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
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
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.
6. The right hand side of the screen will become populated with the available spaces, it will also show you what is already reserved.

7. When you choose the space you want, press the plus sign at the left of the designated space (see red arrow).
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.