Using Virtual EMS

The Rudi E. Scheidt School of Music now has access to the Virtual EMS tool to view our events and request spaces through the web. This tool is available to all School of Music faculty, staff, and students. Requests made through the system will go to Marcie Richardson (mrchrds2@memphis.edu) for approval. The EMS calendar can be found using the link below, and also on the School of Music website (https://www.memphis.edu/music/). **Please note: The forms that have been in use previously for School of Music reservations, both paper and online, are no longer being used.**

Logging In

Using your browser, go to http://vems.memphis.edu and enter your University of Memphis user ID and password on the login screen, and then click "Sign In".

Viewing the Calendar for Event Planning

1. Notice the menu items in the left pane. These each correspond to a different feature within the calendar.
    - Home – return to primary EMS menu screen
    - Create a Reservation – begin room reservation process
    - My Events – will display any reservations made by you
        o Cancellations and modifications can be made here
    - Events – displays all events scheduled for that day campus wide in listview
    - Locations – displays all events scheduled for that day in a grid display
    - People – provides a search query to find events by Client Name (e.g. UofM School of Music, School of Music Student, Registrar, etc.)

2. When selecting from the "Events" view, make sure to select "Add Filter" in the top right corner of the screen.
    - From the drop down menu chose Locations, and then **Music Building**
    - For CFA 105 or CFA 137 select **Communications and Fine Arts Building**
    - Please note: All reservations for the Psychology Auditorium or any other venue on or off campus should be emailed to Marcie and **she will book these** directly

3. When selecting from the "Locations" view , you must apply the filter by clicking "Add/Remove Locations," and select the venue you are searching as described above.

You can use either the "Events" or "Locations" view to search in the EMS system. If you are looking for a list of things occurring on a given date, the "Events" view is recommended. **If you are searching to find an open room, the "Locations" view is best as it is a grid of spaces rather than a list of events.**