

Event Services

221 Squires Student Center (0138)
540.231.5005
eventservices@vt.edu



STUDENT AFFAIRS
STUDENT ENGAGEMENT
AND CAMPUS LIFE
VIRGINIA TECH.

Last Updated: 08/20 SS

Student Organization Authorized Contacts

WHAT IS AN AUTHORIZED CONTACT?

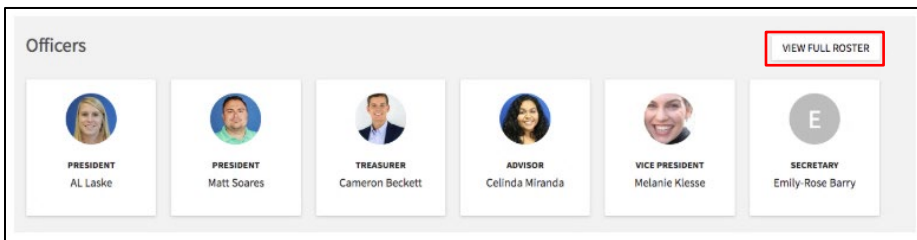
Authorized Contacts are members of a student organization who are eligible to make reservations with Event Services on behalf of their organization. Student organizations are able to have up to five authorized contacts listed on their student organization roster. In order to be listed as an Authorized Contact for a student organization, you *must* have a valid VT email address. Advisors/individuals not associated with Virginia Tech cannot serve as Authorized Contacts. (See FAQs below)

UPDATING AUTHORIZED CONTACTS:

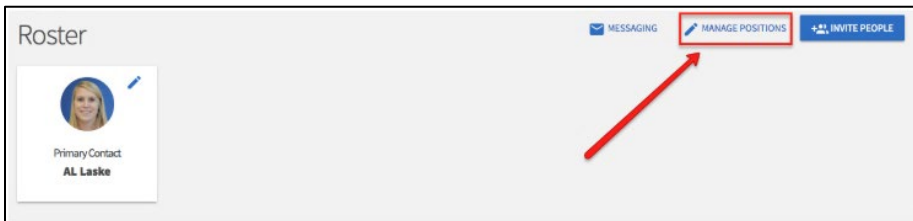
Authorized Contacts for student organizations are managed through your organization's roster on GobblerConnect. Please note that you must list a minimum of two authorized contacts in order to make reservations in the Event Services. See FAQs on the next page for more information.

UPDATING YOUR ROSTER:

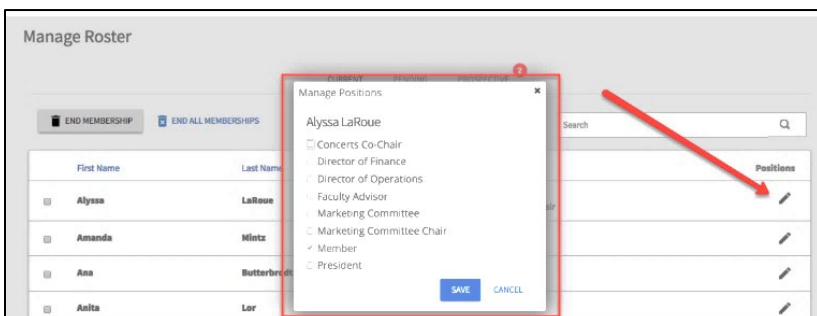
When you land on your organization's site, scroll down to see the organization's roster. The roster will show you a list of all your organization's members and information about your organization's primary contact. The primary contact is person designated to be the main point of contact for your organization and is the person who can update your roster.



When you click "View Full Roster," you will see members of the organization along with their photo and position, and then a list of general members who do not hold positions. To update positions, Click on "Manage Positions" in the Action Center for the organization.



On the Roster page, find the user for whom you would like to add, change, or remove a Position. Click the "pencil" under positions to the far right of that user's name. A list of all available Positions will populate. Click the check box next to the position you would like to add or remove from that user, and then select Save. The user's permissions within the organization will be updated based on the Positions they hold. **NOTE: only the primary contact can assign positions to people!**



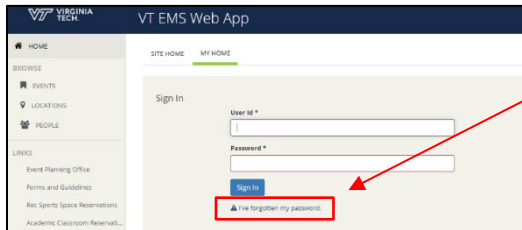
See next page →

WHAT SPACES CAN I RESERVE AND HOW?

- Squires and Johnston Student Center, the Graduate Life Center, Burruss Hall Auditorium and War Memorial Chapel
 - Reservations can be made through the EMS Web App, by phone (540-231-5005) or email (eventservices@vt.edu).
- Campus Common Spaces
 - Reservations can be made by submitting a Campus Common Space Request form via email (campuscommonsplace@vt.edu)
- **NEW FOR FALL 2020!** General Assignment Classrooms (*formally reserved by the Registrar's Office/HokieSPA*)
 - Reservations can only be made through the EMS Web App.

ACTIVATING YOUR EMS WEB APP ACCOUNT:

All Authorized Contacts automatically have an EMS Web App Account. If you have never utilized the EMS Web App, please follow the below steps to activate your account:



1. Navigate to <https://www.ems.campuslife.vt.edu/EmsWebApp/> and click "I've forgotten my password".
2. Fill out the fields required and click "continue". You will receive an email with a link prompting you to create a new password. Follow the instructions to log in and begin making reservations!

FAQS:

1. I am the Primary Contact, President, Vice President, etc., why can't I make reservations?

Those are position tags, similar to Authorized Contact tags. You must also tag yourself as an Authorized Contact before you can make reservations. You can hold multiple position tags on GobblerConnect (i.e. President and Authorized Contact #).

2. I listed someone as an authorized contact on my registration but it's not listed on my roster.

You probably invited that person to GobblerConnect by inputting their email when you filled in your registration and they have not added themselves to your organization or you have not approved their membership. They will need to go through the process sent via email when you invited them or you will need to invite them again and they will need to accept it. To approve memberships, click on the "Prospective" members tab under the "Manage Roster" page.



3. I updated my roster today but I am not currently listed as an authorized contact with Event Services.

The contacts update overnight. You will be able to make a reservation the next business day after you update the roster.

4. I just registered my organization but my organization isn't listed with Event Services.

In order to be listed with Event Services, your organization must have fully completed the registration requirements AND be approved by our student organizations team. Additionally, like the contacts, our organization listings update overnight. You will be able to make a reservation the next business day after your organization is fully approved.

5. I am an advisor for a student organization with a VT email address, can I still be listed as an authorized contact?

Yes. Our philosophy is that students should be at the center and front of the work, therefore, it is up to the primary contact for the student organization to decide if they want to list you. Please reach out to the primary contact for additional information. Should they choose not to list you then, unfortunately, you cannot make reservation on the behalf of that organization. If you are not listed as an authorized contact, you are still more than welcome to accompany your students when they meet with Event Services to help facilitate events, however, only an Authorized Contact can make decisions. Please note: if you are listed as an authorized contact, you can make reservations, however, we strongly encourage you to have students make them. If you do make a reservation, a student must accompany you to all meetings with Event Services.

6. I am an advisor for a student organization but I don't have a Virginia Tech email, can I still be listed as an authorized contact?

Thank you so much for serving in an advisory capacity for our student organizations. While you can no longer be listed as an Authorized Contact or make reservations, you are still more than welcome to accompany your students when they meet with Event Services to help facilitate events. All communication regarding events will be sent to Authorized Contacts.