SCHEDULING AN EVENT USING VIRTUAL EMS (VEMS)

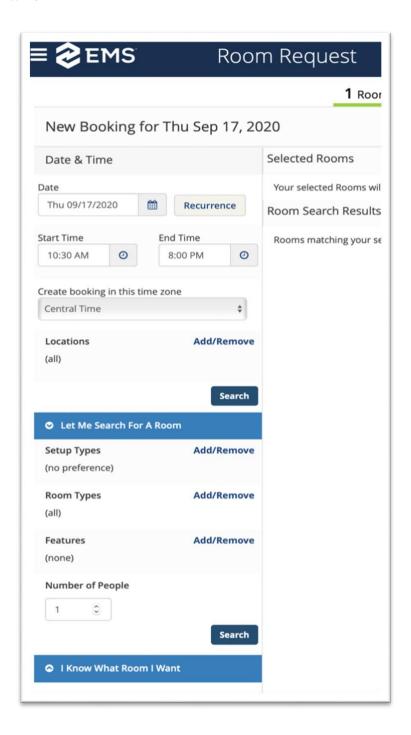
The VEMS system is used by faculty, staff, and students to request an event space at the Rudi E. Scheidt School of Music.

1. LOG-IN:

 Go to http://vems.memphis.edu and sign in using your Memphis username and password. (VEMS is not compatible with Mozilla/Firefox.) Click "Book Now" to begin booking.

2. STARTING THE RESERVATION:

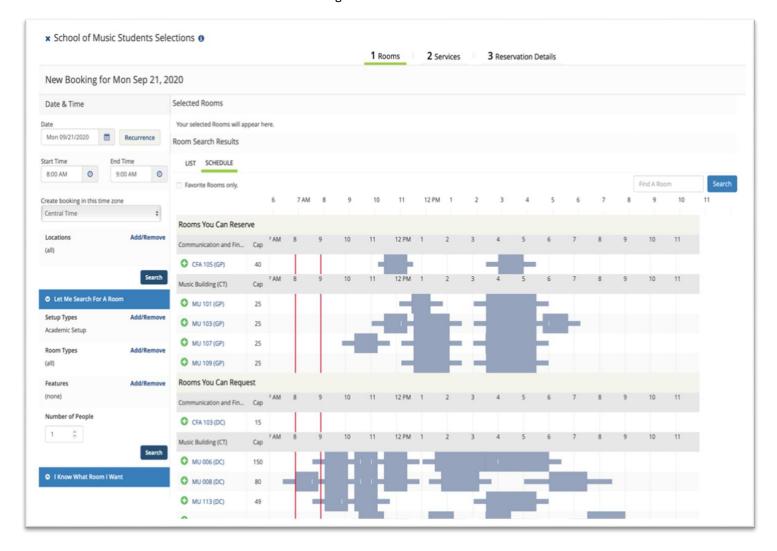
- Insert the "Date, Start & End Time, and Locations." (Music Building or Communication and Fine Arts Building)
- To search or select a room use the "Let Me Search For A Room" options or the "I Know What Room I Want" section by typing the room name. (G6/MU 006 and G8/MU 008)



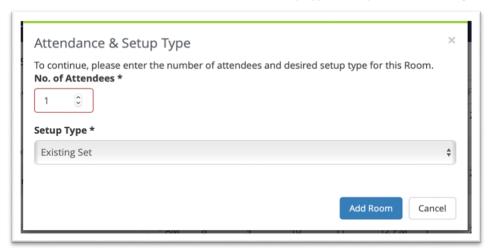
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3. SELECTING THE ROOM:

- The grid screen shown below will appear. White space indicates availability and blue space represents unavailable space for booking. To get more information on a room such as if it contains a piano, click the room name in blue.
- To select a location, click on the green plus sign to the left of the room. The room will appear in the "Selected Locations" area. Click on the red minus sign and it will remove the room.



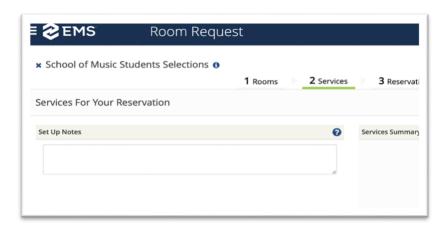
VEMS will then ask for the number of attendees and setup type. Always select "Existing Set" for the setup type.



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4. ADDING EQUIPMENT NEEDS:

- Type any equipment needs in the "Set Up Box." (ex. 5 chairs, 3 music stands, etc.)
- If requesting Harris and need a piano, specify YAMAHA or STEINWAY grand piano.
- If additional set-up is required before the event, large ensembles especially, please list in this box.



5. RESERVATION DETAILS:

- Enter an "Event Name."
- "Event Type" select either "Practice or Performance." (Performances will automatically display on the School of

For Additional Information:

- Most common selection for VIP attending will be "None."
- If VIP is not listed or there are multiple, select "Other/Multiple" and list them in event description.
- If you have any VIP guest planned, please notify the Scheduling Coordinator at scheduling music@memphis.edu

6. SUBMITTING YOUR REQUEST:

- After submitting, you'll receive an email notification. (This Is not a confirmation.)
- Once your booking is approved, you'll receive a confirmation email.