

HOW TO REQUEST A RECURRING EVENT IN EMS

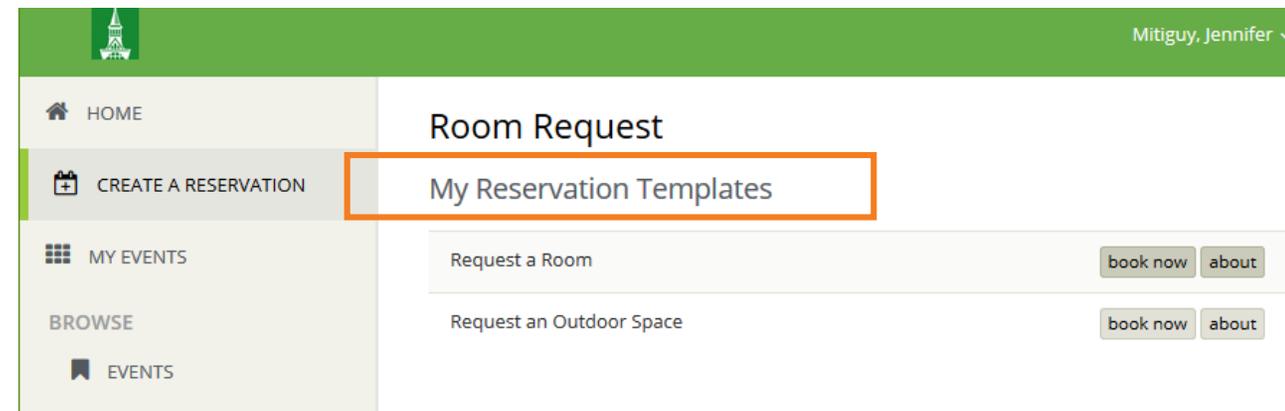
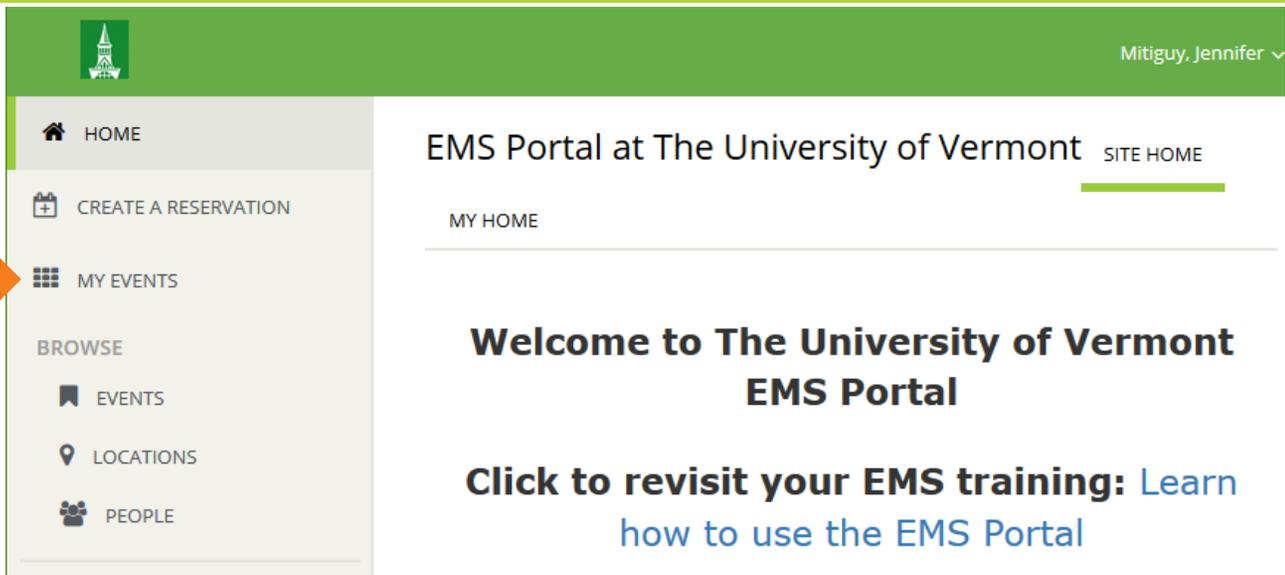
Updated: May 2023

A recurring event is an event or meeting that happens repeatedly throughout the semester or academic year. Such as weekly department meetings, monthly team meetings or weekly club practice.

Log in to the EMS Portal using your UVM net id and password.

Click on **Create A Reservation**

This will open your **Reservation Templates**



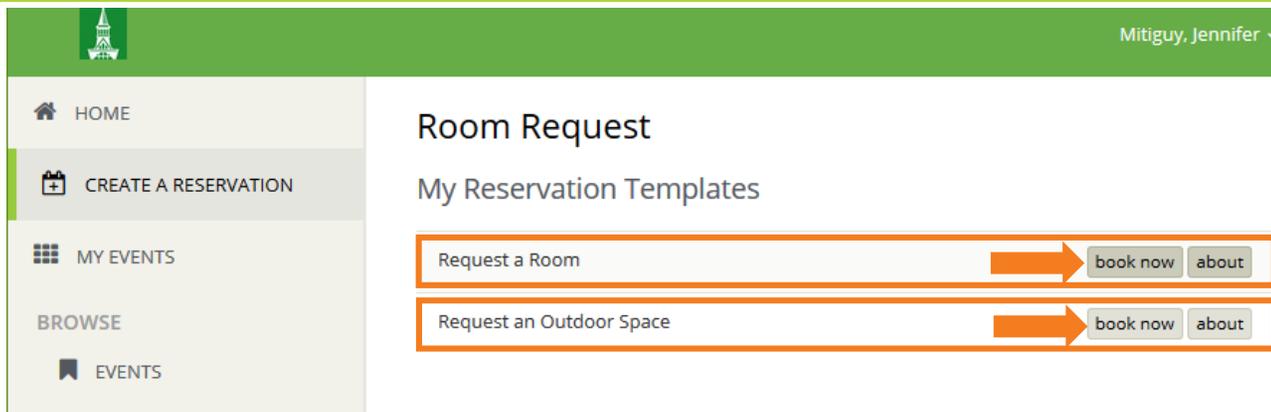
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Click on **Book Now** next to the correct reservation template to continue.

Choose **Request A Room** to request an indoor space such as classroom, meeting space or room in the Davis Center.

Choose **Request An Outdoor Space** to request an outdoor space.



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Click on the **Recurrence** button.

In the Recurrence window, select the drop down arrow next to **Repeats**. Choose your repeating pattern.

PRO TIP: Choosing **Random** will allow users to choose specific dates and avoid accidentally scheduling on holidays, Spring Break or other such academic dates. Click on the dates in the calendar to select them.

When you have finished selecting your repeating dates, or pattern enter your start and end times.

NOTE: The start and end time for each date must be the same.

**Make sure to click
Apply Recurrence.**

The screenshot displays the 'Room Request' interface in EMS. The main window is titled 'Room Request' and includes a 'Request a Room' button. The interface is divided into three steps: '1 Rooms', '2 Services', and '3 Reservation Details'. A 'New Booking for Tue May 19, 2020' is shown. The 'Date & Time' section includes a 'Date' field (Tue 05/19/2020) with a 'Recurrence' button highlighted by an orange arrow. Below this are 'Start Time' (9:00 AM) and 'End Time' (10:00 AM) fields. The 'Create booking in this time zone' dropdown is set to 'Eastern Time'. The 'Locations' section shows '(all)' and an 'Add/Remove' button. A 'Search' button is at the bottom right of the main form.

The 'Recurrence' window is open, showing a 'Repeats' dropdown menu with options: 'Daily', 'Weekly', 'Monthly', and 'Random'. The 'Random' option is selected and highlighted in blue. An orange arrow points to the 'Apply Recurrence' button at the bottom right of the window. The 'Recurrence' window also includes a 'Remove Recurrence' button and fields for 'Start Date' (Tue 05/19/2020), 'End Date' (Wed 05/20/2020) with '(2 occurrences)', and 'End after' (1 occurrence(s)). The 'Start Time' and 'End Time' fields are also present in the recurrence window, matching the main form (9:00 AM to 10:00 AM). The 'Create booking in this time zone' dropdown is also set to 'Eastern Time'.

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A summary of how many dates you selected should now show below Date & Time.

Enter the estimated number of people attending the meeting/event.

Click on the **Search Box**

EMS will generate a list of **Rooms You Can Request** that meet your criteria.

The second column, **Available**, shows if the room is available on all of your requested dates.

For example, here the room is available for 4 of the 4 dates marked by "4/4". If a room is not available for all of the dates it will be listed as "3/4".

Click on the Available number and it will tell you which dates the room is unavailable for.

Once you have identified the room you wish to select, click on the blue circle with the white plus sign to add the room. Indicate the No. of Attendees and the Setup Type you need. Click **Add Room**.

The screenshot displays the 'Room Request' interface. At the top, there's a navigation bar with 'Request a Room' and 'Create Reservation' buttons. Below, a search for a room on 'Tue Jan 1, 2019' is shown. A 'Date & Time' box is highlighted in orange, indicating the search criteria. The main area shows 'Rooms You Can Request' with a table listing rooms like 'Davis Center 001', 'Kalkin Bldg 001', and 'Davis Center 002'. An 'Available' column shows '4/4' for several rooms. A green box highlights an 'Unavailable Dates & Times' popup for 'Lafayette Hall L406'. Another green box highlights an 'Attendance & Setup Type' popup for adding a room, showing a field for 'No. of Attendees' (set to 10) and a dropdown for 'Setup Type' (set to Classroom Style).

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If you select a space that is not available on all dates, the system will then show you another list of rooms that are available for the remaining dates.

Hover the cursor over the number of **Remaining** dates and it will tell you which dates you are now looking to book.

Find a room for the remaining dates. EMS will show you a summary of **Selected Rooms** at the top of the screen.

Once you have a room on all of your dates you can complete your reservation by clicking on **Next Step** and completing steps 2 & 3 in the reservation process.

The screenshot shows the 'Room Request' interface. On the left, there are filters for 'Recurrence', 'Locations (all)', 'Setup Types (Default)', 'Room Types (all)', and 'Features (none)'. The main area displays 'ROOM SEARCH RESULTS' with a 'LIST' view. A tooltip is visible over the search results, indicating '2 Occurrence(s) Remaining' for 'Wed 08/05/2020, Wed 08/12/2020'. Below the search results, there is a section titled 'Rooms You Can Request' with a table of available rooms.

Room	Location	Floor
Aiken Center 102	Aiken Center	01
Aiken Center 110	Aiken Center	01
Aiken Center 112	Aiken Center	01

The screenshot shows the 'Room Request' interface during the booking process. It displays 'New Booking for Wed Aug 5, 2020' and a progress bar with steps: '1 Rooms', '2 Services', and '3 Reservation Details'. A 'Next Step' button is highlighted with an orange arrow. A tooltip is visible over the 'Selected Rooms' section, indicating '2 of 3 occurrences' for 'Aiken Center 102' and '1 of 3 occurrences' for 'Lafayette Hall L406'. The bottom section shows search filters and a table of available rooms.

Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
Aiken Center 102		Aiken Center	01				
Lafayette Hall L406		Lafayette Hall	01				