VIRTUAL EMS quick guide

1. CREATE ACCOUNT

VISIT: oit-eventmgt.ohio.edu/virtualEMS/login.aspx to create a new account.

LOGIN: with your OHIO ID. (accounts require a minimum of two business days to activate)

IDENTIFY: the department or organization that you would like to reserve on behalf of.

2. MAKE A RESERVATION

Log on to Virtual EMS.
oit-eventmgt.ohio.edu/virtualEMS/login.aspx

Navigate the ‘Browse’ tab to check on room capacities and setups to help you choose the right space for your event.

Hover your mouse over the ‘Reservations’ tab to display the various request forms. Select the form that you would like to use based on the space that you are trying to reserve.

Fill-in the selected form with your date, time, and setup information. Then click ‘Find Space’.

Choose the space(s) that you would like to request by clicking the green plus sign on the left side of the list.

Once you have reviewed and agreed to the terms and conditions click the ‘continue’ button in order to advance to the next screen.

Fill-in the information and answer the questions and click ‘Submit’ at the bottom of the screen in order to complete your request.

RESERVE THESE SPACES ONLINE:

Baker University Center
- 1804 Lounge
- Atrium Spaces (3rd and 5th floors)
- Ballroom (A, B, and Grand)
- Conference Rooms (2nd, 3rd, and 5th floors)
- Front Room
- Maggie Davis Room
- Multi-Purpose Room
- Theater and Theater Lounge
- Bobcat Student Lounge

Galbreath Chapel
Memorial Auditorium
Walter Hall Rotunda
Q: **WILL I NEED AN ACCOUNT TO USE THE ROOM RESERVATION SYSTEM ON THE WEB?**

A: You may browse the room reservation system for events as well as room capacities and setups without creating an account. You must have an approved user account to submit a reservation and/or reservation request online.

If you are a representative of an Ohio University department or a member of a registered student organization, you may request a web account by clicking ‘Log In’ (Login with your OHIO ID). A request for access cannot be approved without completing all of the requested information. Once you have identified the Ohio University Department or student organization that you would like to make reservations on behalf of, click ‘Submit’.

Non-university groups may request space by calling the Event Services Reservation Office at: 740.593.4021

Q: **IF MY STUDENT ORGANIZATION IS NOT REGISTERED CAN I REQUEST AN ACCOUNT AND RESERVE FACILITIES?**

A: No, if your student organization registration has lapsed, or is not in good standing, members of the organization will not be able to request facilities online or at all.

Q: **IF I WANT TO REQUEST A ROOM AND IT DOES NOT COME UP AS A SELECTION ON THE ONLINE RESERVATION SYSTEM, HOW DO I RESERVE THE SPACE?**

A: Check the following to make sure your reservation or request is within the proper parameters. You can also contact the reservation office for additional assistance at 740.593.4021:

- The event is within the building hours of the facility you are trying to reserve/request (see ohio.edu/eventservices/baker/hourscalendar.cfm).
- Your attendance is within the capacity range for the space (see room capacities listed under the ‘Browse’ tab).
- Confirm that the space you are wanting to request is available through the online system (see room availability under the ‘Browse’ tab). For more information on Virtual Event Management System, please visit the following link for a training manual (http://www.ohio.edu/eventservices/reservations/upload/Virtual-Training-Manual.pdf).

Q: **SHOULD I SUBMIT INDIVIDUAL REQUESTS FOR A SERIES OR RECURRING DATES?**

A: You may make requests for series bookings or recurring dates by clicking on ‘Recurrence’ on the ‘When and Where’ portion of the request. You may select daily, weekly, monthly or random recurrence patterns.

Q: **HOW WILL I KNOW WHEN MY ONLINE REQUEST FOR A FACILITY HAS BEEN APPROVED?**

A: You will receive an email confirmation for spaces that require request approval. If you have not received a confirmation within 2 business days, or if you have questions about reserving space, contact the reservation office.

Q: **I NEED TO MAKE A CHANGE TO AN EXISTING RESERVATION. HOW DO I DO THIS?**

A: Call or email the reservations office to make any changes to an existing reservation. The contact person can be found on your confirmation form. It is important not to wait until the last minute to make changes so that your needs can be accommodated.

Q: **I NEED TO CANCEL AN EXISTING RESERVATION. HOW DO I DO THIS?**

A: Cancellations for conference rooms and lobby tables can be done online through your account up until 3 business days prior to the reservation. Cancellations in major even spaces should be done 14 business days prior to an event and can be canceled by calling the reservations office at 740.593.4021. Cancellations policies vary according to the facility reserved.