

VIRTUAL EVENTS MANAGEMENT SYSTEM (VEMS)

Cultural Life Center Conference Services

How to Reserve a Room Online Using the VEMS

Learn how to use the Virtual Events Management System to request a space for events/classes on campus.

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Creating an Account & Logging In

1. In order to view available space or request a room reservation, you will need to create an account.

Hover over “**MY ACCOUNT**” and then select “**CREATE AN ACCOUNT**”

2. Enter your User Info using your full Roberts email (ex; strange_alison@roberts.edu). You may choose any password, it does not need to be the same as your Roberts password. When you are finished select “**SAVE**”.

3. To log in, hover over “**MY ACCOUNT**” and select “**LOG IN**” and enter your login information. If at any time you forget your password, you may retrieve it by clicking “**EMAIL ME MY PASSWORD**”.

The screenshot displays the VEMS web application interface. At the top left, the logo for Roberts Wesleyan College Event Management Systems is visible, along with the text 'Virtual EMS'. A navigation bar contains links for 'Browse', 'My Account', 'Quick Tips', and 'Links'. The 'My Account' link is circled in blue with a '1' above it, indicating the first step. The 'Welcome Guest' text is on the right. Below the navigation bar is a 'User Info' form with the following fields: Email:*, Name:*, Phone:, Fax:, Password:*, Confirm Password:*, and Notes: (with a text area). A 'Save' button is located at the bottom left of the form.

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Viewing the VEMS Calendar

1. Go to the RWC Intranet at: <https://rwc.roberts.edu/>
2. Hover over “**CAMPUS**” on the top menu bar and then select “**ROOM RESERVATION**” from the drop down menu. The direct link is: <http://vems.roberts.edu/>
3. Hover over “**BROWSE**” to view the calendar by Events, Facilities, or Space. You may also select “**FILTER**” to apply specific filters such as: date, facilities, room, and more.

ROBERTS INTRANET WESLEYAN COLLEGE

Logged in as **strange_alison**

Academics Students Administration **Campus** Faculty & Staff

- Athletics
- Bookstore
- Calendar
- Campus Map
- Campus Safety
- CLC
- Dining Services
- IT Services
- Library
- Room Reservation**
- Spiritual Life
- The Print Shop
- Voller

⚠ Your emergency contacts are out of date. [Click Here to Update](#)
To receive a text message in case of emergency, please send 5946260 to 292929.

ROBERTS WESLEYAN COLLEGE Event Management Systems Virtual EMS

3 [Browse](#) [My Account](#) [Quick Tips](#) [Links](#)

Welcome Guest

Daily List Weekly List Monthly List Weekly Calendar **Monthly Calendar**

Today | This Week | This Month

May, 2014

Filter

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3

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Requesting Space for One Day

1. In order to request a room reservation, you will need to log in. Then hover over “**RESERVATIONS**” and select “**ROOM REQUEST**”.
2. Complete all the necessary fields along with the facilities (if left blank, we will choose the best room for your event) select “**CHECK AVAILABILITY**” and click the **+** icon for the room you prefer.
3. Select the “**DETAILS**” tab and fill in your information. **For quicker processing, please use your official Department Name (as listed in the RWC Online Directory).**
4. Click “**SUBMIT RESERVATION**” to complete your request and send it for processing. Requests are processed on a first-come, first-served basis. Classroom requests are processed AFTER the Academic Upload is complete (Fall=Late July; Spring=Late November; Summer=Late April)

Exceptions are: Garlock, Ellen Stowe Room, and pre-approved events in Hale Auditorium

ROBERTS Virtual EMS
WESLEYAN COLLEGE
Event Management Systems

Browse Reservations My Account Quick Tips Links Help Welcome Heather Morgigno

Room Request

Info Details Availability

When and Where

Date:* 6/5/2014 Thu Recurrence

Start Time:* 10:00 AM End Time:* 11:00 AM

Facilities: Roberts Cultural Life Center

Setup Information

Attendance:* 5

Check Availability

Availability

Select	Available	Location	Capacity	Price
Request				
+	1/1	CLC - CLC 214	18	
+	1/1	CLC - CLC 220	30	
+	1/1	CLC - CLC 212	22	
+	1/1	CLC - CLC - Davison G	200	
+	1/1	CLC - CLC - Ice Room	0	

Submit

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Requesting Space for Multiple Days

1. Follow directions in step 1 of “Requesting Space for One Day”
2. Fill out the date, times, facilities & room; then select “**RECURRENCE**”
3. A new window will open. Choose the recurrence pattern and select “**APPLY RECURRENCE**”
4. Complete the reservation using the instructions in “Requesting Space for One Day”
5. You can select dates that do not follow a pattern by selecting each date under the “random” tab.

The screenshot displays the VEMS interface for a room request. The main window is titled "Room Request" and has tabs for "Info", "Details", and "Availability". The "When and Where" section includes a date field set to "8/23/2014 Sat", a "Recurrence" button circled in blue with a "1" above it, start and end time fields (9:00 AM to 10:00 AM), a facilities dropdown (Roberts Cultural Life Center), and a room dropdown (CLC - Ice Room). The "Setup Information" section has an attendance field set to "3" and a "Check Availability" button. A "Recurrence" modal window is open, showing a "Time" section with start and end times (9:00 AM to 10:00 AM), a "Recurrence Pattern" section with tabs for "Daily", "Weekly", "Monthly", and "Random", and a "Range of Recurrence" section with "Start Date" (8/23/2014 Sat), "End after" (1 occurrences), and "End by" (8/23/2014 Sat) options. The "Apply Recurrence" and "Remove Recurrence" buttons are at the bottom of the modal.

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When a Space is Unavailable

1. If the room you would like is not available, click one of the rooms that show up as available.
2. If you still do not find a suitable room for your event, you can try a different facility or select “No Preference” for both “**FACILITIES**” and “**ROOM**” to see a list of potential rooms on campus.

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Room Request

Info Details **Availability**

The location you requested is unavailable

Select	Available	Location	Capacity	Price
+	1/1	CLC - CLC - Ice Room	0	
+	1/1	CLC - CLC Drsng. Rm-M.	20	
+	1/1	CLC - CLC Drsng. Rm-W	20	
+	1/1	CLC - CLC - ATRIUM L	NA	
+	1/1	CLC - CLC - ATRIUM U	NA	
+	1/1	CLC - CLC - Davison G	200	

When and Where

Date: 7/1/2014 Tue Recurrence

Start Time: 9:00 AM End Time: 10:00 AM

Facilities: Roberts Cultural Life Center

Room: CLC - HALE AUDITORIUM

Setup Information

Attendance: 12

Check Availability

Submit

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Important VEMS Notes

- * **ROOM RESERVATIONS** will be processed Monday – Friday, twice daily, between 9:00 am and 3:00 pm.
- * **LIBRARY INSTRUCTIONAL LAB 134 or 135 RESERVATIONS** - please complete a library request form at: <http://library.roberts.edu/library-instruction-lab-request-form.aspx>
- * **GUEST APARTMENT RESERVATIONS** - please complete this form: http://acc.roberts.edu/Guest_Apt_Request/.
- * **RESERVATIONS FOR A FUTURE SEMESTER** will not be processed until the corresponding Academic Upload is complete:
 - Fall Upload – Late July
 - Spring Upload – Late November
 - Summer Upload – Late April
 - Exceptions to this are the Garlock, Ellen Stowe Room, and pre-approved events in Hale Auditorium*
- * **When ENTERING DEPARTMENT information, please use the Department Name, not the Division.** If you are unsure what the Department Name is, please use the [College Directory](#) as a reference .

Please contact Alison Strange at 6963, or Strange_Alison@roberts.edu if you need additional assistance. *Thank you!*