Directions

Please follow this tutorial to learn how virtual EMS works and how to request Student Activity Space.
Overview

• Who Can Reserve Space
• What Can You Do in EMS
• How to Access EMS
• How to Browse
• What Spaces Can be Reserved
• How to Make a Request
• How to Review a Request
• How to Edit a Request
• Helpful Things to Know
Who Can Reserve Space?

All CIOs, FOAs, Agency and Special Status

- All organizations can assign a max of 2 event requesters
  - CIO Event Requester designations must be made within @UVA on the roster
  - Agency and Special Status Event Requester designations are made by emailing eventplanning@virginia.edu
What Can You Do in EMS?

• **Browse** (in real-time) event calendars and available space
• **Schedule** events with multiple spaces and recurrences
• **Add services** (resources) to your event
• **Modify** your event
How to Access EMS

EMS can be accessed via the ODOS Event Planning Services website

http://www.virginia.edu/deanofstudents/eventplanning/
### Announcements

**New Scheduling System for Student Activity Spaces**

Dear UVA Community Member:

The Office of the Dean of Students is pleased to announce the launch of a new scheduling system for requesting student activity spaces. The change in system is the result of feedback from students, staff, and faculty desiring a more robust system.

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<table>
<thead>
<tr>
<th>UVa Chapel</th>
<th>Meeting &amp; Event Spaces</th>
<th>Outdoor Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>The historic UVa Chapel can host weddings, memorial services, meetings and specials events for up to 250 guest.</td>
<td>UVa meeting and event spaces are perfect for small intimate gatherings of 5-10 guest or larger gatherings with up to 500 guest.</td>
<td>UVa outdoor venues can accommodate various events with up to 2,500 guest.</td>
</tr>
</tbody>
</table>
Office of the Dean of Students Event Management System

Event Planning Services manages the scheduling of events/activities within Newcomb Hall, UVA Chapel, Ern Commons, O'Hill Forum, Runk Green Room, Lambeth Commons, and the Student Activities Building. The office is also responsible for reserving banner and tabling spaces as well as various outdoor venues.

To reserve space and/or plan an event on Grounds, please select an option below that best describes your affiliation with the University. The correct selection is important as the policies can vary by audience.

- **FACULTY, STAFF, STUDENT LOGIN**

- **RECRUITERS LOGIN**

  Approved recruiters are able to log into the system using their email address and password.

- **RECRUITERS ACCOUNT REQUEST**

  If you are a first-time user, you will need to request an EMS account. Your account request will be pending until it is reviewed by Event Planning Services. Once your account is approved, you will receive an email within 2 business days.

- **EXTERNAL CLIENT SPACE REQUEST**

  If you are an alumni, an organization, or an individual not currently affiliated with UVA, click the link to the left to submit a request for space.

- **ACADEMIC SPACE**

For questions, or if you need assistance logging in, The Office of the Dean of Students Event Planning Services can be contacted at eventplanning@virginia.edu or 434-924-7225.

Select Faculty, Staff, Student Login

Use this link to access the SOURCE for Academic Spaces Only
Log in with your UVa computing ID (letters and numbers)
The site can be accessed via any standard web browser or mobile device.

As an Event Requester, you can verify that you are logged in by seeing “Welcome and your name” in the upper right corner.
How to Browse

Calendar of Events – displays events only in a daily, weekly, or monthly view.

Room Setups and Capacities – displays all of the rooms in which you can schedule an event. Can be displayed in one of two formats: (1) by setup type which is a list of the rooms grouped by setup type and capacity for each setup type and (2) by room which list the setup type and capacity each room can accommodate.

Check Availability – displays all of the rooms in which you can schedule an event along with the availability for each room.

For more details on how to use the system, please read below.

Browse & Search
To view a calendar of events: Click on "Browse & Search" and then "Calendar of Events".
To check space availability: Click on "Browse & Search" and then "Check Availability" to view available spaces in real time.
To check setup types and capacities per room: Click on "Browse & Search" and then "Room Setups and Capacities".

Make a new request
Student Organizations, Staff, and Faculty Event Requesters
Note: Only authorized event requestors are allowed to make a request.
By clicking on the event name on the calendar of events, you will see this pop up box. Here, you can see a listing of all of the bookings that make up the overall reservation. On this screen, you can also add the event to your personal calendar or advertise the event on social media.
Location Details: Anywhere the room name is in blue you can click on it and receive this pop up box to see more information about the space.
Check Availability option under Browse & Search provides you with not only the event time but also the tear down time. It is the option to use when you are planning an event and need to see the rooms and/or times that are available. The blue bar indicates rooms that are requested or reserved and the white shows rooms and/or times that are available. The light gray in the column shows building open and close hours.
As an Event Requester, when you select Reservations on the tool bar, you will see the different forms that can be used to request various spaces. These forms are broken out based on either established policies governing a specific space or where specific information is required for the processing of your request.
What Spaces Can Be Reserved?

Following spaces are considered Student Activity Spaces

<table>
<thead>
<tr>
<th>Student Activity Spaces</th>
<th>Banner Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphitheatre</td>
<td>Gardens</td>
</tr>
<tr>
<td>Ern Commons</td>
<td>Newcomb</td>
</tr>
<tr>
<td>Lambeth Commons</td>
<td>Runk Green Room</td>
</tr>
<tr>
<td>O’Hill Forum</td>
<td>South Lawn/Homer Flat</td>
</tr>
<tr>
<td>Student Activities Building (SAB)</td>
<td></td>
</tr>
<tr>
<td>UVa Chapel</td>
<td></td>
</tr>
</tbody>
</table>

**Note to CIOs:** Reservations for tables and tabling spaces are no longer made online. Please visit the SAC to make a reservation.
How to Make a Request

Info Tab: Under this tab, space specific information will be listed (i.e. policies, how to submit a request, spaces, unavailable for an extended period of time)

To begin a reservation, start under the When and Where section:

1) A red asterisk indicates a required field.
2) Select your desired date and time. You can fill in the box or use the icon to the right.

Cancellation Policy

Reservations in the Newcomb Ballroom, Theater, Forum at O’Hill, Em Commins and the Student Activities Building may be cancelled without penalty up to 10 days before a scheduled event. Within 10 days of the scheduled program, a late cancellation fee will be incurred by the organization or department.

Reservations in Newcomb’s conference/meeting rooms may be cancelled up to 3 days before a scheduled event. Within 3 days, a late cancellation fee will be charged.
For Weekly or Monthly Meetings

1) Select Recurrence
2) Enter the start time and end time
3) Select the pattern
4) Select the date range
5) Select Apply Recurrence
1) Facilities – Select this option if you only want to see what is available in a specific building.

2) Enter the estimated number of attendees and the desired setup type. Note: If you are not sure what setup types goes with what room or what room accommodates what setup type, use the Room Setups & Capacities under Browse & Search.

3) When all information is entered, select “Find Space.”

EMS will find rooms that meet your criteria.
**Single Date:** Select + (Green plus button) to select space.

**Single Date with Multiple Rooms at same times:** If you need multiple rooms on the same date and at the same time, click the + (Green plus button) next to each room you would like to request.

**Single Date with Multiple Rooms at different times:** If you need multiple rooms at different times, after you select the first room, go back to the **When and Where** to enter the new times, attendance and setup type for each room and then continue to the setup information.

- **Available** – If you select multiple dates, this column displays the number of dates available.
- **Location** – Click on the room name to see information about the space.
Once the space(s) has (have) been selected, your selection(s) will appear under “Selected Locations.”

If you change your mind and would like to select a different available space, select the red x. Select the desired room under “Availability.”

Holidays – are not true holidays. The option is being used to show major university events that could impact your event.

To continue to the Details tab, either acknowledge the ‘terms & conditions’ below and select continue or select the Details tab above.
Event Name: Be specific with your event name associated with your reservation as this displays online and is used to help us review your reservation.

Event Type: Select option from drop down that best describes your reservation.

Organization Details: If you are an event requester for more than one organization, select the appropriate organization from the drop down.

Event Requester: The field will initially display the temporary contact. Select your name from the drop down list. Please enter your telephone number. Your email address should auto-populate.

Logistics/Onsite Contact: If you are inputting the request for another member of the organization or someone else is managing the logistics, enter that person’s name and contact information and we will contact them (and not you).

Attachments: You can attach equipment requests, amplified sound forms, security forms, agendas, diagrams, etc.
Please provide as much detail as possible in all of the required fields.

The first five questions are text fields. The remaining questions require a yes or no response.

The more information provided in the section reduces the length of processing time.
Audio Visual, Misc. and Tables & Chairs options will be determined by the space(s) selected on the location tab.

If you did not agree to the terms & conditions on the Location tab, you must do so here or you will be unable to advance any further.

Click “Submit” to request the space. Your space will be immediately placed on hold. However, please wait to receive an email from Event Planning Services confirming the request prior to advertising your event.
After you hit submit, you will receive this pop-up.

Your request has been received by ODOS Event Planning Services. Your request must be approved before you can use the facilities. The team will review your request and respond within 5 business days.

To check the status of your request, please login to EMS with your eservices account, under the "Reservations" tab, select "View My Requests." If the status of your request is "new request," you can make changes and/or additions online.

If you have any questions, please contact us at 434-924-7225 or via email at eventplanning@virginia.edu.

Thank you for your request.
ODOS Event Planning Services
434-924-7225
How to Review a Request

• Once you submit a request, you will always be directed to this screen.
• You also may access this screen by going to “Reservations” and then “View My Requests”
Components of a Reservation

3 main components of a reservation

1) Reservation – The Who and What
2) Bookings – The When and Where (Place & Time)
3) Booking Details – The services (resources) needed for an event.
How to Edit a Request

When your request has a status of “New Request,” you can make edits to the reservation.
Edit Reservations

- **Edit Reservation** – Allows you to change the event name, type, group
- **Add Booking** – Allows you to add another booking to the reservation
- **Cancel Services** – Cancel selected services for all bookings in the reservation
- **Cancel Bookings** – Allows you to cancel one or more of the bookings in your reservation
- **Cancel All Bookings** – Allows you to cancel all of the bookings in your reservation
- **Add Booking to Personal Calendar** – Allows you to put this reservation on your outlook calendar
- **Booking Tools** – Allows you to change the reservation date and time

**Note:**
Changes and cancellations can only be made when the status is at a “New Request”
When the status is “In Progress,” you will need to contact the Event Planner to make changes or to cancel.
Edit Booking Screen

Event Name: This is a test event
Date: Monday, September 14, 2015
Location: Kaleidoscope
Event Time: 10:00 AM - 2:00 PM

Organization Name: ODOS Event Planning Services
Event Requester Name: Davis, Deanne
Phone: 434-924-7225
Logistics Contact Name: 
Phone: 

Priority Reservation (Department): 

Event Details:
Event Name: This is a test event
Event Type: Meeting

When and Where:
Date: 9/14/2015 Mon
Start Time: 10:00 AM
End Time: 2:00 PM
Facilities: Newcomb Hall

Setup Information:
Attendance: 40
Setup Type: Hollow Square Table & Chairs

Update Booking

List Grid 

Location

Monday, September 14, 2015

Newcomb Hall
Kaleidoscope 121
This is a test event

Cap 6 7 8 9 10 11 12 PM 1 2 3 4 5

12 Hours
If services were selected before the reservation request was submitted, they would be listed under this section.

These are the list of Services that can be added after the reservation has been submitted.
Add Services Screen

<table>
<thead>
<tr>
<th>Booking Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Name</strong></td>
<td>This is a test event</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>Monday, September 14, 2015</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Kaleidoscope</td>
</tr>
<tr>
<td><strong>Event Time</strong></td>
<td>10:00 AM - 2:00 PM</td>
</tr>
<tr>
<td></td>
<td>Back To Reservation Details</td>
</tr>
</tbody>
</table>

| **Organization** | ODOS Event Planning Services                     |
| **Setup Type**   | Theater (40)                                     |
| **Status**       | New Request                                      |
| **Event Type**   | Meeting                                           |

**Audio Visual - Newcomb Hall**

- A/V Equipment
- Audio Equipment
- Misc
- Projector Packages

[Save] [Cancel]
### Booking Summary

#### Event Details
- **Event Name:** Test
- **Date:** Monday, December 15, 2014
- **Location:** South Meeting Room
- **Event Time:** 10:00 AM - 2:00 PM

#### Available Services
- Misc - Newcomb
- Space Instructions

![Available Services](image)

#### Existing Services

<table>
<thead>
<tr>
<th>Actions</th>
<th>QTY</th>
<th>Item</th>
<th>Price</th>
<th>Notes</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Audio Visual - Newcomb Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Projector Package - $0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LCD Projector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Screen - 8 x 7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speakers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>VGA Cable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Built in Computer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Microphone</td>
<td>$0.00</td>
<td></td>
<td>1 on lectern for moderator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tables</td>
<td>$0.00</td>
<td></td>
<td>2 on table for panel</td>
</tr>
</tbody>
</table>

![Existing Services](image)

#### Additional Services that can be added
- Click Green + to add services for existing category

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**Powered by:** [ems](http://www.ems.com)
Helpful Things To Know

• After 10 minutes of inactivity, the system times out and will not save any previously entered information.

• The system will **not** accept requests made within 72 exact hours of the event start date and time.
Quiz and Account Activation

Now that you have been trained, please take this short quiz to have your computing id activated.

http://www.virginia.edu/deanofstudents/eventplanning/ems-training/

Thank you!!