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

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

Your request will be sent to Transportation & Parking Services and they will follow-up with you to confirm availability of services.
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.
Click on “Add Services”
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.
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.
Click on “Next Step”

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

Select, “Add Services”
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”