Virtual EMS Quick Reference Guide for ==Students==

Crane School of Music, SUNY Potsdam

Virtual EMS (VEMS) is used to book space on the SUNY Potsdam campus.

For the Crane Complex, student room requests should be made via Virtual EMS <u>except for</u> Concert and Recital scheduling which must be done through the Crane Facilities Office.

Virtual EMS can be used to book space for rehearsals, study sessions, student organization meetings, and the like.

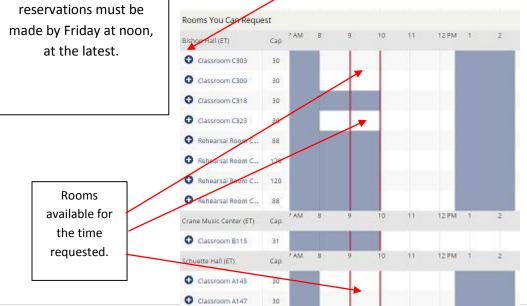## Submitting a Room <u>Request</u> through Virtual EMS:

First, navigate to http://ems-web.potsdam.edu/EmsWebApp/ using the browser of your choice.
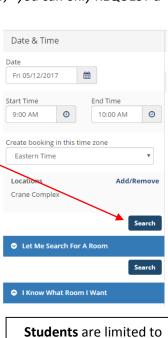
1. Sign in using your Potsdam username and password.

2. Once logged in, select the "Crane Complex and PAC – Student Room Request" reservation template by clicking "Book now." *Despite the use of the words "book now," you can only REQUEST a room.* ==*All requests are subject to approval.*==

3. Next, enter your desired date and time. The default "location" will be the Crane Complex. Then click the appropriate "Search" button. Rooms in use will appear in grey, open times in white.

4. You will see a grid like the image below. Rooms that are booked will have a colored box; rooms that available will not have box, appearing white. Click the <u>plus sign</u> next to the room or rooms that you want to request and it will then be added to your 'Selected Rooms' at the top of the screen. To unselect a location, simply click the minus sign next to the location you want to remove.

> ==**Reservations must be made one working day in advance**== with a 4pm cut-off time.
>
> Weekend & Monday reservations must be made by Friday at noon, at the latest.

> Rooms available for the time requested.

> **Students** are limited to <u>one booking per request,</u> and a maximum of <u>two reservations for any seven day period,</u> with a maximum time of two hours per reservation.
>
> Also students can reserve space <u>no more than a week ahead of time.</u>

5. Once you have selected your room, select "Reservation Details" at the top of the screen (or "next step" over on the right). You **must** enter the following information.

    a. The Event Name should be something particular ("String Quartet Rehearsal" or "MTO auditions"), but does not need to be detailed.

    b. The Event Type has to be selected from the drop down list. The default for this form is "Rehearsal."

    c. Group: Select either **SUNY Potsdam Student(s)** or an appropriate student organization, if you are booking on their behalf. *Do NOT select "Crane School of Music."* Select from drop down menu or use the magnifying glass to see the "groups" list for the entire campus. (See below for more information about searching for a group.).

    d. 1st Contact: Students must select **"(temporary contact)"** and then put in their name, phone and email. Without this information, your reservation will not be approved.

6. Now you can click "**Create Reservation**" at the top right-hand corner of the form. Even though the text now says "Reservation Created," you have only made a **request**. Once the request is processed (which may take a day or more) you will receive an email approving or denying the request.

7. You can click on "**My Events**" to see any bookings you have made and their status. Here you can cancel or change booking requests.

8. You will need proof of your reservation, especially on weekends. Make sure you either print out your confirmation email or be ready to show the confirmation email (on a mobile phone, etc.).

It is a violation of the SUNY Potsdam Student Code of Conduct to falsely represent yourself on this room request system. Do not request a room as someone other than yourself.

More about searching for groups: If you click the magnifying glass next to the "group" drop-down menu, you will open up a search window. Only a few groups will appear in this window, but there are over 200 groups in EMS – including all Student Organizations. You can use the search function "group name starts with" to find a group. Once you select a group, they will continue to appear in your drop down menu when you return to make a request in the future.

The search function requires an exact match for the beginning of the group name, so you have to know *how* your group is listed. The Potsdam Pitches, for example, are "Potsdam Pitches." Students should NEVER use an academic unit as their group. This includes "Crane School of Music" as well as the individual Crane Departments (such as "Music Education Dept"). When booking for yourself, use the group **SUNY Potsdam Student(s)**.