1. First, you will need to create a user account. Go to: [https://ems-web.ad.siu.edu/VirtualEMS/](https://ems-web.ad.siu.edu/VirtualEMS/)
   a. Click on My Account, then scroll down to create an account.
   b. Fill out all information on the page. Items with a red asterisk are required fields. Please note, if you want your SIU Network ID and password to be used to login to online scheduling, then you must provide it.
   c. Click Save.
   d. You will be contacted for within two business days for account approval.

2. Once your account has been approved, login in to the online scheduling site with your SIU Network ID and password or email as your user ID and the password you created.

3. Once you login, you will be on the main page of the Online Scheduling Request Site. The main page of the Online Scheduling Request Site lists general information about how to view scheduled events, how to schedule, account information and help information. To get back to the main page, you can do so by clicking the “SIU Icon” in the upper left hand corner of the page.

4. Remember, not all spaces in facilities can be reserved online! If the space you are needing is not available, contact that department accordingly.

5. To make a reservation, click on **Reservations** and drop down to choose the facility for which you are scheduling space.
3. Start with the **Where and When** section:
   a. Under "Date" enter the date of your event
   b. Next, enter the start time of your event. The end time is automatically set for 1 hour, but may be adjusted to your needs.
   c. You can set recurring reservations by clicking the “Recurrence” button.
   d. Under “Facilities”, use the drop down to select the facility you want to reserve space. Please see the example of the Student Center.
   e. Continue under “Set-up Information” and enter the number who will be in attendance. Some facility’s pages will have “Standard Set-ups” information to assist you in picking your “Setup Type”.

You must choose a “Setup Type” to continue. What type you choose will relate to the space that is available with the attendance you choose and will generate open rooms based on these specifications.

*Remember, items marked with a red asterisk are required fields.*
4. Once you have picked your set-up type, press “Find Space” and a list of available rooms will be generated under “Availability”. Click on the blue lettered name of the room to learn more about that particular room (room details, set-up types and features). Select the space you want to request by clicking on the green + sign.

5. Your choice will then be moved up to the “Selected Locations” portion of the page. Notice the red X next to it, if you change your mind and wish to cancel this room, press the X. You may also change any data in your request and look for available spaces with other dates, times, or setups by returning to the “When and Where” portion of the page.

6. REVIEW your information to make sure you have the room/rooms you want for that date and time. Then agree to the terms and conditions and click “Continue”.
7. Under “Event Details”, type the “Event Name” and pick from the drop-down to choose an event type.

8. Under “Customer Details” please use the drop down menu to pick the customer assigned to you (this is an RSO, other organization or department).

   Please use the drop down menu to pick a contact already assigned to your group or pick “temporary contact” and type in contact information in the needed fields. The “1st contact” must be the person handling logistics for the event and for RSOs, must be a Certified Officer. Add a second contact as needed.

9. In “Other Information, please answer the questions so we can gather more information about your meeting/program. Different facilities questions will vary.
10. If there is an equipment section, please click any equipment you may need for your meeting/program from the list of choices by checking the smaller box. List the quantity for that item in the larger box.

11. You may be prompted to list any other equipment needs or provide more information about your event in text boxes. REVIEW all the information to ensure it is correct. You must agree to the terms and conditions a second time. Click the yellow “Submit Reservations” button to proceed.
   a. Notification: You will automatically receive an email notification verifying that you have requested an space. Also, you will receive a follow up email on any Status change. Emails will contain additional instructions.
   b. When you request space, you are blocking off that space so no one else can reserve it!

12. Once submitting, online scheduling will return a page with reservation details including booking details. Please review for any inconsistencies. Click on any of the blue hyperlinks for additional actions regarding your reservation.

   “Edit Reservation”: Change time/date or add services
   “Add Booking”: Add a booking to this same Reservation.
   “Cancel Services”: Can cancel any requested equipment
   “Cancel Bookings” or “Cancel All Bookings”: Can cancel one or any of the Bookings and it will ask you for a reason.
   “View Reservation Summary”: Allows you to view your reservation in the format you received via email
   “Add booking to personal Calendar”: Will add a booking to your Gmail calendar or calendar of choice
   “Booking Tools”: you can change the date and time. It will warn you if the space in not available for that change. If the date and time are changed, the reservations is reverted back to a request and you will receive a new confirmation email.
13. **View Your Requests**: To view your pending requests for event space, once you have logged into the page, go to “Reservations” and choose the drop down for “View My Requests”. [see step #4]
   
   a. If you click on the blue link that will take you to the reservation you want to view.
   b. Most important to note is the **STATUS** of your reservation. Ex: In the below example, one of the items is at a “Request” status. This means it has not been approved or denied. One of the other bookings in Activity Room A was cancelled by the web user so it says “Web Cancel”. The last example has been confirmed and the user has signed all appropriate paperwork (as needed), thus it says “Confirmed”.
   
   c. Click on the tab “Historical” to see reservations that have passed or the “All Tab” to see all requests (current and historical). See the circled portion above.

14. **Browse**: You can go to “Browse” and check out the various drop downs. You have the ability to browse current events, available facilities via a list and space via a grid.

15. **My Account**: Use this tab to “Log Out” when done. You can also use this tab to “Edit My Account” in order to update information.

16. **Help**: To obtain further assistance, you can call Conference and Scheduling Services at 536-6633 or email conferenceservices@siu.edu. You may also drop down for the “Virtual EMS User’s Manual”

**Confirmation Note**: You will receive a confirmation for the facility you requested space from the appropriate department. For reservations with charges, there may be a requirement of signature by a fiscal officer and/or appropriate organization delegate.