HOW TO VIEW OR CANCEL SERVICES ON AN EXISTING RESERVATION IN THE EMS PORTAL

Updated: April 2019

If you would like to cancel or edit services on an existing reservation AND you are more than 7 business days from your event date follow the steps below:

Log into EMS using your UVM NetID and Password

On the home page click “MY EVENTS”

You will see a list of your reservations, click on the name of the reservation you want to review.

If you would like to cancel or edit services on an existing reservation AND you are within 7 business days from your event you must call either Campus Events, Davis Center Events and/or UVM Dining directly.

Tip: You can use the header row to sort your reservations by different criteria. Or click on Past to view past events.
To cancel a service, such as a catering order, click on “cancel services”.

To view what services you have already requested, click on “view services”.

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To cancel a service: select which service category you would like to cancel by clicking on the drop down arrow.

If you have multiple bookings under a reservation, select which booking you would like to cancel the services on by clicking the box next to the booking.

Once you have checked the box next to the service you want to cancel, click on cancel services.