**Booking a room in Virtual EMS**

Goto website: [schedule.siena.edu](http://schedule.siena.edu)

Hover over My Account and click on Log In

Enter Siena username **without** @siena.edu and password then select Login

For New Reservation: Hover over **Reservations** and select one of the following 3 Forms:

- **Express Book (Room Only)**

  Use for meetings and reservations that do not require setup, catering and have no room restrictions. This form will let you book a room within a 24 period; it can also be used for setting up weekly meetings.

- **Student Room Request** OR **Faculty/Staff/Administrators**

  Use for all other reservations that require setup instructions, catering, and any other resources.

  A minimum of 72 hours is needed in order to reserve a room with this form. This does not include weekend or holiday hours.

  Use for all other reservations that require setup instructions, catering, and any other resources.

**Fill in calendar. Start time, End Time, Attendance, and setup type. All * items are required fields**

Note: All rooms have a **“Standard”** room type. You can search for a specific type of room using this filter, otherwise leave on standard.

If your **attendance exceeds** the room’s capacity it will not show up in the search results

Click: **Find Space**

Select room by clicking on the **Green Plus Sign**

Select the **Details** tab

Fill in **Event Details**

**Organization/Department Details**

By selecting the magnifying glass you can look up your department, club, or committee and select it by clicking the **Green Plus Sign**.

After you select your department, club, or committee the system will remember you and have this saved in the drop down menu.

For contact name, if the name does not appear in the dropdown menu, select temporary contact and fill in the required fields (Name, phone and email)

**Fill in contact information and add 2nd contact information.**

**Students-please add your club advisor**
Attachments:
You can attach a document(s) for your event. File types that are accepted are: .csv,.doc,.gif,.jpg,.pdf,.ppt,.txt,.xls,.xlsx,.tif

Other Information:
FOPAL/Budget Code:
Required for all reservations

Setup Instruction:
Please be as specific as possible explaining your setup needs and requirements including any setup time you may need for event.

Facilities:
General:
All items needed for events, except tables, select item and quantity. Add notes if needed.

Sound Equipment:
Individual sound items to add to your booking. Can be used in conjunction with Sound Packages

Sound Packages:
Each item that is listed in this menu will provide the sound reinforcement for a room or separate event. Please read description carefully. You can select a package and add other sound items to your booking by selecting them from the Sound Equipment menu.

Tables:
Select number and type of tables needed for event.

General Laptop Setup:
Select number and item that you may need. You must contact ITS helpdesk@siena.edu separately as well to confirm details. Please use reservation number in email when addressing event.

Siena Fresh Catering:
Select the type of meal you would like. You must contact Siena Fresh catering chowley@siena.edu for all requests

Please view the terms and conditions before submitting form.

Editing Reservations:
The Items under action and services are the same as the menu items to edit
Under Reservations select View My Requests
Select booking to edit

Edit Reservation (who, what, and type)

Add Booking
Add additional rooms and days to reservation

Booking Tools
Change date and time of booking
To add services to a booking click Green Plus Sign.
Follow instructions above to add all details and resources
You can review your Booking Details by selecting the magnifying glass

Setup
Allows you to change the attendance and setup type of you reservation
Recurrence Use

The Recurrence button (Located next to the Date:) allows you to setup meetings or events by a daily, weekly, monthly or random pattern.
Select the time section then the day and week information.
After applying this to your reservation you can look for the room that is needed.
The list that is generated by the program will show how many of the selected dates can be held in the room.

| 18/20 | ROSET - 317 | 11 |

This is showing that 18 out of the 20 meetings that were set up in the recurrence are available. You may select this room by clicking the green plus button and then searching for the additional dates by clicking on the Search Remaining dates Button.
**Browse Tab**

**Browse Events**

The Browse Events page in Virtual EMS (VEMS) displays your organization’s EMS events in a daily, weekly, or monthly view. The Browse Events page is the best way to see a snapshot of scheduled events.

**Browse Facilities**

The Browse Facilities page displays all the rooms in your organization in which you can schedule an event. The page can display the room in one of two formats - By Setup Type, which is a list of the rooms grouped by setup type or By Room, which is a list of the setup types grouped by room. The Browse Facilities page in Virtual EMS (VEMS) is useful for viewing the services available in each room, and how each room can be configured.

**Browse for Space**

The Browse for Space page displays all the rooms in your organization in which you can schedule an event along with the availability information for each room (based on the current day's date) in a grid view.

The Browse for Space page in Virtual EMS (VEMS) should be the first place you go to locate an available time and location for your meeting.