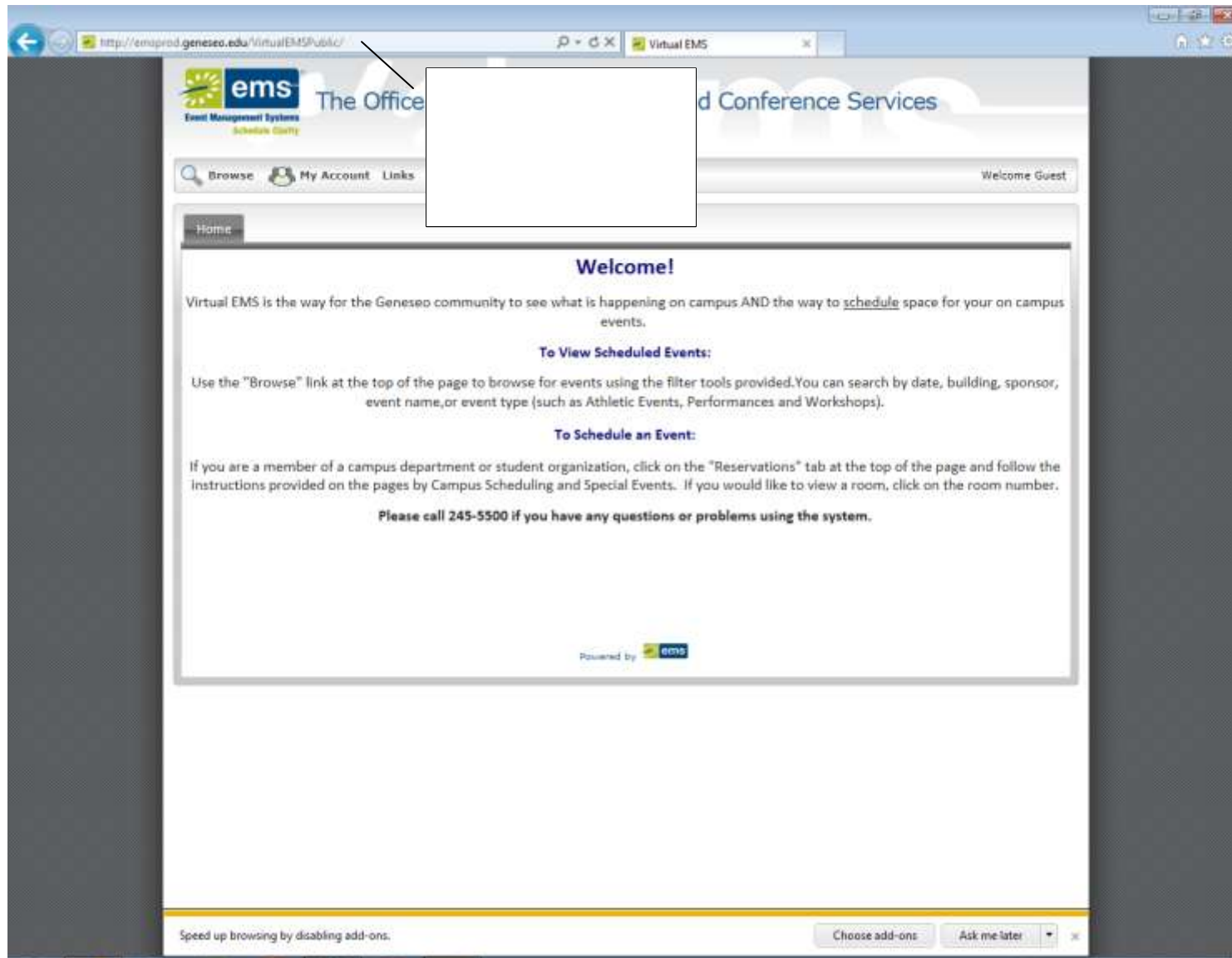
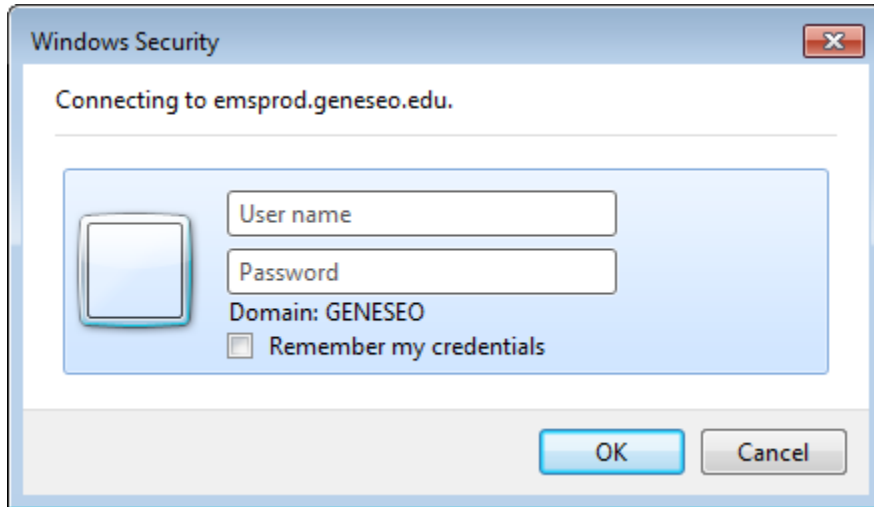


## Using Virtual EMS to Reserve CU Publicity Spaces:

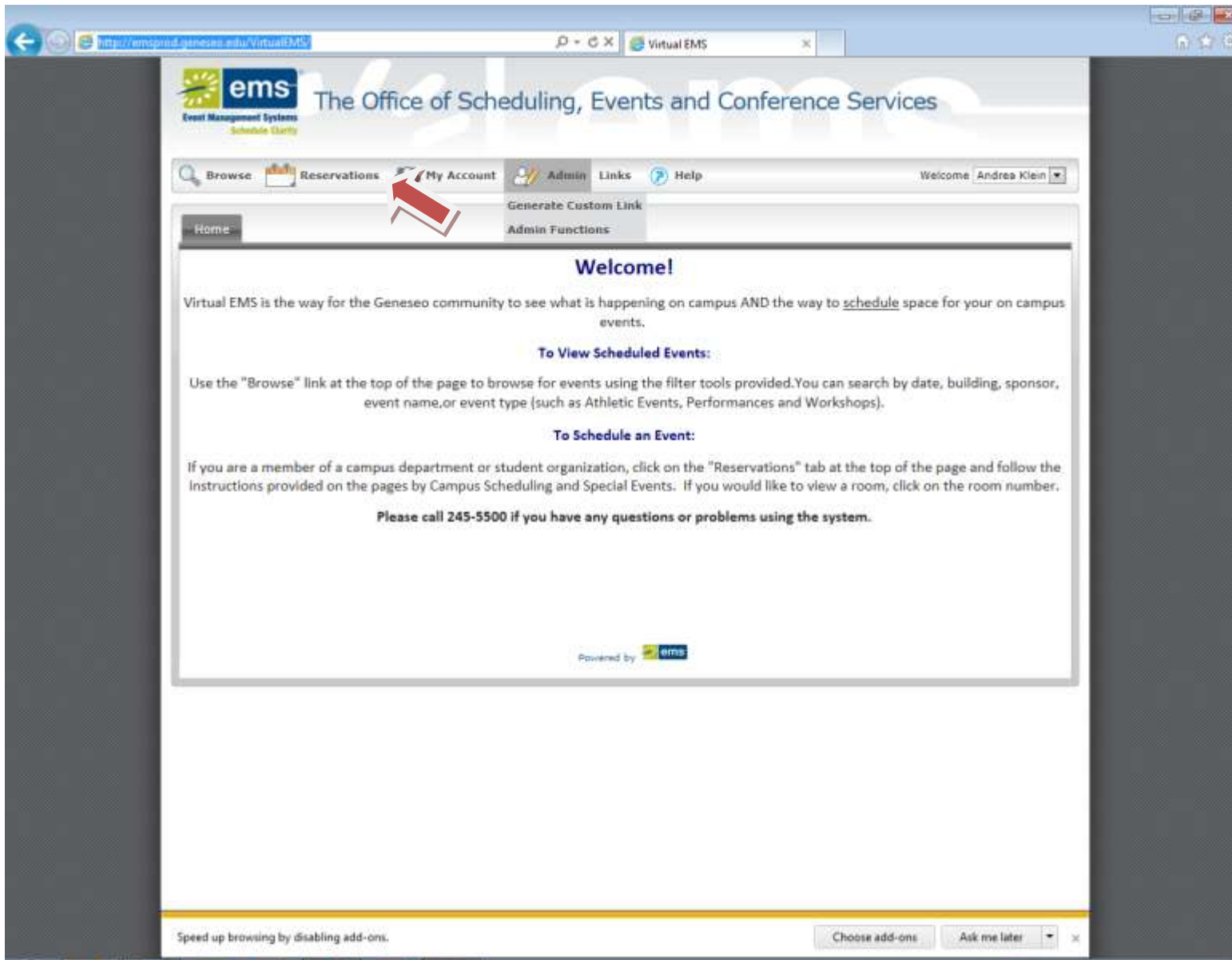
1. Go to events.geneseo.edu.
2. When you get to the homepage you will have to go into your internet browser and remove the word 'Public'



3. A pop up box will appear and you need to enter your Geneseo username and password.



4. Click on the Reservations Tab and Select: General Room Request



The screenshot shows a web browser window displaying the Virtual EMS website. The browser's address bar shows the URL <http://emsprod.geneseo.edu/VirtualEMS>. The website header includes the logo for 'ems Event Management Systems' and the text 'The Office of Scheduling, Events and Conference Services'. A navigation menu at the top contains links for 'Browse', 'Reservations', 'My Account', 'Admin', 'Links', and 'Help'. A red arrow points to the 'Reservations' tab. Below the navigation menu, there are links for 'Home', 'Generate Custom Link', and 'Admin Functions'. The main content area features a 'Welcome!' message and instructions on how to view scheduled events and schedule new events. At the bottom of the page, there is a footer with the text 'Powered by ems' and a notification bar at the very bottom that says 'Speed up browsing by disabling add-ons.' with buttons for 'Choose add-ons' and 'Ask me later'.

5. This screen will appear next, see prompts below and follow:

Enter date which you want to hold your publicity event (if you want to choose more than one day, see next page)

Time: ALWAYS use 11am-5pm,

Under Facilities choose: MacVittie Union Publicity

Attendance: you must enter a number greater than 0 (zero) to advance.

Press Find Space

The screenshot shows a web browser window with the URL `emsprod.geneseo.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxGFZTQvNr97yLU%2byk57qiz`. The page title is "Virtual EMS - Room Request - Mozilla Firefox". The browser's address bar and search bar are visible. The main content area features the "ems" logo and the text "The Office of Scheduling, Events and Conference Services". Below the logo is a navigation menu with links for "Browse", "Reservations", "My Account", "Admin", "Links", and "Help". A "Welcome Andrea Klein" message is displayed on the right. The main form is titled "General Room Request" and has two tabs: "Location" (selected) and "Details". The "When and Where" section includes fields for "Date:" (11/21/2013 Th), "Start Time:" (11:00 AM), "End Time:" (5:00 PM), and "Facilities:" (MacVittie Union Publicity). The "Setup Information" section has an "Attendance:" field with the value "2". The "Availability Filters" section has a "Room Type:" dropdown set to "(all)". A "Find Space" button is located at the bottom of the form. The "Selected Locations" section is currently empty, displaying "No rooms currently selected" and "List" and "Grid" options.

To reserve more than one date, choose the Recurrence Button (see red arrow) and the pop up box on the right will appear, Choose the Random tab (see red arrow).

Remember: Lobby tables can be reserved up to 5 days in a row Monday-Friday and all other Publicity, 5 days in a row, Sunday –Friday.

Start and end time should still be 11am-5pm. Hit Apply Recurrence and complete the steps listed on the previous page and choose Find Space.

The screenshot shows a web browser window displaying the 'Virtual EMS - Room Request' application. The browser's address bar shows the URL: `emsprod.geneseo.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvN97yLU%2byk57qiz`. The application header includes the 'ems' logo and the text 'The Office of Scheduling, Events and Conference Services'. A 'Recurrence' pop-up box is open, showing a calendar for November 2013. The 'Random' tab is selected in the 'Recurrence Pattern' section. A red arrow points to the 'Recurrence' button in the 'When and Where' section of the main form, and another red arrow points to the 'Random' tab in the pop-up box. The main form includes fields for 'Date', 'Start Time', 'End Time', 'Facilities', 'Attendance', and 'Room Type', along with a 'Find Space' button. The browser's taskbar shows various icons and the user's name 'Andrea Klein'.

Virtual EMS - Room Request - Mozilla Firefox

SUNY Geneseo | SUNY Geneseo

State University College at Geneseo - ...

Hello - Klein@geneseo.edu - State Un...

Andrea Klein

Virtual EMS - Room Request

emsprod.geneseo.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvN97yLU%2byk57qiz

Search with Bing

Search

Shopping

Games

Travel

MSN

Amazon

eBay

Facebook

Twitter

ems The Office of Scheduling, Events and Conference Services

Event Management Systems Schedule Clarity

Browse Reservations

Welcome Andrea Klein

General Room Request

When and Where

Date: 11/21/2013 Th

Start Time: 10:00 AM

End Time:

Facilities: MacVittie Union Publicity

Setup Information

Attendance: 0

Availability Filters

Room Type: (all)

Find Space

Recurrence

Time

Start Time: 10:00 AM

End Time:

Recurrence Pattern

Daily Weekly Monthly Random

November, 2013

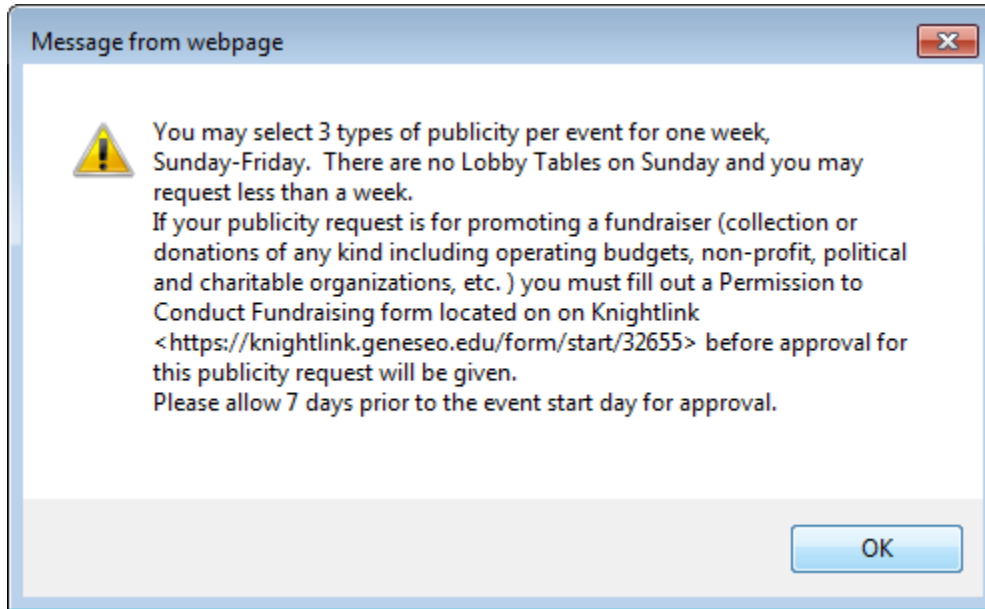
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Apply Recurrence Remove Recurrence





8. When you select your Publicity choice this Alert will pop up, please read and then close the dialogue box and scroll down to find the Yellow Continue Button (it does not appear in the screen shots).



This is the final screen and then you are done.

9. Fill in the REQUIRED info **RED \***.

Note: for your sponsor you will need to use the little search glass and find your RECOGNIZED Suny Geneseo Student Organization Name.

If you are not the faculty advisor or President of the Organization, choose 'temporary contact' and fill in your name, email and phone.

PLEASE choose CU Publicity as the EVENT TYPE.

Scroll down and hit the SUBMIT button (it does not appear in this screen shot). You will receive a PENDING reservation confirmation until reviewed by Department of Student Life Staff.

Virtual EMS - Room Request - Mozilla Firefox

SUNY Geneseo | SUNY Geneseo

emsprod.geneseo.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxGFZTQvNr97yLU%2byl57qiz

Search with Bing

Schedule Clarity

Browse Reservations My Account Admin Links Help

Welcome Andrea Klein

General Room Request

Location Details

**When and Where**

Date: 11/21/2013 Th Recurrence

Start Time: 11:00 AM End Time: 5:00 PM

Facilities: MacVittie Union Publicity

**Setup Information**

Attendance: 2

**Availability Filters**

Room Type: (all)

Find Space

**Event Details**

Event Name: Event Type:

**Sponsor Details**

Sponsor: Scheduling, Events & Confer

1st Contact:

Phone: Email:

2nd Contact: (none)

Phone: Fax: Email:

**Other Information**