

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 except for 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.

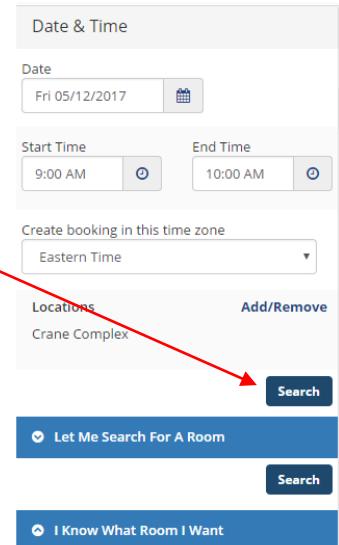
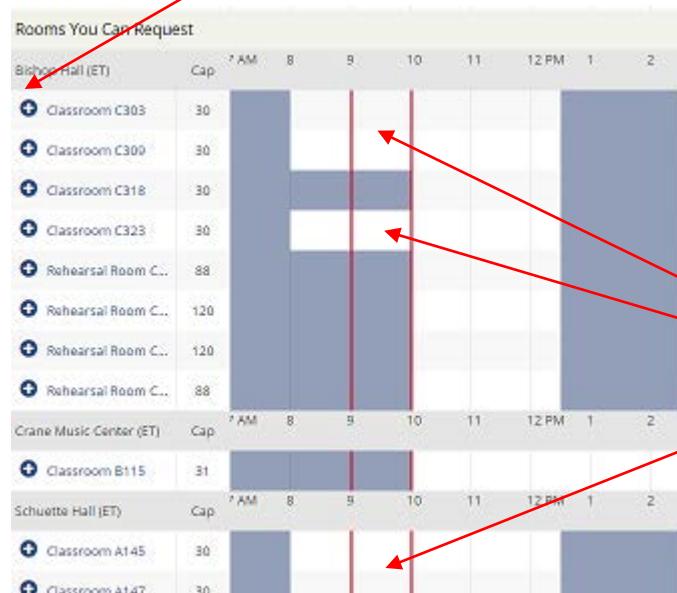
Submitting a Room Request through Virtual EMS:

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 – Faculty/Staff 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 plus sign 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.



Date & Time

Date: Fri 05/12/2017

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Locations: Crane Complex

Search

Let Me Search For A Room

I Know What Room I Want

Rooms available for the time requested.

Virtual EMS Quick Reference Guide for Faculty and Staff

Crane School of Music, SUNY Potsdam



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 (“Aria Trio Rehearsal” or “Theory Study Session”), 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.” Another common faculty Event Type is “Meeting.”
- c. **Group:** Select either **Crane School of Music** or another appropriate group, such as a Department, if you are booking on their behalf. 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:** Select yourself from the drop down list; your email and phone number will automatically populate.

A screenshot of a web-based form titled "Reservation Details". The "Event Details" section contains fields for "Event Name" (with placeholder "Rehearsal") and "Event Type" (set to "Rehearsal"). The "Group Details" section includes a dropdown menu for "Group" containing "SUNY Potsdam Student(s)" and a magnifying glass icon for searching. Below it are fields for "1st Contact" (dropdown menu with "SUNY Potsdam Student(s)"), "1st Contact Phone", "1st Contact Fax", and "1st Contact Email Address". A red arrow points from the text in step 5.c. to the magnifying glass icon in the "Group" dropdown menu.

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. **Faculty should NEVER reserve space for students or student organizations.** Students cannot reserve space more than a week in advance and have a limit on the number of hours they can book. These limitations must be honored.

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 Theory, History, Composition Department, for example, is “T/H/C Dept.”