Virginia Tech EMS Web App: Creating a Reservation

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OVERVIEW:

If you are an authorized contact for your organization/department and you have successfully created an EMS Web App account, you can use the EMS Web App to make three types of reservations:

1. **Advertising Requests**
   1. A-Frames
   2. Banners
   3. Chalkboards (In Squires Student Center)

2. **SECL Large Event Space (Major Venue) Requests**
   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)

3. **SECL Squires/Johnston Meeting Room Requests**
   1. Johnston:
      1. 100
      2. 102
      3. 104
      4. 304
   2. Squires:
      1. Blue Ridge Conference Room (145)
      2. Brush Mountain A & B
      3. Information Booth A
      4. Information Booth B
      5. Jamestown Room
      6. Monterey Tec (232)
      7. Mountain Lake (147)
      8. 217
      9. 219
      10. 234
      11. 236
      12. 238
      13. 300
      14. 342
      15. Shenandoah Conference Room (314)
      16. Williamsburg Room
      17. Yorktown Room
LOG IN:
[If you are an authorized contact for your organization and you do not have an EMS Web App account, please go to the following link for instructions on how to request and account, which can be found under the EMS Web App section: https://campuslife.vt.edu/Events/Event_Planning/planning-tools/Forms.html]

1. To Log In to the Virginia Tech EMS Web App:
   a. Click the following link: https://campuslife.vt.edu/Events/Event_Planning/make-a-reservation.html
   b. Click, “Virginia Tech EMS App” link

2. Enter your login information and click “Sign In”
CHECK AVAILABILITY:

1. **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:
         
         ![Date Selection](image)
   
   ii. Use the vertical scroll bar to navigate to your desired room(s)
         
         ![Room Navigation](image)
iii. Use the horizontal scroll bar to navigate to your desired time(s)

![Image showing the EMS Web App interface]

iv. Please note the following:

1. A space is open/available if there is no solid, rectangular, horizontal bar during your desired time

2. **Outdoor Equipment Reservations:**
   To book outdoor equipment, such as tables and chairs, please fill out the Outdoor Equipment Request Form and email it to eventplanning@vt.edu.

3. **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.

4. **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 Hall (Gym). To book spaces in Rec Sports facilities, please contact Gabby Marquez: gmarquez@vt.edu
CREATE A RESERVATION: LARGE EVENTS/MAJOR VENUES

[These instructions are on how to reserve Major Venues for one day. For recurring reservations, click here]

1. After checking availability, you can create your reservation:
   a. In the upper left section of the page, click “Create a Reservation”
   b. Click “book now” next to “SECL Large Event Space (Major Venue) Request” reservation template
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“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 “Let Me Search For A Room”
3. Increase the “Number of People” to 1
   [After that, a list of all Major Venue options will populate under the “Rooms You Can Reserve” section]
   -OR-
   Enter your anticipated attendance in the “Number of People” box to only populate a list of rooms under the “Rooms You Can Reserve” section that have the occupancy capacity for your meeting/event
4. Click the plus sign (+) to select the desired Major Venue
5. Enter the anticipated attendance in the “No. of Attendees” box (It has to be greater than zero), and then click “Add Room”  
[After this, you can select other Major Venue Options if needed.]

6. Click the “Next Step” or Click the “Reservation Details” tab
7. Complete the “Reservation Details,” the “Group Details,” and the “Additional Information” sections
8. **Click the “Terms and Conditions” link at the end of page; Read the “Terms and Conditions,” and then Check the “I have read and agree to the terms and conditions” box**
9. Click “Create Reservation”

10. Your reservation will be entered as a **Tentative** reservation in our event management system
11. 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]
CREATE A RESERVATION:
SQUIRES/JOHNSTON MEETING ROOM REQUESTS

[These instructions are on how to reserve Meeting Rooms for one day. For recurring reservations, click here]

**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 sternos
- 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.
1. After checking availability, you can create your reservation:
   a. In the upper left section of the page, click “Create a Reservation”
   
   ![Create a Reservation](image)

   b. Click “book now” next to “SECL Squires/Johnston Meeting Room Request” reservation template

   ![Reservation Templates](image)
“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 “Let Me Search For A Room”
3. Increase the “Number of People” to 1
   [After that, a list of all meeting room options will populate under the “Rooms You Can Reserve” section]

   -OR-

Enter your anticipated attendance in the “Number of People” box to only populate a list of rooms under the “Rooms You Can Reserve” section that have the occupancy capacity for your meeting/event

4. Click the plus sign (+) to select the desired Meeting Room
5. Enter the anticipated attendance in the “No. of Attendees” box and then click “Add Room” [After this, you can select other Meeting Room Options if needed.]

6. Your reservation will be entered as a Confirmed reservation

7. Click the “Next Step” or Click the “Reservation Details” tab

8. Complete the “Reservation Details,” the “Group Details,” and the “Additional Information” sections
9. Click the "Terms and Conditions" link at the end of page; Read the "Terms and Conditions," and then Check the "I have read and agree to the terms and conditions" box

10. Click “Create Reservation”

11. Your reservation will be entered as a **Confirmed** reservation in our event management system
CREATE A RESERVATION: RECURRING MAJOR VENUE/MEETING ROOM REQUESTS

1. After checking availability, you can create your reservation:
   a. In the upper left section of the page, click “Create a Reservation”
      ![Create a Reservation Image]
      - In the “My Reservation Templates” list, select:
        - “SECL Large Event Space (Major Venue) Request” reservation template
        - “SECL Squires/Johnston Meeting Room Request” reservation template

   b. Click “book now” next to:
      - “SECL Large Event Space (Major Venue) Request” reservation template
      - “SECL Squires/Johnston Meeting Room Request” reservation template
      ![Book Now Image]
1. In the “Date” section, enter the first date of the reservation
2. Click “Recurrence”

3. Then go to the section that best fits your reservation needs:
   - [Multiple Consecutive Day Reservations](#)
   - [Weekly Recurring Reservations](#)
   - [Monthly Recurring Reservations](#)
Multiple Consecutive Day Reservations:
1. In the “Repeats” dropdown box select: “Daily”
2. Select “Every”
3. In the “day(s)” box next to “Every”, enter the number 1
4. In the “Start Date” box, ensure the correct Date is listed
5. Select “End After”
6. Next to “occurrence(s)” enter the number days you would like to have the reservation
7. Reservation Time:
   [The start and end times of the event/meeting will be the same for each day of the reservation]
   a. Enter the start time of the reservation in the “Start Time” box
   b. Enter the end time of the reservation in the “End Time” box
8. Click “Apply Recurrence”

9. Then follow the rest of the instructions to create a reservation in either the:
   - The “SECL Large Event Space (Major Venue) Room Request” section (Page 7)
     [Begin with instruction number 2. In this section]
   -OR-
   - The “SECL Squires/Johnston Meeting Room Request” section (Page 12)
     [Begin with instruction number 2. In this section]
Weekly Recurring Reservations:

1. In the “Repeats” dropdown box select: “Weekly”
2. Next to “Every” select how frequent the reservation should occur [Ex. Select 1 for weekly, 2 for every two weeks, 3 for every three weeks, etc.]
3. Select the day or days of the week the reservation should occur
4. Enter the start date of the reservation in the “Start Date” box
5. Select “End Date”, and then enter the end date of the reservation in the “End Date” box
6. Times: [The start and end times of the event/meeting will be the same for each day of the reservation]
   a. Enter the start time of the reservation in the “Start Time” box
   b. Enter the end time of the reservation in the “End Time” box
7. Click “Apply Recurrence”

8. Then follow the rest of the instructions to create a reservation in either the:
   - The “SECL Large Event Space (Major Venue) Room Request” section (Page 7) [Begin with instruction number 2. In this section]
   - OR-
   - The “SECL Squires/Johnston Meeting Room Request” section (Page 12) [Begin with instruction number 2. In this section]
Monthly Recurring Reservations:

1. In the “Repeats” dropdown box select: “Monthly”
2. Select either “On day” -OR- “On the” to specify when the reservation should occur
   a. “On day”
      i. Select the day of the month the reservation should occur in the “of every” box
         [Ex. Enter 1 for the first day of the month, 2 for the second day of the month, etc.]
      ii. Select the frequency that the reservation should occur in the “month(s)” box
         [Ex. Enter 1 for every month, 2 for every two months, etc.]
   b. “On the”
      i. Select the ordinal number (Ex. First, Second, Third, etc.) and the day the reservation should occur in the “of every” boxes
         [Ex. Choose First Sunday, Second Friday, Third Tuesday, etc.]
      ii. Select the frequency that the reservation should occur
         [Ex. Enter 1 for every month, 2 for every two months, etc.]

Examples of the end product of this step would be:
- First Sunday of every 1 month(s) = 1st Sunday of the month/Every month
- Second Thursday of every 2 month(s) = 2nd Thursday of the month/Every two months
- Fourth Friday of every 3 month(s) = 4th Friday of the month/Every three months

3. Enter the start date of the reservation in the “Start Date” box
4. Select “End Date”, and then enter the end date of the reservation in the “End Date” box
5. Times:
   [The start and end times of the event/meeting will be the same for each day of the reservation]
   a. Enter the start time of the reservation in the “Start Time” box
   b. Enter the end time of the reservation in the “End Time” box
6. Click “Apply Recurrence”
7. Then follow the rest of the instructions to create a reservation in either the:
   - The “SECL Large Event Space (Major Venue) Room Request” section (Page 7)
     [Begin with instruction number 2. In this section]
   -OR-
   - The “SECL Squires/Johnston Meeting Room Request” section (Page 12)
     [Begin with instruction number 2. In this section]
CREATE A RESERVATION: ADVERTISING REQUESTS

Please Note the Following:

A-FRAMES
- All A-Frame Boards should be no larger than 3 ft. wide and 5 ft. tall.
- All A-Frames must be set up and removed by the sponsoring student organization/university department.
- Neither Student Engagement and Campus Life nor Virginia Tech supply or rent A-Frame Boards.
- A-Frames may only advertise events and/or functions sponsored by officially registered Virginia Tech student organizations or university departments that are in good standing.
- The name of the sponsoring organization/department must appear prominently on the A-Frame, along with the date, time, and location of the event being advertised.
- All advertisements must be in good taste and appropriate for their intended purpose.
- A-Frames must be placed a minimum of 10 ft. from any entrance or doorway and cannot be placed on pedestrian walkways or pathways.
- The University will not assume liability for any lost or damaged A-Frames.
- If any A-Frame is displayed without approval or A-Frame Reservation Guidelines are violated it will be removed and a fee of $15.00 per A-Frame will be charged directly to the sponsoring organization/department.

BANNERS
- If any banner is hung without approval or banner space guidelines are violated it will be removed and a fee of $15.00 per banner will be charged directly to the sponsoring organization/department.
- Depending on the building where your banner is to be displayed, you may need your own supplies - including a ladder and rope/string. Due to liability reasons, the University will not supply a ladder.
- All University Policies for Advertising apply to Banners which can be found at [http://www.policies.vt.edu/5215.pdf](http://www.policies.vt.edu/5215.pdf)

Banners in Squires:
Banners to be hung in Squires Student Center are to be delivered to the Event Planning Office by 3:00 p.m. the Monday before your reservation begins. Dimensions: Squires Student Center and academic building banners must be 4' tall by 5' wide.
Banners not picked up by 4:30 p.m. the Friday after your reservation ends will be discarded.

CHALKBOARDS (Squires Student Center)
- Chalkboards are reserved for a minimum of one week and a maximum of two consecutive weeks. Reservations are scheduled to start on Tuesday beginning at 11:00 a.m.
- The board must be cleaned properly by 4:30 p.m. the Monday the reservation ends, or Student Engagement and Campus Life staff will clean them at charge of $20.00 per chalkboard.
- Clients must provide their own chalk to draw on the chalkboards.
- If the sponsoring organization has not utilized the chalkboard by 3:00 p.m. on Wednesday of the first reserved week, the Chalkboard will be made available to other organizations/departments, unless prior arrangements are made with the Event Planning Office.
- Displays must be in good taste and suitable to the purpose. Student Engagement and Campus Life reserves the right to make this determination. All materials exhibited are the responsibility of the sponsoring organization/department.
1. After checking availability, you can create your reservation:
   a. In the upper left section of the page, click “Create a Reservation”

   ![Create a Reservation](image1)
   
   ![Create a Reservation](image2)

   b. Click “book now” next to “SECL Advertising Request” reservation template
Virginia Tech EMS Web App: Creating a Reservation

2. “SECL Advertising Request” Options
   
   **A-Frames:**
   Dietrick, Johnston, Lavery Hall, Library Plaza, McBryde, Owens, Pamplin, War Memorial Gym, West End
   *Please Note: Reservations can be made for one or two weeks and may consist of up to two locations at a time, with a week off in between reservations*

   **Banners:**
   Derring, Litton Reeves, Squires (Inside), War Memorial Gym
   *Please Note: Reservations can be made for one or two weeks and may consist of up to two locations at a time, with a week off in between reservations*

   **Chalkboards:**
   Squires (Inside) – First floor across from the Bank ATMs
   *Please Note: Reservations can be made for one week in one location at a time, with a week off in between reservations*

   1. In the “Date” section, enter the first date of the reservation
      *It must be a Tuesday*
   2. Click “Recurrence”
3. In the “Repeats” dropdown box select: “Daily”
4. Select “Every”
5. In the “day(s)” box next to “Every”, enter the number 1
6. In the “Start Date” box, ensure the correct Date is listed (It must be a Tuesday)
7. Select “End After”
8. Next to “occurrence(s)”:
   a. Enter the number 7 for 1-week
   -OR-
   b. Enter the number 14 for 2-weeks
9. Enter “6:00 AM” in the “Start Time” box
10. Enter “11:00 PM” in the “End Time” box
11. Click “Apply Recurrence”
12. Click “Let Me Search For A Room”
13. Increase the “Number of People” to 1
   [After that, a list of all of the options for Banners, A-Frames, and Chalkboards will populate under the “Rooms You Can Reserve” section]
14. Click the plus sign (+) to select the desired Advertising option
   a. **A-Frames:**
      Reservations are made for one to two weeks and may consist of up to two different locations at a time, with a week off in between reservations
   b. **Banners:**
      Reservations are made for one to two weeks and may consist of up to two different locations at a time, with a week off in between reservations
   c. **Chalkboards:**
      Reservations are made for one week in one location at a time, with a week off in between reservations
15. Click “Add Room”  
[After this, you can select other Advertising Options if needed.]

16. Once you finish selecting Advertising options; Click the “Next Step” or Click the “Reservation Details” tab
17. Complete the “Reservation Details,” the “Group Details,” and the “Additional Information” sections
18. Click the 'Terms and Conditions” link at the end of page; Read the “Terms and Conditions,”
and then Check the “I have read and agree to the terms and conditions” box
19. Click “Create Reservation”

- Your reservation will be entered as a Confirmed reservation in our event management system
REVIEWING THE RESERVATIONS YOU HAVE MADE

- **LOG IN**
- Once you have logged in, you will be defaulted to the “My Home” tab
- To view the reservations you have made, click “My Events”
- To see more details about each event listed, click the event name
- Booking Details are listed in this section
- To share the details via email or other method:
  1. Click “+Share”
  2. Select the method you would like to use to share the reservation information