Requesting Event Space Using Virtual EMS

From the browser of your choice, type the Virtual EMS address into the browser address bar.

Note: It is recommended to bookmark this site.

https://rooms.wfu.edu/virtualems

Under “My Account”, click the log in option. Log in using your network user name and password.
An expanded menu bar will display.

The ‘Browse' menu offers options for viewing events that are already scheduled, either by date, facility or group.

Begin your request using the Reservations menu.

Most requests will utilize one of the ‘All Campus' forms.

*Note: For this guide, the ‘All Campus – Training' form has been used*

Additional spaces that require more specific reservation information have been created as well.

Options available for each type of request will differ based on the form you select.

Upon clicking the form name, the form opens on the Info tab, which provides instructions on what this particular form should be used for and how to complete it.

Complete the fields on the left side of the form to begin the request process. Fields marked with a “*” are required.
Select the date for your request by clicking the calendar grid icon to the right of the date field.

A calendar of the current and following month will display. Select the appropriate date by simply clicking on that day in the calendar. Use the arrows on either side of the month to advance or go back by month.

For a single-date event, select the start & end times by clicking on the clock icon to the right of each of those fields.
If your event will be recurring, click the recurrence button to the right of the date field.

Complete the start & end time fields, and provide the information to set the recurrence pattern and date range. Select the ‘Apply Recurrence’ to save.

If you have a specific facility you would like to use for your event, select it from the Facilities drop-down. If you do not have a preference, select the “all” option. If there are several possible facilities that would meet your event needs, click the magnifying glass icon to the right of the drop-down to check the boxes beside the facilities in which you are interested.
In the Setup Information section, enter the number of attendees, and select the room setup type from the dropdown.

The Availability Filters section offers options to select the type of room that best meets your event needs, as well as the opportunity to select any special equipment needed for your event. These are optional filters, and the options available depend upon the selected facility.
Once all fields are complete, click ‘Find Space’. The system moves you to the location tab, and a list of all possible rooms that meet your needs will display on the right. Click the + to the left of the room you would like to request.

**Note:** Be sure to select a room with the capacity that most closely meets your number of attendees. For example, if you only need a room for 20, don’t select a room that seats 200.

Once the + is selected, the room is listed above the grid. Click the yellow ‘Continue’ button to finalize the details of your request.
The system now moves to the Details tab. In the Event and Group Details sections, provide the event name, associated group, and a contact.

If a default contact has been defined for the group, this field is automatically populated. If the default contact is listed but other contacts have been configured, you may select a different contact from the pre-configured list.

If contacts have not been configured or you want to provide a contact other than those already pre-configured, select ‘(temporary contact)’ and provide the additional required contact information.

Note: If a default contact has been configured for the group, any modifications made for this reservation will be for this reservation only.

Below the event & group details is a place to add any attachments related to the event.

The Other Information section asks required questions for finalizing your space request. Select your answers from the drop-down options.
The remainder of the form offers optional fields to provide additional information regarding your setup needs, or to select if your event is being held in the Benson University Center (BUC). To expand any of these sections, click the +. To collapse a section, click the -.

Once all appropriate fields are complete, click the yellow 'Submit' button.

The Reservation Details screen displays for you to review the information you submitted. Use the links on the right to make any necessary changes to your reservation request.

Note: Your reservation will then be sent to the appropriate space manager for review and confirmation, and you will receive an emailed request summary. Your reservation is not confirmed until you receive a confirmation email from the space manager.