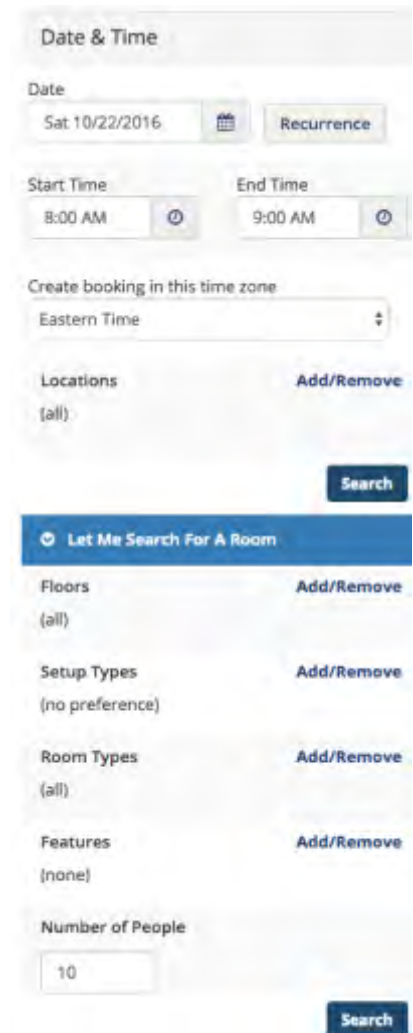# Virtual EMS (Web App) Quick Reference Guide
Stevens Institute of Technology

Submitting an Event or Meeting Request through the Virtual EMS Classroom and Events Request Form:

1. First, navigate to http://www.stevens.edu/virtualems using the browser of your choice.

   A) From the MY HOME page, you will sign in.
   B) In the User ID field, enter your Stevens username. In the Password field, enter your Stevens password.
   C) Click on the "Sign In" button

2. Once logged in, you will see a listing under "My Reservation Templates." Next to **Space Booking Request,** click on the "book now" button.

3. Next, enter your desired date and time.

   If you have rooms saved under your favorites, only those rooms will appear. In order to see <u>all</u> locations available, you must remove "Favorites" from the Locations section.
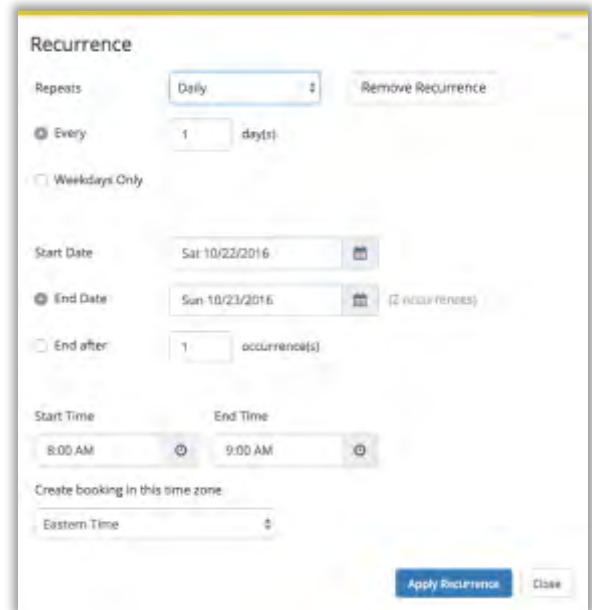
   Under "Let Me Search for a Room," you must enter in the number of people expected. It defaults at "1" and if this number is not changed, you will not receive an accurate result.

4. If you need to schedule a recurring meeting or event, click the "Recurrence" button. Enter your desired meeting pattern and then click "Apply Recurrence". Don't forget to set the range of your recurrence.

Whether you apply a recurrence or not, next you need to click "Search".

5. If requesting a single date you will see the grid below under the "Schedule" view. NOTE: You are not able to select rooms from this view. You must change to the "List" view.

Updated 10/18/16

6. Under the "List" view, you are able to select the room or rooms needed for your reservation. Click the plus sign next to the room or rooms that you want to request.

Room Search Results

LIST   SCHEDULE

☐ Favorite Rooms only.   Find A Room   Search

	Room	Location	Floor	TZ	Cap	Match ⌄
Rooms You Can Request						
⊕	Altorfer, Room 501	Altorfer Academic Complex	Floor 05	ET	24	
⊕	Humphreys Volleyball Court	Humphreys Hall	Outside Lawn	ET	25	
⊕	Burchard, Room 430	Burchard Building	Floor 04	ET	34	
⊕	Burchard, Room 514	Burchard Building	Floor 05	ET	30	
⊕	Burchard, Room 714	Burchard Building	Floor 07	ET	25	
⊕	Burchard, Room 715	Burchard Building	Floor 07	ET	30	
⊕	Babbio Center, Room 104	Babbio Center for Technology Management	Floor 01	ET	60	
⊕	Babbio Center, Room 122 (Auditorium)	Babbio Center for Technology Management	Floor 01	ET	110	
⊕	Babbio Center, Room 202	Babbio Center for Technology Management	Floor 02	ET	16	
⊕	Babbio Center, Room 203	Babbio Center for Technology Management	Floor 02	ET	24	
⊕	Babbio Center, Room 204	Babbio Center for Technology Management	Floor 02	ET	24	
⊕	Babbio Center, Room 219	Babbio Center for Technology Management	Floor 02	ET	28	
⊕	Babbio Center, Room 220	Babbio Center for Technology Management	Floor 02	ET	28	

A pop-up window will appear to verify the attendance for the room. Once this has been verified, you can click "Add Room."

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees

10

Add Room   Cancel

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The selected room(s) will then appear at the top under "Selected Rooms". To unselect a location, simply click the minus sign next to the location you want to remove.

Selected Rooms ✏ Attendance & Setup Type

⊖ Babbio Center, Room 202 ⊖ Babbio Center, Room 203

Room Search Results

LIST SCHEDULE

7. If using a recurrence you will see a list of available locations along with the number of dates in the recurrence on which the room is available.

Room Search Results

LIST

☐ Favorite Rooms only.   Find A Room   Search

Room	Available ⌄	Location	Floor	TZ	Cap	Match
Rooms You Can Request						
⊕ Altorfer, Room 501	9/9	Altorfer Academic Complex	Floor 05	ET	24	▭
⊕ Humphreys Volleyball Court	9/9	Humphreys Hall	Outside Lawn	ET	25	▭
⊕ Burchard, Room 430	9/9	Burchard Building	Floor 04	ET	34	▭
⊕ Burchard, Room 514	9/9	Burchard Building	Floor 05	ET	30	▭
⊕ Burchard, Room 714	9/9	Burchard Building	Floor 07	ET	25	▭
⊕ Burchard, Room 715	9/9	Burchard Building	Floor 07	ET	30	▭
⊕ Babbio Center, Room 104	9/9	Babbio Center for Technology Management	Floor 01	ET	60	▭
⊕ Babbio Center, Room 122 (Auditorium)	9/9	Babbio Center for Technology Management	Floor 01	ET	110	▭
⊕ Babbio Center, Room 202	9/9	Babbio Center for Technology Management	Floor 02	ET	16	▭
⊕ Babbio Center, Room 203	9/9	Babbio Center for Technology Management	Floor 02	ET	24	▭
⊕ Babbio Center, Room 204	9/9	Babbio Center for Technology Management	Floor 02	ET	24	▭
⊕ Babbio Center, Room 219	9/9	Babbio Center for Technology Management	Floor 02	ET	28	▭
⊕ Babbio Center, Room 220	9/9	Babbio Center for Technology Management	Floor 02	ET	28	▭
⊕ Babbio Center, Room 221	9/9	Babbio Center for Technology Management	Floor 02	ET	28	▭
⊕ Babbio Center, Room 304	9/9	Babbio Center for Technology Management	Floor 03	ET	24	▭

8. Once you have selected your room(s), click on the "Next Step" button in the top right corner. You will then be brought to the "Services" tab. There is nothing to enter in this tab. Please click on the "Next Step" button.

Services For Your Reservation

Next Step

Your selected room(s) and date(s) do not allow for additional Services . Please adjust your selections or continue to the next step .

9. You will then be brought to the "Reservations Details" tab to enter the event information. Any field with an asterisk is required in order to submit a request.

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

Attachments

Select your files   Drag and drop your files here

Additional Information

Will you require catering for your event? *

Choose one

Will wine and beer (alcoholic beverages) be served at your event? *

Choose one

Would you like this event published on the internal Stevens Events Calendar? *
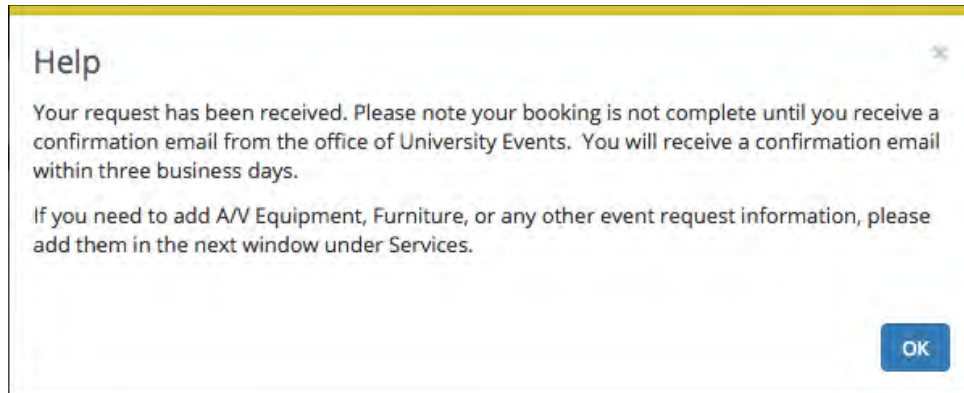
Choose one

If published on the internal Stevens Events Calendar, provide an event description to be posted

10. Once all of the information is completed, then you must check the box next to "I have read and agree to the terms and conditions." After that, you can press the "Create Reservation" button.

I have read and agree to the terms and conditions:

Create Reservation

11. Once the reservation is created, you will see the following message confirming your submission.

Help

Your request has been received. Please note your booking is not complete until you receive a confirmation email from the office of University Events. You will receive a confirmation email within three business days.

If you need to add A/V Equipment, Furniture, or any other event request information, please add them in the next window under Services.

OK

12. To see your listing of reservations, current or past, select "My Events" from the main sidebar menu while logged in to Virtual EMS.

ems

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

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