EMS Web App: Creating a Reservation

Overview:
You can use the EMS Web App to make three types of reservations:

- “SECL Large Event Space (Major Venue) Request” spaces
  1. Burruss Hall Auditorium (Burruss Hall)
  2. Colonial Hall (Squires)
  3. Commonwealth Ballroom (Squires)
  4. Haymarket Theater
  5. GLC Auditorium (Graduate Life Center)
  6. GLC Multipurpose Room (Graduate Life Center)
  7. Old Dominion Ballroom (Squires Student Center)

- “SECL Outdoor Equipment Only Request” spaces
  1. Outdoor folding chairs
  2. Outdoor folding tables

- “SECL Squires/Johnston Meeting Room Request” spaces
  1. Johnston:
     100, 102, 104, 304
  2. Squires:
     Blue Ridge Conference Room (145), Brush Mountain A & B, Information Booth A, Information Booth B, Jamestown, Monterey Tec (232), Mountain Lake (147), 217, 219, 234, 236, 238, 300, 342, Shenandoah Conference Room (314), Williamsburg, Yorktown

1. Go to EMS Web App Link:
2. Enter your login information and click “Sign In”
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3. To check availability, click “Locations”
   
a. In this view, you will be able to see the availability for all locations
   
i. Select your desired date:
   
   ![Select your desired date](image)

   ii. Use the vertical scroll bar to navigate to your desired room(s)
   
   ![Use the vertical scroll bar](image)
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iii. Use the horizontal scroll bar to navigate to your desired time(s)

iv. Please note the following:
   1. A space is open/available if there is no solid, rectangular, horizontal bar during your desired time
   2. **Public Space Reservations**: To book Public Space reservations (Outdoor space, as well as atriums, lobbies, and balconies in academic spaces) please fill out a Public Space Form and email it to publicspace@vt.edu.
   3. **Rec Sports Facilities/Spaces**: Although you can see them, you will not be able to reserve spaces in Rec Sports facilities via the EMS Web App. These facilities include: McComas Hall, Outdoor Recreation Facilities, and War Memorial. To book spaces in Rec Sports facilities, please contact Gabby Marquez: gmarquez@vt.edu
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4. After checking availability, you can create your reservation:
   a. In the upper left section of the page, click “Create a Reservation”
   
   ![Create a Reservation button]

   b. Click “book now” next to desired Reservation template

   ![Reservation template selection]

   c. After clicking “book now,” follow the instructions below:
      i. “SECL Large Event Space (Major Venue) Request” spaces
         [Burruss Hall, Colonial Hall (Squires), Commonwealth Ballroom
         (Squires), GLC Auditorium, GLC Multipurpose Room, Haymarket
         Theater (Squires), and Old Dominion Ballroom (Squires)]

         1. Enter the date and then enter the start and end time of the
            event
         2. Click “I Know What Room I Want”
         3. Enter the room name/number; then click the room in the drop
            down menu
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- **Date & Time**
  - **Date**: Thu 09/28/2017
  - **Start Time**: 8:00 PM
  - **End Time**: 9:00 PM
  - **Create booking in this time zone**: Eastern Time

- **Selected Rooms**
  - Your selected Rooms will appear here.

- **Attendees**
  - There was a problem accessing the Attendee services.

- **Room Search Results**
  - Rooms matching your search criteria will appear here.

- **Locations**
  - (all)

- **Add/Remove**

- **Search**
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4. Enter the anticipated attendance in the “No. of Attendees” box and then click “Add Room”

5. Your reservation will be entered as a **Tentative** reservation

6. A staff member will review your reservation and send you an event confirmation

   [Please allow up to 2-business days for your reservation to be processed]
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ii. “SECL Outdoor Equipment Only Request” spaces
   [Outdoor folding tables an chairs]
   1. Enter the date and then enter the start and end time of the event
   2. Click “I Know What Room I Want”
   3. Enter the room name/number; then click the room in the drop down menu

![Diagram of EMS Web App: Creating a Reservation]

- Select date and time
- Click “I Know What Room I Want”
- Enter room name/number
- Choose room from drop down menu
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4. Enter the anticipated attendance in the “No. of Attendees” box and then click “Add Room”

5. Your reservation will be entered as a Tentative reservation

6. A staff member will review your reservation and send you an event confirmation

   [Please allow up to 2-business days for your reservation to be processed]
iii. “SECL Squires/Johnston Meeting Room Request” spaces

**Johnston:**
100, 102, 104, 304

**Squires:**
Blue Ridge Conference Room (145), Brush Mountain A & B, Information Booth A, Information Booth B, Jamestown, Monterey Tec (232), Mountain Lake (147), 217, 219, 234, 236, 238, 300, 342, Shenandoah Conference Room (314), Williamsburg, Yorktown

1. Enter the date and then enter the start and end time of the event
2. Click “I Know What Room I Want”
3. Enter the room name/number; then click the room in the drop down menu
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4. Enter the anticipated attendance in the “No. of Attendees” box and then click “Add Room”

5. Your reservation will be entered as a Confirmed reservation

**Please Note:** Events in meeting rooms involving any of the following are not permitted using the EMS Web App. If your event will involve any of the following, please do not use the EMS Web App to book your reservation. You will need to come into the Event Planning Office in person, 221 Squires Student Center, to make your reservation:

- Alcohol
- Food that is not catered or individually pre-packaged, and is available to the general public (not just limited to your organization)
- High-Risk activities, including, but not limited to: dance, martial arts, recreational activities, inflatables, or any other similar activities
- Open Flames other than sterno
- Minors who are NOT currently enrolled Virginia Tech students
- Charging admission
- Sponsorship of a Non-University entity to be on campus

Our goal is to ensure you have a safe and successful event. To that end, we have established reservation request parameters for using this system. If you do not adhere to these guidelines, you may forfeit your organization’s ability to make reservations for the rest of the academic year. And, if there are multiple or ongoing issues, you and/or your organization may be referred to student conduct.