

Editing Event Information

- Under “Event Request”, click on “View My Requests”.

The screenshot displays the Virtual EMS (VEMS) Event Scheduling System interface. At the top left is the EMS logo with the tagline "Event Management Systems Schedule Clarity". The main header reads "Virtual EMS (VEMS)". Below this is a navigation bar with options: "Browse", "Event Request" (highlighted with a red arrow), "AV Request", "My Account", "Admin", and "Help". On the right of the navigation bar, it says "Welcome Terry Stumpf" with a dropdown arrow. A "Home" button is located on the left side of the main content area. The main content area is titled "Event Scheduling System" and contains a dropdown menu under "Event Request" with the following options: "Classroom Space", "Conference Space", "Student Request - Classroom Space", "Student Request - Conference Space", and "View My Requests" (highlighted with a red arrow). At the bottom of the page, it says "Powered by EMS".

Editing Event Information

- On the “Current” tab click on the name of the event (Test Event).

Virtual EMS (VEMS)

Event Management Systems
Schedule Clarity

Browse Event Request AV Request My Account Admin Help Welcome Terry Stumpf

Current Historical

Event Scheduling System

Reservation Id: Event Name: Quick Search Show Cancelled

ID	NAME	GROUP	FIRST BOOKING ^	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
16177	Test Reservation	Conference Services	8/15/2011 Mon	8/15/2011 Mon	Request	Multiple	Yes

Powered by EMS

Editing Event Information

- Here you can make changes, additions, and deletions to reservations and bookings. Don't be afraid to experiment! For a detailed explanation of the difference between a "reservation" and a "booking", see page 5.

Virtual EMS (VEMS)

Event Management Systems
Schedule Clarity

Browse Event Request AV Request My Account Admin Help Welcome Terry Stumpf

Event Scheduling System

Reservation Details | Additional Information | [Back to My Requests](#)

Reservation Id	16177	Group Name	Conference Services	Edit Reservation
Event Name	Test Reservation	Primary Contact Name	Terry Stumpf	Add Booking
Event Type	Training/Workshop/Seminar	Phone	410-837-6635	Cancel Services
		Back-Up Contact Name	Dan Nagle	Cancel Bookings
		Phone	x 5142	Cancel All Bookings
				Service Availability
				View Reservation Summary
				Add booking to personal calendar
				Booking Tools

All | Current | Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		8/15/2011 Mon	7:30 AM - 1:00 PM	Test Reservation	Business Center - 141 - Conference Room	Request	(none) (12)
		8/15/2011 Mon	7:30 AM - 1:00 PM	Test Reservation	Business Center - 139 - Conference Room	Request	(none) (12)



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Reservation vs. Booking

- A “Reservation” the who and what of an event. It can be thought of as a file folder. On the outside of the folder is a label that tells you the name of the event.
- A “Booking” can be thought of as a line item on the papers in the folder. They are the space, resources, set up notes, and services needed for an event.

View My Requests		Reservations					
ID	NAME	GROUP	FIRST BOOKING ^	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
16177	Test Reservation	Conference Services	8/15/2011 Mon	8/15/2011 Mon	Request	Multiple	Yes

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Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 	 	8/15/2011 Mon	7:30 AM - 1:00 PM	Test Reservation	Business Center - 141 - Conference Room	Request	(none) (12)
 	 	8/15/2011 Mon	7:30 AM - 1:00 PM	Test Reservation	Business Center - 139 - Conference Room	Request	(none) (12)

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