Virtual EMS

Creating Online Reservations
Reservations

- Reservation requests are submitted online through Virtual EMS – http://ems.tamuc.edu/VirtualEMS

Who can make reservations?

- Each student organization is allowed two reservation delegates
- Reservation delegates must have a Virtual EMS Account
- University departments can determine their number of delegates
Requesting a VEMS Account

Go to:
http://ems.tamuc.edu/virtualems

- Login
  - Login instructions on the next slide
- Once you log in you will be prompted to fill out a form.
  - Please provide full organization name, no acronyms
- Submit

We will process your VEMS within 24 hours
Logging into VEMS

Student:
• Username: student\CWID
  • You must type “student\” before your CWID
• Password: same as myLeo

Faculty/Staff
• Username: lastnamefirstname
• Password: same as your @tamuc.edu e-mail

• To make a reservation, request go to “Reservations” and select the correct event space template.
Reservation Requests

- **Student Center and Ferguson Auditorium**: Use this to request rooms in the Rayburn Student Center and Ferguson Auditorium.
- **Classroom (Card swipe)**: Use this to request academic class rooms that have electronic card swipe locks.
- **Lawns and Outdoor Spaces**: Use this to request various outdoor spaces including the amphitheater and the Great Lawn.
- **A&M-Commerce at Rockwall**: Use this to request locations at our Rockwall location
- **Other**: Some users will have access to specialized request options. If you need access to request these special rooms please contact our office.
Making a Reservation

Once you have selected your event space template you will see the following menu:

- Choose your desired date, time, and facility
  - If this is a reoccurring meeting select recurrence
- Put the expected number of people who will be present at your event
- Choose your setup type
- Click “Find Space”
If you get this error message it is due to one of the following:
- The space is not available for reservation
- You are not requesting the reservation far enough in advance

**Time Lines for Requests**
- **48 hours:** Rooms can only be requested at least 48 hours in advance
- **1 Year:** Student organizations can reserve space in the Student Center up to one year out
- **6 months:** Departments can reserve space up to 6 months out
  - If you need to request space further than 6 months out you can submit an exemption request at: [http://www.tamuc.edu/campuslife/studentCenter/schedulingOffice/forms/onlineExemptionRequest.aspx](http://www.tamuc.edu/campuslife/studentCenter/schedulingOffice/forms/onlineExemptionRequest.aspx)
Making a Reservation

- Locations available will be listed with a green plus button.
  - If you do not see the room you desire, it is not available for the date and time of your request.
- To add the location you want, click the green plus button.
- Once you select your location, go to the details tab.
Making a Reservation

You will be required to input a name for your event. Your event name will be accessible to public. Please make sure your event name is a positive reflection of your organization.

- Select an appropriate event type that best fits your reservation
- Select which group that you are reserving the space for. Information will auto-populate based on what is on file with the Scheduling Office.
  - Please contact us if your information needs to be updated
Making a Reservation

- Fill in all required fields with as much detail as possible and answer all questions.
- If you have a diagram for your event you can attach the file.
- Sodexo is the exclusive caterer for the Rayburn Student Center. If you are having an event in the RSC that has food you will have to go through Sodexo. If you would like to obtain a food waiver form you can contact our office.
Making a Reservation

- You will need to choose any audio/visual equipment that you need for your event (projector/screen, mac adapter, HDMI cable)
- You can also select tables, chairs, or staging that you might need.
  - If you have specific instructions for an item selected from the menu please include those in the correct field
- In the setup notes please provide any relevant information for how you want your room setup.
- Once filled out just click submit.
Successful Request

- Once you hit submit you will be taken to your “My Request” page and a pop window will say that your request has been submitted.

- You will receive an e-mail with a summary of your request
  - Note: the request summary is not a confirmation. You will receive a confirmation after your event has been approved.

- We try to approve or deny requests within 24 hours.
  - We may need to contact if you did not provide enough information.
  - If you do not receive an e-mail within the 24 period please contact our office.
Reviewing Requests

- To review your requests go to the Reservations tab and then View My Request.
- You can cancel your reservation from this page. **We require 48 hours notice of a reservation cancelation. You will face penalties if failure to comply.**
- You can also make changes to your reservation. You can change the time, day, event needs and add setup notes. All changes will have to be approved by our office again.
If you have any questions or need assistance in using Virtual EMS feel free to contact us:

Scheduling Office
Rayburn Student Center #240
903.886.5809
rscscheduling@tamuc.edu