

# HOW TO VIEW ROOM AVAILABILITY IN EMS

Updated: April 2019

Go to [uvm.edu/ems](http://uvm.edu/ems)

Log into the EMS Portal

Click on "LOCATIONS"

Click on the calendar to change to the date you would like to view

Use the arrow tabs to advance day by day

Scroll down to view the different spaces. Don't use the large scroll bar, as this only moves the page on the screen and doesn't actually scroll down the list.

Rooms are listed in alphabetical order.

The thick gray lines are event times.

The skinny gray lines are the setup and breakdown times for the event.

The screenshot shows the 'Browse Locations' page in the EMS portal. The page has a green header with the title 'Browse Locations' and a user profile icon. Below the header is a navigation menu with 'HOME', 'EVENTS', and 'LOCATIONS' (highlighted). The main content area includes a filter section with 'Date' (Wed 08/08/2018) and 'Time Zone' (Eastern Time). Below this is a calendar for 'Wed August 8, 2018' with navigation arrows and a 'Book a Room' button. The main table lists various rooms with their availability for the day. Thick gray bars indicate event times, and thin gray bars indicate setup and breakdown times. A tooltip is visible for the 'Davis Center 403 (WPA)' room.

Room Name	Capacity	Event Times	Setup/Breakdown Times
Allen Center (ET)	Cap		
Allen Center 102	87		
Allen Center 110	60		
Allen Center 112	80		
Bilingsgate Allen Lectur...	Cap		
Bilingsgate Allen lectur...	248	7 AM - 12 PM	
Bilingsgate Allen lectur...	48		
Centennial Soccer Field ...	Cap		
Centennial Soccer Field	9999		
Davis Center (ET)	Cap		
Davis Center 403/400 ...	250		
Davis Center 403/401 (...)	1000		
Davis Center 403 (Shaw...	440		
Davis Center 403 (WPA...	82		

**Tip:** If you can't view the full name of the room, hover over the room name and a box will pop up.