

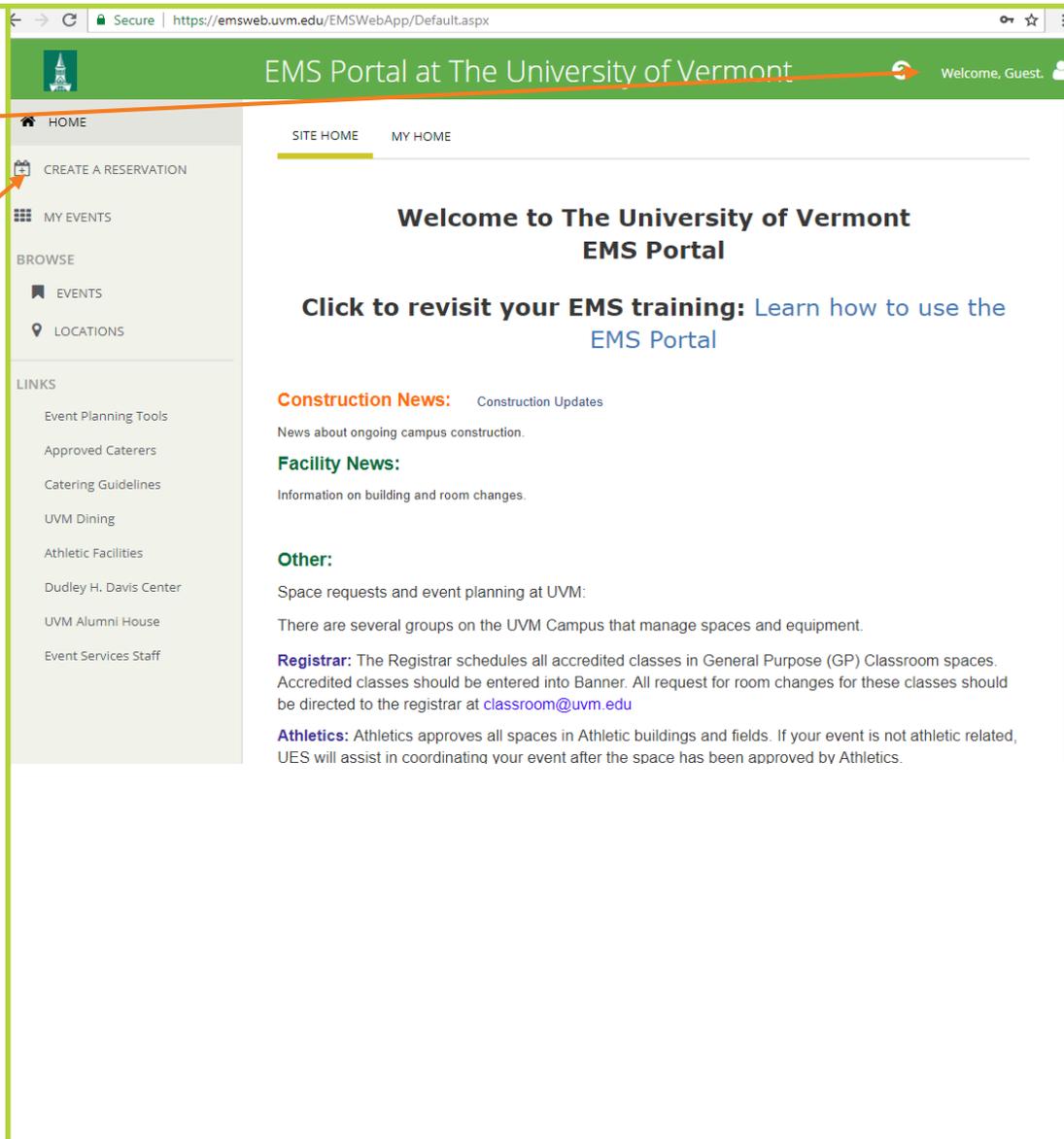
HOW TO REQUEST A RECURRING EVENT IN EMS

Updated: April 2019

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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A recurring event is an event/meeting that happens repeatedly throughout the semester or academic year.

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

Choose “Request A Room” to request an indoor space.

Choose “Request An Outdoor Space” to request an outdoor space.

The screenshot shows the 'Room Request' web application. The top navigation bar is green and contains the text 'Room Request', a help icon, and a user profile icon. Below this is a sidebar with navigation options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS, PEOPLE). The main content area displays 'My Reservation Templates' with two options: 'Request a Room' and 'Request an Outdoor Space', each with 'book now' and 'about' buttons.

Tip: Make your space request as early as possible based on the space booking guidelines. UVM event space is limited and your desired location may not be available. Never advertise your event until your EMS request has been confirmed.

Campus Events
campusevents@uvm.edu
802.656.5667



Davis Center Events
dcevents@uvm.edu
802.656.1204

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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.

If you choose Random, this will open a calendar and you can select each date that you want. This will allow you to avoid scheduling on holidays, Spring Break or other such dates. To select the dates, click on them.

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

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

Make sure to click Apply Recurrence!

The screenshot shows the 'Room Request' web application. The 'Recurrence' window is open, showing a 'Repeats' dropdown menu set to 'Random'. Below this is a calendar for August 2018, with the date '9' (August 9th) selected. The 'Start Time' is set to '9:00 AM' and the 'End Time' is set to '10:00 AM'. At the bottom of the window, there is an 'Apply Recurrence' button and a 'Close' button. An orange arrow points from the 'Recurrence' window back to the 'Recurrence' button in the main interface.

Tip: Make sure to enter the correct start and end time of your event.

DO NOT add in extra time for setup and breakdown here. You can add pre & post event time in the next set up.

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A summary of how many dates you selected should now show here

Click on the Search Box

EMS will generate a list: "Rooms You Can Request"

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". 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.

Once you have identified the room you wish to select, click on the blue circle with the white plus sign to add the room.

Room Request

Request a Room

1 Rooms | 2 Services | 3 Reservation Details

New Booking for Tue Jan 1, 2019

Date & Time: Occurs on various dates, effective Tue Jan 1, 2019 until Thu Jan 10, 2019 from 9:00 AM to 10:00 AM Eastern Time. (4 occurrences)

Recurrence: Add/Remove

Locations: (all) Add/Remove

Room Search Results

Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Request							
Davis Center 001 (Outside Table)	4/4	Bailey Howe/Davis Center Green	(none)	ET	200	60.00 with 100% Discount	<input type="checkbox"/>
Kalkin Bldg 001	4/4	Kalkin	01	ET	64	180.00 Half Day,360.00 Full Day based on Reserved hours with 100% Discount	<input type="checkbox"/>
Davis Center 002 (Outside Table)	4/4	Bailey Howe/Davis Center Green	Outside	ET	200	60.00 with 100% Discount	<input type="checkbox"/>
Kalkin Bldg 002	4/4	Kalkin	01	ET	54	180.00 Half Day,360.00 Full Day based on Reserved hours with 100% Discount	<input type="checkbox"/>
Davis Center 003 (Outside Table)	4/4	Bailey Howe/Davis Center Green	Outside	ET	200	60.00 with 100% Discount	<input type="checkbox"/>
Kalkin Bldg 003	4/4	Kalkin	01	ET	58	180.00 Half Day,360.00 Full Day based on Reserved hours with 100% Discount	<input type="checkbox"/>

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If you choose a room that is not available on all dates, EMS will prompt you to find a room for the missing dates.

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 displays the 'Room Request' interface. At the top, there's a navigation bar with a menu icon, a logo, and the title 'Room Request'. Below this, a progress indicator shows '1 Rooms', '2 Services', and '3 Reservation Details'. The main content area is titled 'Request a Room' and includes a search bar, a 'My Cart' icon, and a 'Create Reservation' button. A yellow banner at the top of the main content area reads: 'Bookings I added, but the location you selected is not available for all of your dates.' Below this, there's a section for 'New Booking for Tue Dec 4, 2018' with a 'Next Step' button. The interface is divided into several sections: 'Date & Time', 'Selected Rooms', 'Attendance & Setup Type', 'Room Search Results', and 'Rooms You Can Request'. The 'Room Search Results' section shows a table with columns for Room, Available, Location, Floor, TZ, Cap, Price, and Filter Match. The 'Rooms You Can Request' section shows a list of rooms with their respective details and a green checkmark indicating availability.

Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
Kalkin Bldg 007	1/1	Kalkin	01	ET	64	180.00 Half Day, 360.00 Full Day based on Reserved hours with 100% Discount	✓
Kalkin Bldg 008	1/1	Kalkin	01	ET	60	200.00 Half Day, 400.00 Full Day based on Reserved hours with 100% Discount	✓
Mann Hall 005 (Mann Symposium)	1/1	Mann Hall	01	ET	888	260.00 Half Day, 520.00 Full Day based on Reserved hours with 100% Discount	✓
University Heights North 1 014 (Seminar Room)	1/1	University Heights North 1	01	ET	30	140.00 Half Day, 280.00 Full Day based on Reserved hours with 100% Discount	✓
Hils Agricultural Science 017	1/1	Hils Agricultural Science	02	ET	37	160.00 Half Day, 320.00 Full Day based on Reserved hours with 100% Discount	✓
University Heights North 1 021 (Lobby)	1/1	University Heights North 1	01	ET	88		✓
Kalkin Bldg 004 (Student Lobby)	1/1	Kalkin	01	ET	91		✓