer Labs	b	ook now	about	
Huntsman FJ Management Center Interview Rooms	b	ook now	about	
Huntsman Parking Stalls	b	ook now	about	
Huntsman School Common Areas: Eccles/Huntsman Hall	b	ook now	about	
Huntsman School Computer Labs	b	ook now	about	
Huntsman School Departmental Conference Rooms	b	ook now	about	
Huntsman School Event and Outdoor Spaces	b	ook now	about	~
	Centrally Scheduled Classrooms - Logan Campus Computer Labs Huntsman FJ Management Center Interview Rooms Huntsman Parking Stalls Huntsman School Computer Labs Huntsman School Computer Labs	Centrally Scheduled Classrooms - Logan Campus D Computer Labs D Huntsman FJ Management Center Interview Rooms D Huntsman FJ Management Center Interview Rooms D Huntsman FJ Management Center Interview Rooms D Huntsman School Common Areas: Eccles/Huntsman Hall D Huntsman School Computer Labs D Huntsman School Departmental Conference Rooms D Huntsman School Event and Outdoor Spaces D	Centrally Scheduled Classrooms - Logan Campus book now Computer Labs book now Huntsman FJ Management Center Interview Rooms book now Huntsman School Common Areas: Eccles/Huntsman Hall book now Huntsman School Departmental Conference Rooms book now Huntsman School Departmental Conference Rooms book now Huntsman School Event and Outdoor Spaces book now	Centrally Scheduled Classrooms - Logan Campus book now about Computer Labs book now about Huntsman FJ Management Center interview Rooms book now about Huntsman FJ Management Center interview Rooms book now about Huntsman FJ Management Center interview Rooms book now about Huntsman FJ Management Center interview Rooms book now about Huntsman School Common Areas: Eccles/Huntsman Hall book now about Huntsman School Computer Labs book now about Huntsman School Departmental Conference Rooms book now about Huntsman School Event and Outdoor Spaces book now about

- 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.

Virtual EMS User Guide

≡ ⋛EMS Ro	oom Request										e	Gibbons, Sh
× Huntsman School Departm	nental Conference Rooms 🛛	1 Rooms	2 Re:	servation [Details						🐂 My Cart (1	Create Rese
New Booking for Thu Oct 31,	, 2019											Ne
Date & Time	Selected Rooms											
Date Thu 10/31/2019	HH 482 Dean's Conference Room Room Search Results											
Start Time End Time 1:00 PM O 2:00 PM O	C LIST SCHEDULE							Find A			Search	
Create booking in this time zone Mountain Time	6 AM 7 Rooms You Can Request	8 9	10	11	12 PM 1	2	3	4	5	6	7	
Locations Add/Remo	CCCIES BUILDINGS Buildin Cap ³ AM 7 EBB 06C Confere 6	8 9	10	11	12 PM 1	2	3	4	5	6	7	
♥ Let Me Search For A Room	EBB 17D Confere 8 EBB 09 Conferen 10											
Features Add/Remo (none)												
Searc	ch 🕒 EBB 109 Conferen 8	8 9	10	11	12 PM 1	2	3	4	5	6	7	
I Know What Room I Want	Jon M. Hustsman Hall (Cap 7 Har 7 HH - 32 Dean's Co 8	-		-	-							
	C.									Availab	> bility Legend	

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).

	Atten	dance	& Setu	ір Туре	5					×
		inue, plea Attendee		r the num	nber of at	tendees ar	nd desired	setup typ	e for this	Room.
vill a	0	•								
VIII č	Setup T	ype *								
ts	Banc	quet Table	es of 6							~
-								_		
								Ad	d Room	Cancel
		6 AM	7	8	9	10	11	12 PM	1	2
ue	est									
		م ام ما م	0 C	- 4 	-				×	
	H 470 Perry F pe.	Pavilion Full	Space has a	a minimum c	apacity of 1	person(s), and	a maximum c	f 144 for Ban	quet Tables c	of 6 set-up 🛛 🗙
Roc	ims	150 🖶								
cted	Rooms will a	Please en	ter a value	e less than	or equal to	144.				
arch	Results	Setup Typ	oe *							
~~		Banque	et Tables of	7					~	
sc	HEDULE									
ite Ro	ooms						A	dd Room	Cancel	Find A Roon

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

$\pmb{\varkappa}$ Huntsman School Event and Outdoor Spaces $\pmb{\vartheta}$	1 Rooms 2 Services	3 Reservation Details	Hy Cart (1) Create Reservation
Services For Your Reservation			Next Step
Setup Notes		Services Summary	
	aj		

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"

EMS F	Room Request		😮 🛛 Gibbons, Shara 🐣 🗸
× Huntsman School Depar	rtmental Conference Rooms 🛛	1 Rooms 2 Reservation Details	Hy Cart (1) Create Reservation
Reservation Details			
Event Details			
Event Name *	Event Type *		
Scholarship Application Review	Meeting	×	
Group Details			
Group *			
Dean - DPDCOB	*		
1st Contact			
Gibbons, Shara	~		
1st Contact Phone *	1st Contact Fax		
+1 435 7972308			
1st Contact Email Address *			
shara.gibbons@usu.edu			

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.

Additional Information	0
Will Food be Served? *	
Choose one v	
Will you be broadcasting this meeting? *	
Choose one v	
Person/Contact whom will be at the event? *	
Cell (mobile) 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.

	Help ×
r	Your reservation request has been submitted. Your reservation request require approval, processing takes about 1 business day. You'll receive a confirmation email upon processing.
	ок

- 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.

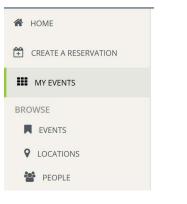
	Room Request	8	Gibbons, Shara 💄 🗸
HOME			
CREATE A RESERVATION	Reservation Created		
MY EVENTS	What would you like to do now? Add to my calendar.		
BROWSE	> Edit this reservation.		
EVENTS			
PEOPLE			

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 <u>https://scheduling.usu.edu/emswebapp</u>, 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

RESERVATIONS BOOKINGS CURRENT Search Reservations CURRENT PAST Name First/Last Booking ^ Location Group Services ID Status Study Tue Sep 10, 2019/ Tue Sep 10, 2019	y Events						😮 🛛 Gibbons, Shara 🐣
CURRENT PAST Group Services ID Status Study Tue Sep 10, 2019/ Tue Sep 10, 2019/ Tue Sep 10, 2019 Jon M. Huntsman Hall - HH 146A Study Room Dean - DP 1432470 Confirmed	RESERVATIONS BOOKINGS						
Name First/Last Booking ^ Location Group Services ID Status Study Tue Sep 10, 2019/ Tue Sep 10, 2019 Jon M. Huntsman Hall - HH 146A Study Room Dean - DP 1432470 Confirmed		Search R	eservations				Include cancelled reservations
Study Tue Sep 10, 2019 Jon M. Huntsman Hall - HH Dean - DP 1432470 Confirmed Tue Sep 10, 2019 146A Study Room	CURRENT PAST						
Tue Sep 10, 2019 146A Study Room	Name	First/Last Booking <	Location	Group	Services	ID	Status
	Study	Tue Sep 10, 2019		Dean - DP		1432470	Confirmed

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

Virtual EMS User Guide

My Events / Study beginning	Sep 10, 2019 (143247	0)			
RESERVATION DETAILS					Reservation Tasks
Edit Reservation Details					Booking Tools Cancel Reservation
Event Name			Study		
Event Type			Study Session		View Reservation Summary Send Invitation
Group			Dean - DPDCOB		📥 Add to My Calendar
1st Contact Name			Gibbons, Shara		
a1			1 105 3030000		*
Bookings					
CURRENT PAST					Include cancelled booking
Cancel Bookings Booking Tools					New Booking
Date ^	Start Time	End Time	Time Zone	Location	Status
🖋 😑 Tue Sep 10, 2019	7:00 AM	7:30 AM	MT	Jon M. Huntsman Hall - HH 146A Study Room	Confirmed

- 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.

Cancel Reservation?		×					
Both the reservation and bookings will be cancelled. Are you sure you want to proceed?							
	Yes, Cancel Reservation	No, Keep Reservation					

- 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.

	×							
Tuesday, September 10, 2019, from 7:00 AM to 7:30 AM								
Yes, Cancel Booking	No, Keep Booking							

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

Booking	s					
CURREN	T PAST					Include cancelled bookings
	Date ^	Start Time	End Time	Time Zone	Location	Status
	Tue Sep 10, 2019	7:00 AM	7:30 AM	MT	Jon M. Huntsman Hall - HH 146A Study Room	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.)