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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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”.
VIRTUAL EVENTS MANAGEMENT SYSTEM (VEMS)

Cultural Life Center Conference Services

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.
VIRTUAL EVENTS MANAGEMENT SYSTEM (VEMS)

Cultural Life Center Conference Services

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 Stone Room, and pre-approved events in Hale Auditorium
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.
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.
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](http://library.roberts.edu/library-instruction-lab-request-form.aspx)

- **GUEST APARTMENT RESERVATIONS** - please complete this form: [http://acc.roberts.edu/Guest_Apt_Request/](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](http://library.roberts.edu/library-instruction-lab-request-form.aspx) as a reference.

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