HOW TO EDIT AN EXISTING RESERVATION IN EMS

Updated: January 4, 2019

First, log into EMS using your UVM NetID and Password

On the home page click “MY EVENTS”

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

Tip: You can use the header row to sort your reservations by different criteria

Campus Events
campusevents@uvm.edu
802.656.5667

Davis Center Events
dcevents@uvm.edu
802.656.1204
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If you want to edit the Event Name, Event Type, Organization, 1st Contact, or The Chartstring, click on “Edit Reservation Details”

Edit the details you want and then click “Save Reservation Details”
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If you would like to edit the event details, such as if the event is political, if you will need special setup, if you need transportation or parking services, if you would like to add it to the university calendar, or if you would like to add catering, click on “Add Services”

Add the services you want to add, then click “Next Step”

Select the booking you want to add the services to and then click “Add Services”
If you would like to change the start time or day, or change the end time or day, click on "Booking Tools".

Use the date and time sections to change the date and time.

Select the booking(s) you want to apply the changes too.

Select "Update Bookings" to complete your request.

Updated: January 4, 2019
If you would like to cancel the reservation, click on “Cancel Reservation”

Select the reason for canceling and leave any helpful notes in the “Cancel Notes” section.

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**How to Edit an Existing Reservation in EMS**

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If you would like to search for a new time, day, or location, click the edit symbol next to the booking you want to edit.

Use the search tools and filters to the left of the page to narrow your search if you would like.

When you have selected the new time, date, or location, click “Update Booking”.

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<table>
<thead>
<tr>
<th>My Events</th>
<th>My Events / Reservation Name beginning Jan 10, 2019 (212006)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservation Details</td>
<td>Additional Information</td>
</tr>
<tr>
<td>Event Name</td>
<td>Reservation Name</td>
</tr>
<tr>
<td>Event Type</td>
<td>Meeting</td>
</tr>
<tr>
<td>Organization</td>
<td>University Events Dept.</td>
</tr>
<tr>
<td>Ten Contact Name</td>
<td>Browne, Michael</td>
</tr>
</tbody>
</table>

**Event Details**

- **Event Name**: 
- **Reservation Name**: 
- **Event Type**: 
- **Location**: Allen Center - Allen Center 110
- **Attendance**: 20
- **Setup Type**: Classroom Style

**Status**: Request

**New Booking**

<table>
<thead>
<tr>
<th>My Events</th>
<th>My Events (3106519)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Booking Thu Jan 10, 2019</td>
<td>Update Booking</td>
</tr>
</tbody>
</table>

**Room Search Results**

- **Rooms You Can Request**
  - Allen Center DT
  - Allen Center 110

**Availability Legend**

- Available
- Not Available

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