

HOW TO REQUEST TRANSPORTATION AND PARKING SERVICES IN THE EMS PORTAL

Updated: January 4, 2019

There are two ways to add Transportation and Parking services to your event. You can add them when first requesting the room, or they can be added after your EMS request has been approved.

NOTE: It is best to add the request when you first submit your request for space. With limited parking if you wait to submit your request after your space is approved, it is possible your request for parking may not be accommodated.

To add to a reservation while you are making it:

- Start by selecting the rooms you want and then choosing "Next Step"

The screenshot displays the 'Room Request' interface in the EMS portal. The page title is 'Room Request' and the user is identified as 'Sandberg, Colin'. The navigation bar shows 'Request a Room' with a sub-menu containing '1 Rooms', '2 Services', and '3 Reservation Details'. A 'Next Step' button is visible in the top right corner. The main content area is titled 'New Booking for Wed Jan 9, 2019' and includes a 'Next Step' button. The interface is divided into several sections: 'Date & Time' (Date: Wed 01/09/2019, Start Time: 9:00 AM, End Time: 10:00 AM), 'Selected Rooms' (Aiken Center 102), 'Room Search Results' (LIST, SCHEDULE), 'Rooms You Can Request' (Aiken Center 102, 110, 112, 218, Allen House 102), and 'Locations' (all). A table shows the availability of rooms for the day, with columns for time slots (7 AM, 8, 9, 10, 11, 12 PM, 1, 2, 3, 4, 5, 6) and rows for room names and capacities. An orange arrow points from the 'Next Step' button in the top right to the 'Next Step' button in the main content area.

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On the next page:

- Select if you will need Parking for non-UVM attendees, and if you will need transportation to and from your event

The screenshot shows a web browser window with the URL <https://emsweb.uvm.edu/EMSWebApp/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvN>. The page title is "Room Request" and the logo is "ems". Below the header is a section titled "Services For Your Reservation". Underneath is a tab labeled "Event Details". The form contains several dropdown menus, each with "Choose one" selected. The questions are: "Is this a political event? *", "Does this event include a high profile guest speaker? Band or DJ? *", "Does your event require furniture setup or technical support? *", "Will you need to arrive prior to the start of your event? *", "Will your event require parking for non-UVM attendees? *", and "Will you require shuttles to and from your event location? *". Two orange arrows point from the text on the left to the "Will your event require parking for non-UVM attendees? *" and "Will you require shuttles to and from your event location? *" dropdown menus.

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If you need services, answer the drop down questions that appear after you select "Yes"

Make sure to fill out the required field explaining your event

Will your event require parking for non-UVM attendees? *

Yes ▾

Number of non UVM attendees who will need parking (Your request does not guarantee on-site parking. Transportation and Parking will use the information provided to determine what parking is best suited based on availability (may include parking off-site). *

Number of ADA accessible parking spaces *

Will you require shuttles to and from your event location? *

Yes ▾

Please indicate shuttle start and end time *

Setup Details

REQUIRED: please tell us about your event

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After you have filled out the other required fields, click on "Next Step".

The screenshot shows the 'Room Request' page in the EMS portal. The breadcrumb trail indicates the user is on step 2 of 3: 'Services'. The 'Next Step' button is located at the top right of the 'Services For Your Reservation' section. Below this, there are two columns: 'Event Details' and 'Services Summary'. The 'Event Details' column contains several dropdown menus for event information, including 'Is this a political event?', 'Does this event include a high profile guest speaker?', 'Does your event require furniture setup or technical support?', 'Will you need to arrive prior to the start of your event?', and 'Will your event require parking for non-UVM attendees?'. The 'Services Summary' column is currently empty.

Fill out your Reservation Details on the next page and click "Create Reservation".

The screenshot shows the 'Room Request' page in the EMS portal, now on step 3 of 3: 'Reservation Details'. The 'Create Reservation' button is highlighted with an orange arrow. The 'Reservation Details' section includes 'Event Details' with fields for 'Event Name' (containing 'Reservation Name') and 'Event Type' (containing 'Meeting'). Below this is the 'Organization Details' section, which includes a dropdown for 'Organization' (set to 'University Event Svcs'), a dropdown for '1st Contact' (set to '(temporary contact)'), a text field for '1st Contact Name' (containing 'Contact'), text fields for '1st Contact Phone' (containing '555-555-5555') and '1st Contact Fax', and a text field for '1st Contact Email Address' (containing 'cmsandbe').

Your request will be sent to Transportation & Parking Services and they will follow-up with you to confirm availability of services.

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If you need to add Transportation and Parking Services to an existing reservation, start on the home page and click on "MY EVENTS"

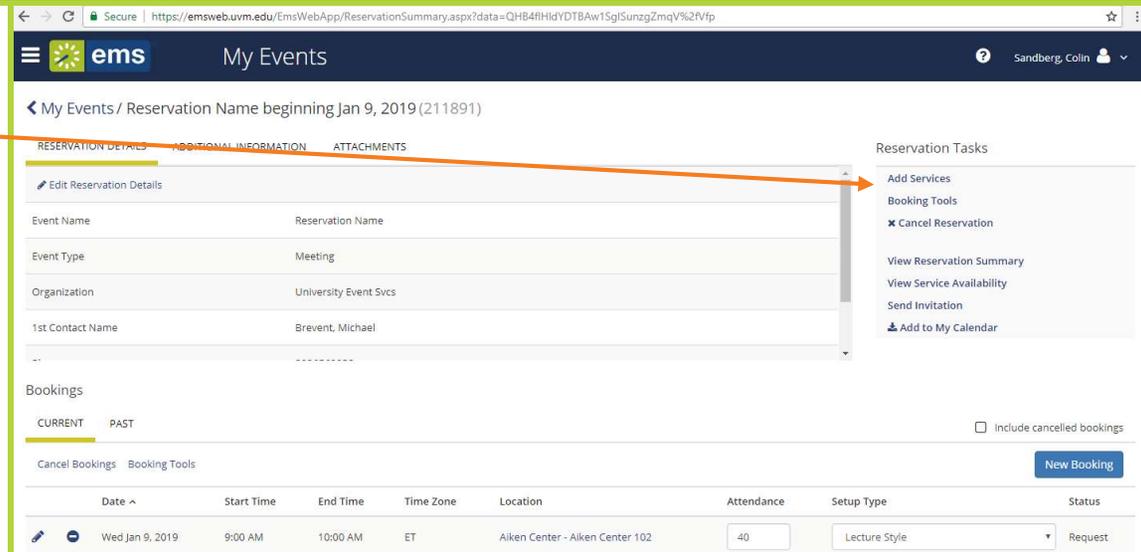
Click on the reservation you would like to add the services to

The top screenshot shows the EMS Portal home page. The navigation menu on the left includes: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, LOCATIONS, and LINKS. The main content area displays a welcome message and a link to revisit EMS training. Below this are sections for Construction News, Facility News, and Other. The bottom screenshot shows the 'My Events' page with a table of reservations. The table has columns for Name, First/Last Booking, Location, Organiz..., Services, ID, and Status. A reservation for 'Test Colin Test' is listed with a booking date of 'Wed Jan 9, 2019' and a location of 'Aiken Center - Aiken Center 102'.

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Click on "Add Services"



The screenshot shows the EMS portal interface. At the top, there's a navigation bar with the 'ems' logo and 'My Events'. Below that, the page title is 'My Events / Reservation Name beginning Jan 9, 2019 (211891)'. There are three tabs: 'RESERVATION DETAILS', 'ADDITIONAL INFORMATION', and 'ATTACHMENTS'. The 'RESERVATION DETAILS' tab is active, showing a table with reservation information:

| | |
|------------------|-----------------------|
| Event Name | Reservation Name |
| Event Type | Meeting |
| Organization | University Event Svcs |
| 1st Contact Name | Brevent, Michael |

Below the reservation details is a 'Bookings' section with 'CURRENT' and 'PAST' filters. There's a 'New Booking' button and a checkbox for 'Include cancelled bookings'. A table lists bookings with columns: Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status.

| Date | Start Time | End Time | Time Zone | Location | Attendance | Setup Type | Status |
|-----------------|------------|----------|-----------|---------------------------------|------------|---------------|---------|
| Wed Jan 9, 2019 | 9:00 AM | 10:00 AM | ET | Aiken Center - Aiken Center 102 | 40 | Lecture Style | Request |

On the right side, there's a 'Reservation Tasks' menu with the following options: Add Services, Booking Tools, Cancel Reservation, View Reservation Summary, View Service Availability, Send Invitation, and Add to My Calendar. An orange arrow points from the text 'Click on "Add Services"' to the 'Add Services' option in this menu.

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Locate the Event Details Category and select if you will need Parking for non-UVM attendees, and if you will need transportation to and from your event

The screenshot shows a web browser window with the URL <https://emsweb.uvm.edu/EmsWebApp/AddServices.aspx?data=QHB4fIHidYDTBAw1SglSuvhGczDoX8f71cpnwWjNcht>. The page header includes the 'ems' logo and 'My Events'. Below the header, there is a breadcrumb trail: '< Reservation Name (211891)'. The main content area is titled 'Select Services' and is divided into two tabs: 'Event Details' (active) and 'Services Summary'. Under the 'Event Details' tab, there are six dropdown menus, each with 'Choose one' as the selected option. The questions for these dropdowns are: 'Is this a political event? *', 'Does this event include a high profile guest speaker? Band or DJ? *', 'Does your event require furniture setup or technical support? *', 'Will you need to arrive prior to the start of your event? *', 'Will your event require parking for non-UVM attendees? *', and 'Will you require shuttles to and from your event location? *'. Two orange arrows point from the text on the left to the dropdown menus for 'parking for non-UVM attendees' and 'shuttles to and from your event location'.

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Once you have identified you need the services, be sure to answer the drop down questions that appear after you select "Yes"

Make sure to fill out the required field explaining your event

Will your event require parking for non-UVM attendees? *

Yes ▾

Number of non UVM attendees who will need parking (Your request does not guarantee on-site parking. Transportation and Parking will use the information provided to determine what parking is best suited based on availability (may include parking off-site). *

Number of ADA accessible parking spaces *

Will you require shuttles to and from your event location? *

Yes ▾

Please indicate shuttle start and end time *

Setup Details

REQUIRED: please tell us about your event

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Click on "Next Step"

Select the booking(s) you want to add the services to

Select, "Add Services"

Reservation Name (211891)

Select Services [Next Step](#)

Event Details

Is this a political event? *
No

Does this event include a high profile guest speaker? Band or DJ? *
No

Does your event require furniture setup or technical support? *
No

Will you need to arrive prior to the start of your event? *
No

Will your event require parking for non-UVM attendees? *
Yes

Number of non UVM attendees who will need parking (Your request does not guarantee on-site parking. Transportation and Parking will use the

Services Summary

Event Details

1 REQUIRED: please tell us about your event
Event Description goes here

Add Services [Add Services](#)

| <input checked="" type="checkbox"/> | Date ^ | Booking Time | Time Zone | Location | Event Name | Event Type | Result |
|-------------------------------------|-----------------|--------------------|--------------|------------------|------------------|------------|--------|
| <input checked="" type="checkbox"/> | Wed Jan 9, 2019 | 9:00 AM - 10:00 AM | Eastern Time | Aiken Center 102 | Reservation Name | Meeting | |

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Congratulations, you have added a request for Transportation and Parking Services to your event!

To View or Manage these services:

- Go to "MY EVENTS" from the home page
- Select the reservation you want to see services for
- Click "View Services" or "Manage Services"

The first screenshot shows the EMS Portal home page with a navigation menu on the left. An orange arrow points from the 'MY EVENTS' menu item to the second screenshot.

The second screenshot shows the 'My Events' page with a table of reservations. An orange arrow points from the 'Test Colin Test' reservation row to the third screenshot.

The third screenshot shows the 'Reservation Summary' page for the selected reservation. An orange arrow points from the 'View Services | Manage Services' link at the bottom to the text in the first screenshot.

EMS Portal at The University of Vermont

Welcome to The University of Vermont EMS Portal

My Events

| Name | First/Last Booking | Location | Organiz... | Services | ID | Status |
|-----------------|---|------------------------------------|-------------|----------|--------|---------|
| Test Colin Test | Wed Jan 9, 2019/ Wed Jan 9, 2019 (single booking) | Aiken Center - Aiken Center 102 | Universi... | | 211891 | Request |

My Events / Reservation Name beginning Jan 9, 2019 (211891)

RESERVATION DETAILS | ADDITIONAL INFORMATION | ATTACHMENTS

Event Name: Reservation Name
Event Type: Meeting
Organization: University Event Svcs
1st Contact Name: Brevent, Michael

Bookings

| Date | Start Time | End Time | Time Zone | Location | Attendance | Setup Type | Status |
|-----------------|------------|----------|-----------|---------------------------------|------------|---------------|---------|
| Wed Jan 9, 2019 | 9:00 AM | 10:00 AM | ET | Aiken Center - Aiken Center 102 | 40 | Lecture Style | Request |