

1. Go to <https://calendar.up.edu/virtualems/>

2. If you do not have a Virtual EMS account, click Request an Account and submit the required information. Otherwise, select Log In

UNIVERSITY OF PORTLAND

VIRTUAL EMS

Browse for Space My Account

Welcome to EMS, the University of Portland's campus reservation system.

Faculty/Staff and guests may use EMS to search locations, check availability and request reservations.

You may browse locations and check availability without an account. To make a reservation you may either [log in*](#) or [request an account](#). Click on My Account in the top left of this page to login and request an account.

After logging in, you may:

- Browse Facilities** - find spaces and capacities
- Browse for Space** - find space availability by time and day
- Reservations - click on reservations to locate and request a reservation

*University of Portland employees please login with your network user ID and password.

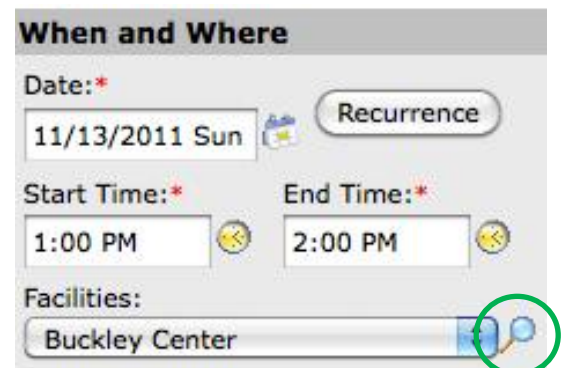
**You cannot book space through the browsing menus. Click on reservations to request a reservation.

3. After logging in, select Request a Space



4. Enter the date, start time, end time and facilities (location).

- I. If selecting multiple facilities, select the magnifying glass and select the facilities
- II. Entering the Facilities is an optional field
- III. Note: If your event is occurring within 24 hours of your EMS request, please contact University Events



Virtual EMS Help Sheet - Requesting Event Space

IV. If the event is reoccurring, select Recurrence and enter:

- A. Event time
- B. Pattern of reoccurrence
- C. Day event will occur
- D. Start and end date or end after specified number of occurrences
- E. Apply Recurrence

When and Where

Date: * 11/13/2011 Sun **Recurrence**

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

Facilities: Buckley Center

Time

Start Time: * 8:00 AM End Time: * 10:00 AM

Recurrence Pattern

Daily Weekly Monthly Random

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Range of Recurrence

Start Date: 11/16/2011 Wed

End after: 3 occurrences

End by: 12/21/2011 Wed

Apply Recurrence Remove Recurrence

5. Enter the Attendance

- I. Tip: Keep the attendance low to populate all available rooms and put the expected attendance in the setup notes

Setup Information

Attendance: * 2

Setup Type: *

Find Space

6. Select the Setup Type

- I. As Is: Room will not be altered from its default setup, i.e., classroom will be set classroom style
- II. No Preference/TBD: Room As Is or setup to be determined
- III. See Notes: Specific notes regarding the setup

Setup Information

Attendance: * 2

Setup Type: *

As Is
No Preference/TBD
See Notes

7. Select Room Type and Room Features (optional fields):

- I. Room Type: What type of room to hold the event
- II. Features: What is needed in the room

Room Type: (all)

Features

Built-in Projector & Screen

Carpet

Instructor Computer - PC

No Carpet

Outdoor

Piano

Soft Furniture

8. Once both When and Where, and Setup Information are correctly entered, select Find Space.

Setup Type: * As Is

Find Space

Virtual EMS Help Sheet - Requesting Event Space

9. Select the location by clicking the green plus. If the incorrect location is added, select the red "X" to remove, then select Continue

Selected Locations							
Date	Holidays	Start Time	End Time	Location	Status	Setup Count	
11/19/2011 Sat		10:00 AM	11:00 AM	Buckley Center - 106 - Classroom	Request	3	

Availability			
Select	Available	Location	Capacity
+	1/1	Buckley Center - 108 - Classroom	40
+	1/1	Buckley Center - 111 - Classroom	40
+	1/1	Buckley Center - 112 - Classroom	40
+	1/1	Buckley Center - 163 - Conference Room	180
+	1/1	Buckley Center - 205 - Classroom	31
+	1/1	Buckley Center - 207 - Classroom	53
+	1/1	Buckley Center - 209 - Classroom	48
+	1/1	Buckley Center - 307 - Classroom	57
+	1/1	Buckley Center - 314 - Classroom	72
+	1/1	Buckley Center - Auditorium	423
+	1/1	Buckley Center - Foyer	100
+	1/1	Buckley Center - Patio	100

10. Note: If you are requesting AV equipment, click the Location, then features. Please do not request equipment that resides in the space unless two pieces are needed

11. Enter Details:

- I. Event Name and Event Type
- II. Group auto-populates
- III. 1st Contact: drop down of department contacts - Phone and Email are required
- IV. Should the event be on the University Calendar
- V. Time needed for setup and breakdown

Virtual EMS Help Sheet - Requesting Event Space

12. Select AV, Catering and Equipment:

I. Service Type:

- A. A/V delivery and setup: Equipment delivered and setup.
- B. Onsite A/V Tech: Equipment delivered setup, and run by a tech

II. Click the plus to expand the service. Pause mouse over the service to get additional information. Check the box and enter the quantity needed

III. Setup Notes:

- A. If See Notes was selected as the setup type, indicate all setup needs. All additional information can be put in this text box

IV. Billing Information:

- A. The correct billing number will auto populate. If incorrect, edit the number.

V. Select Submit Reservation

The screenshot shows the 'A/V' service selection interface. At the top, there is a 'Service Type:' dropdown menu. Below it, a list of services is displayed under the 'Audio' category. The 'iPod Connection' service is highlighted, and a tooltip is visible over it. The tooltip contains the following information:

- Category:** A/V
- Group:** Audio
- Maximum inventory of item 4:** 4
- Price:** (blank)
- Notes:** All equipment needed to play an iPod through a sound system. This does not include speakers.

Below the 'Audio' category, there are other services listed with checkboxes: Conference Phone, iPod Connection, Microphone - (, Microphone - \, Microphone St, Mixer - 10 Chz, Mixer - 16 Channel, PA System - Mackie Powered PA, and Portable CD Player. Further down, there are expandable sections for 'Visual', 'Computer', 'Catering', 'Equipment', 'Tables', 'Chairs', 'Tents', and 'Staging'. Below these is a 'Setup Notes' text box. At the bottom, there is a 'Billing Information' section with a note '(External customers use "guest")', a 'Billing no: *' label, and a text box containing '1000,870'. A 'Submit Reservation' button is located at the very bottom.