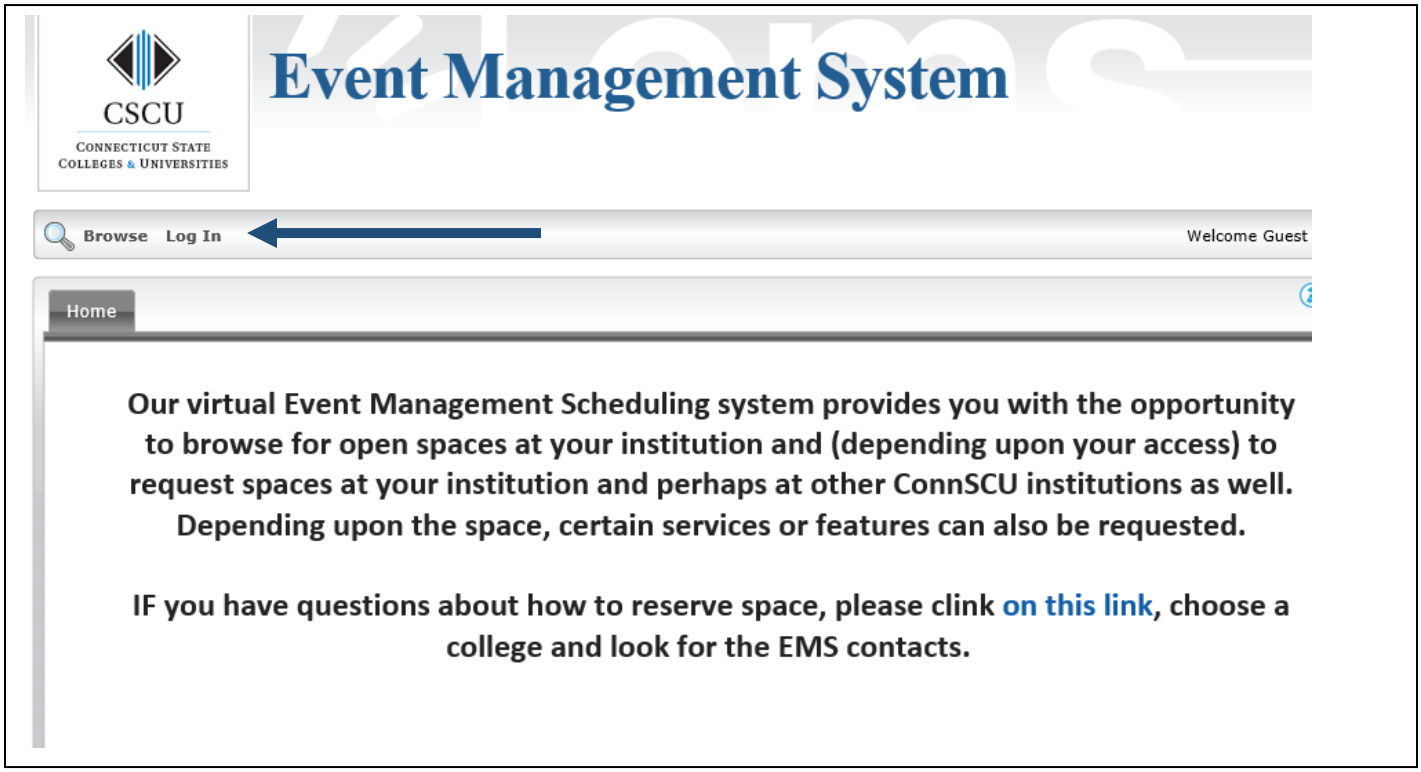
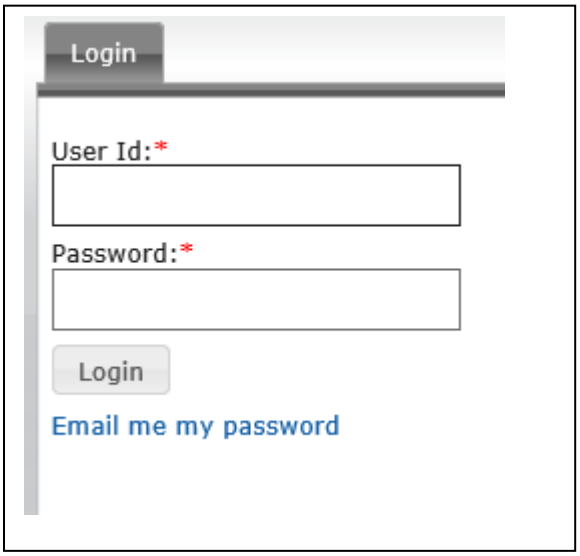
EVENT MANAGEMENT SYSTEM (EMS)

Direct Link: https://ems.commnet.edu/VirtualEMS/

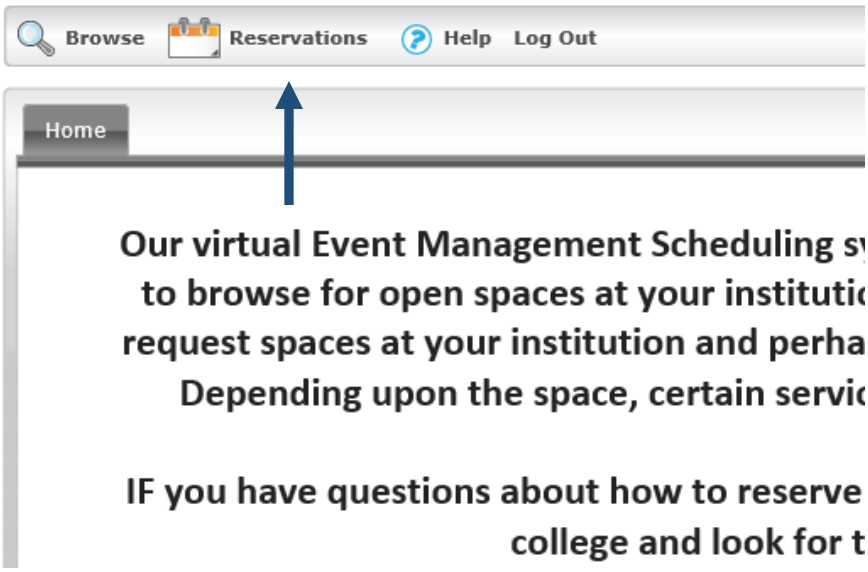


Step 1: Click on Log In

Step 2: Log in with the same ID and Password as you would your computer (do not type in @commnet.edu)



Once you log in this is what you will see:

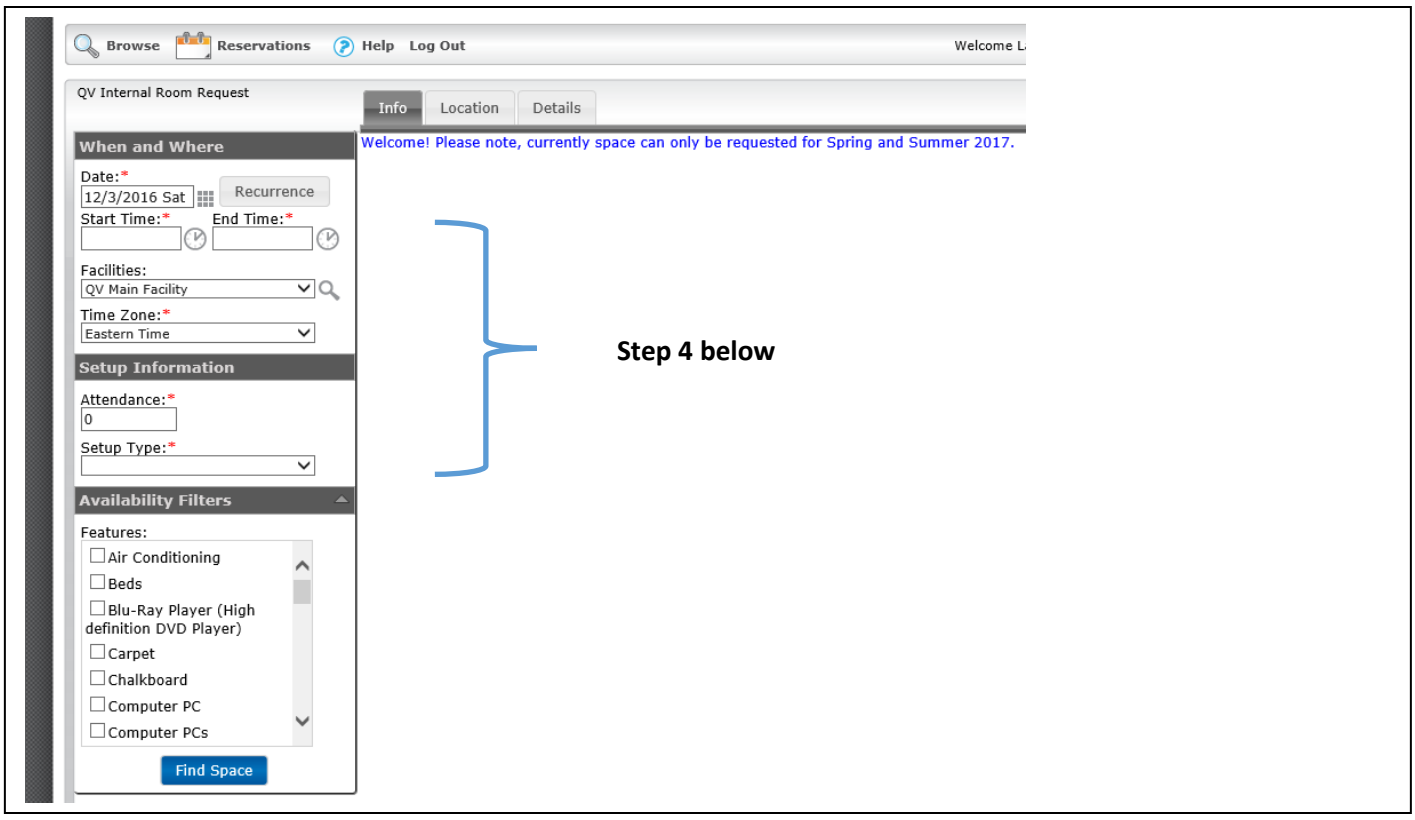


Step 3: Hover over Reservations

You have two options:

- *QV Internal Room Request* – This request will be approved by Krissy Larrow or Nicole Marcoux-Bowen
- *View My Requests* – This will show every space that you have requested, approved and cancelled.

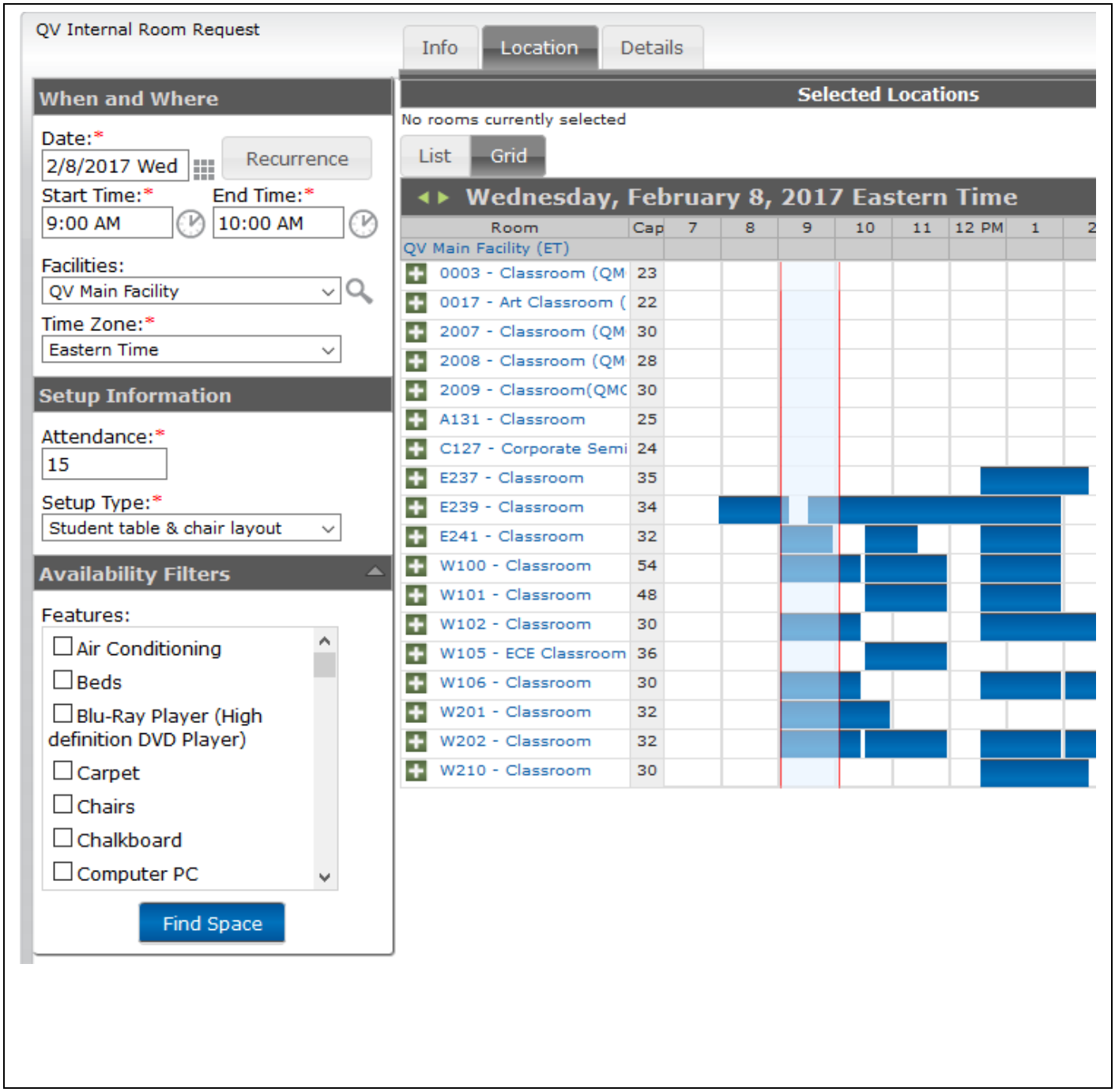
To book a room choose QV Internal Room Request:



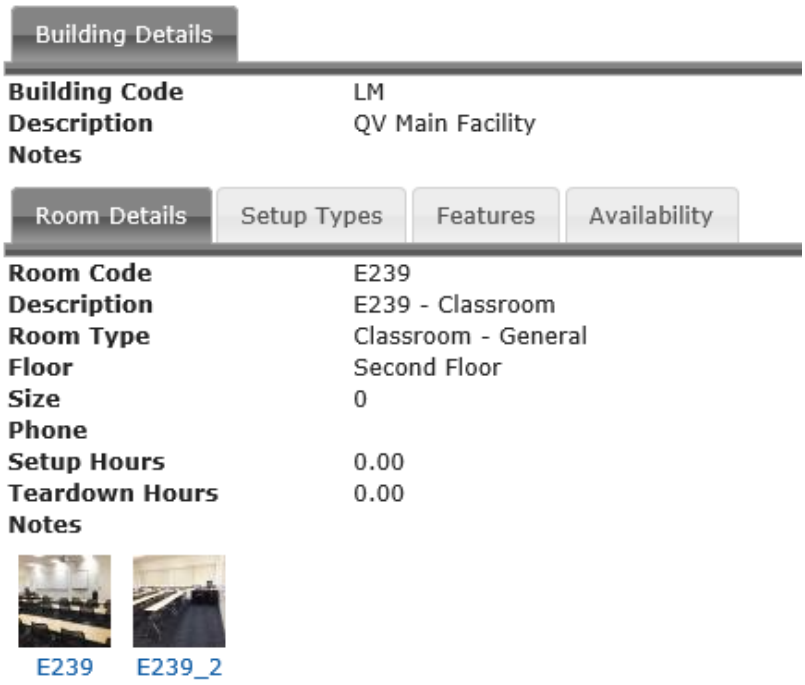
Step 4: Enter your information

- Date (you can choose Recurrence…see last page for guidance)
- Start/End time
- Facilities – QV Main Facility, QV Quad Mod, or QV Willimantic Center
- Attendance
- Setup Type
- Hit Find Space

Below shows the classrooms that match the parameters that you entered. ***If there is a dark blue block within the red lines than that space is not available.*** The classrooms are on the left and the Capacity of the room and times are along the top.



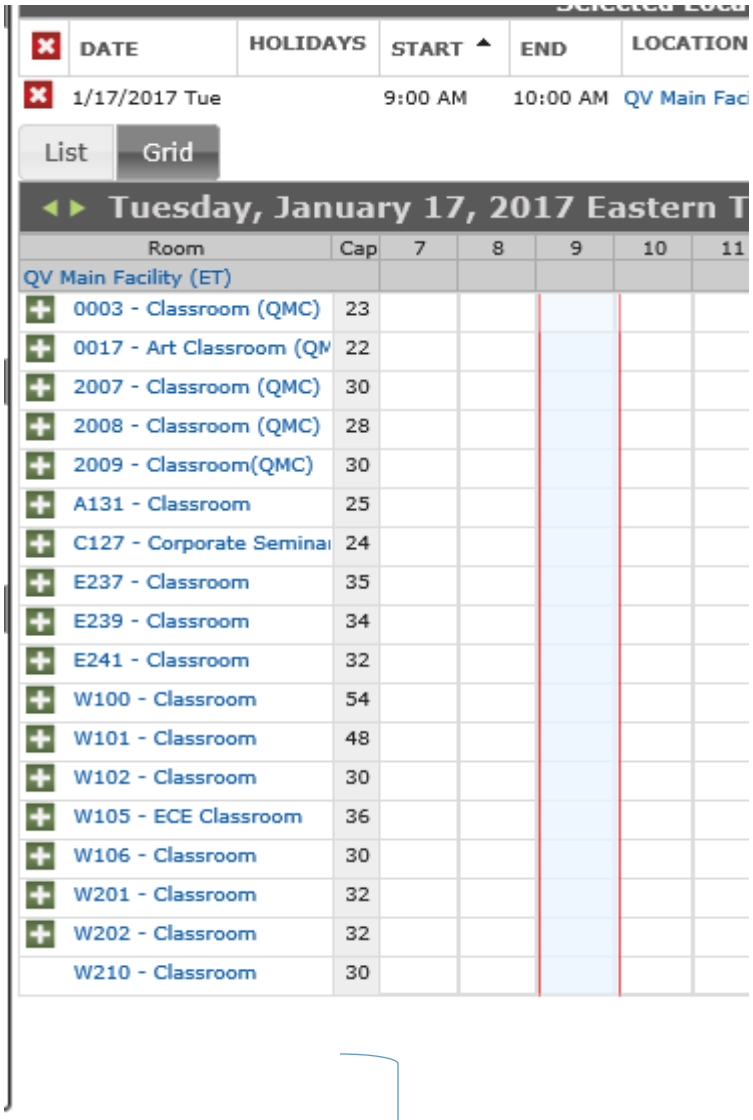
If you want details about the room, you can click on the classroom and the following will pop up:



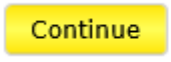
Step 5: To pick a room

Hit the + sign on the left side of the room (or rooms) you wish to book

Once you click the **green +** you will see:

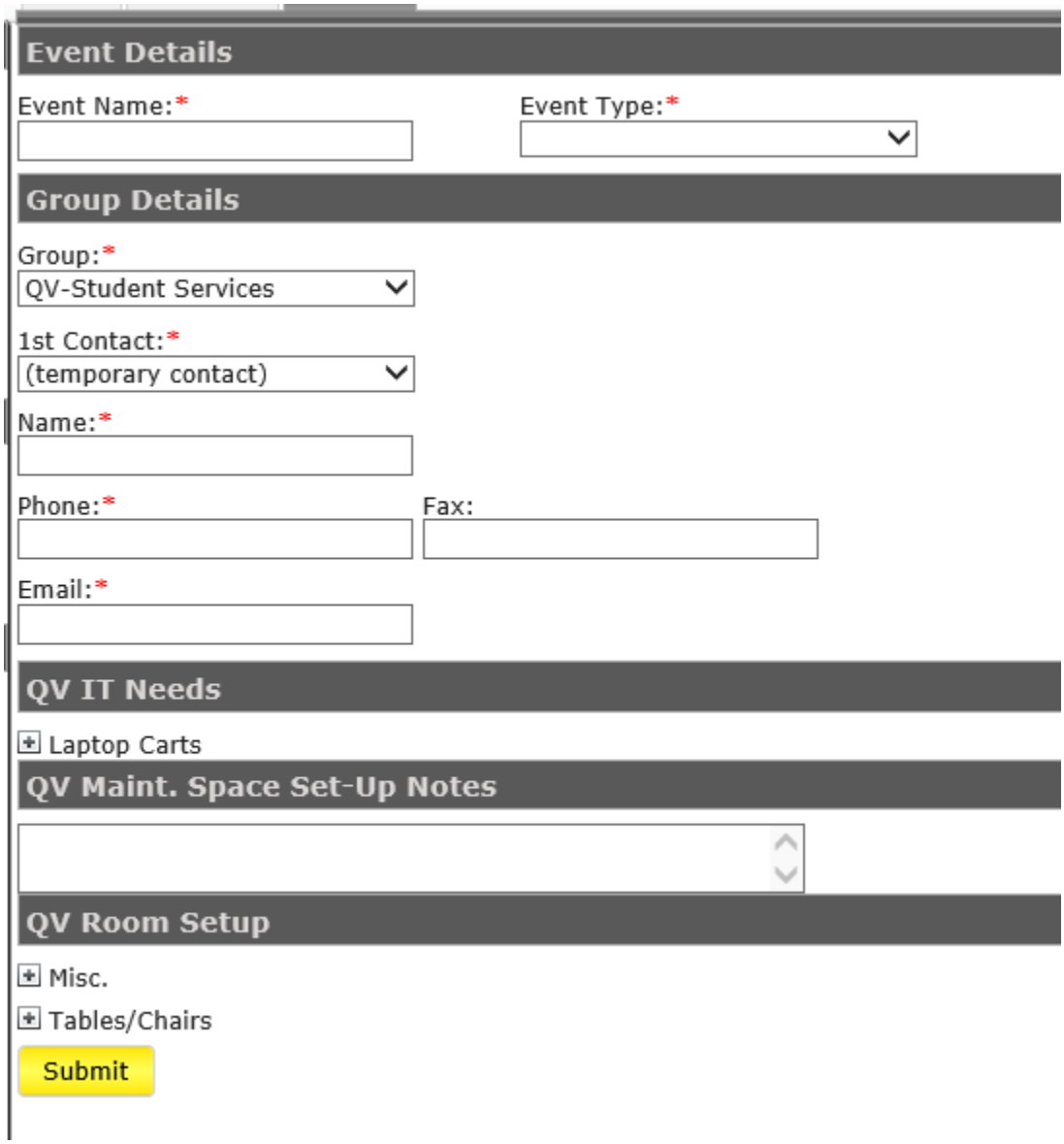


Scroll Down until you see the Continue/Submit button



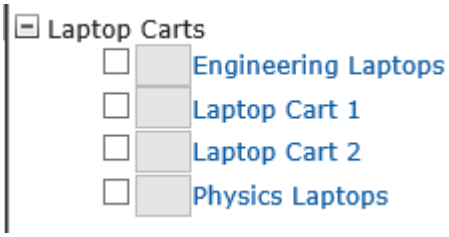
Hit the yellow continue box

Step 6: Complete the information



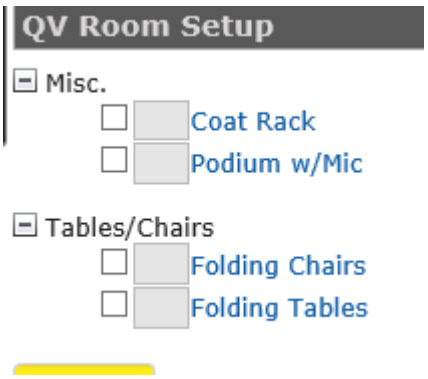
- Event Name
- Event Type – Meeting, ceremony, etc.
- Group – Choose the group you belong to (if it not prefilled already)
- 1st Contact – Start typing your last name and it should prefill

QV IT Needs – If you need a laptop cart for your class choose the + sign and check what you want. A notification will go to IT so you will not need to contact them.



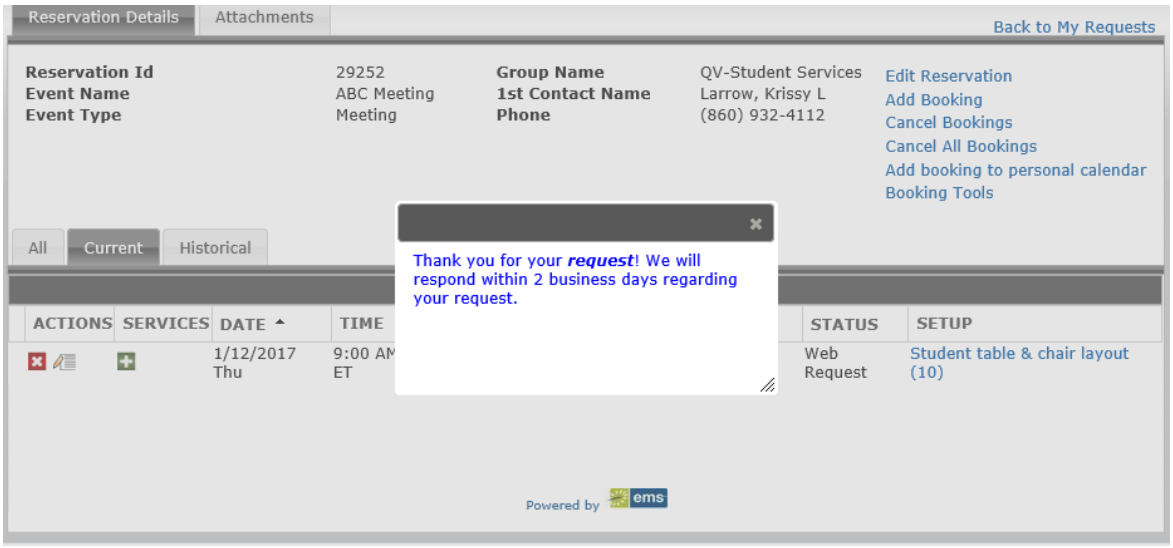
QV Maint. Set-Up Notes – Type in any information that you need maintenance to know. Ex – you need the room set-up in a horseshoe shape for a meeting.

QV Room Setup – Choose the + sign near Misc to request the podium with mic or coat rack and choose the + sign near Tables/Chairs if you need extra for your reservation.



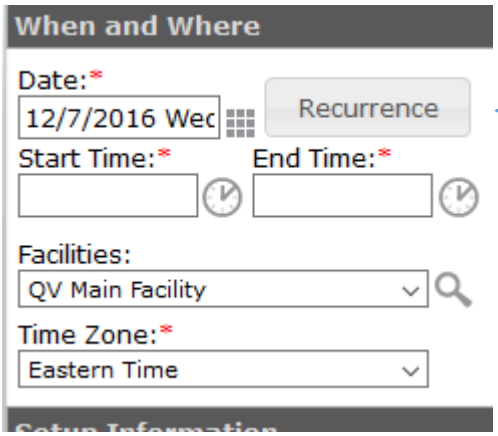
A notification will go to maintenance for the set-up notes and room set-up

Hit Continue. You will see:

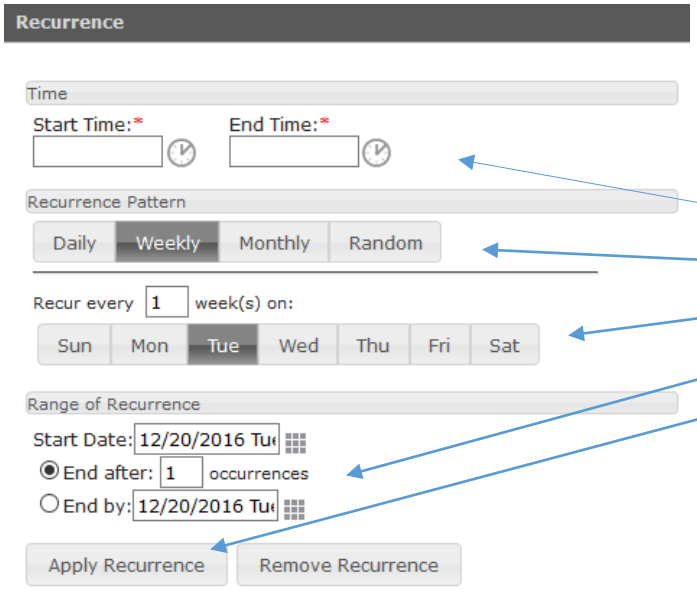


As you can see, the status says Web Request. That will change over to Confirmed and you will receive an email once Nicole or Krissy approve the request.

BOOKING A RECURRING EVENT



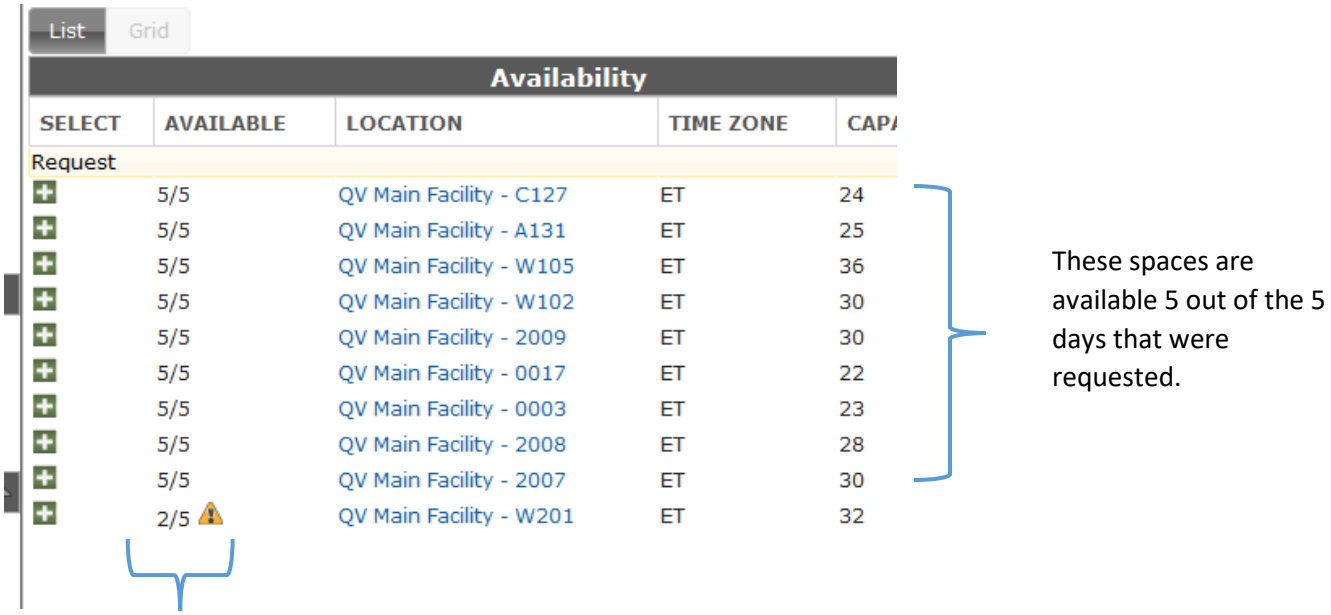
Hit Recurrence



- Enter Start/End Time
- How often
- Day
- Date Ranges
- Hit Apply Recurrence

- Enter Attendance
- Enter Setup Type
- Hit Find Space

This is what you will see:



Choose your space and continue with the steps above.

TO MAKE CHANGES TO YOUR EXISTING EVENT

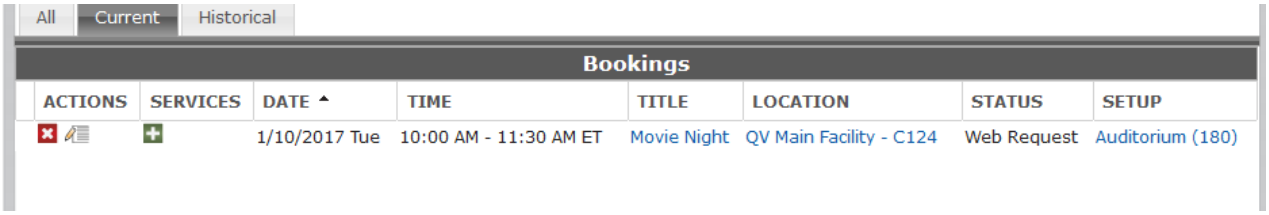
Add IT or Maintenance

Step 1: Log in to EMS

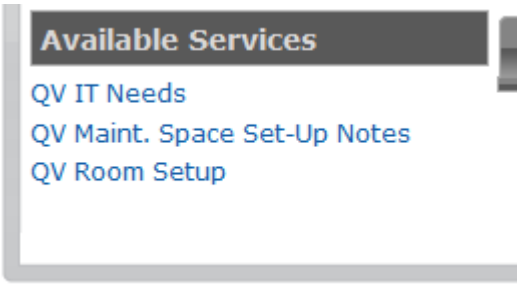
Step 2: Put your mouse on **Reservations**

Step 3: Click on **View My Requests**

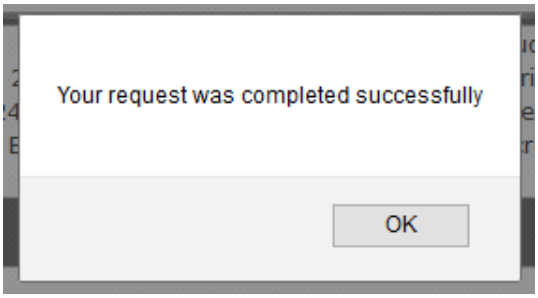
- Click on the event you wish to change (***Please note, any changes to date/time/location will be considered a request and will have to be reapproved)***
- Once you are in your event, click on the **Green +** located to the left under Services



- Choose what service you need



- Enter the information and click save



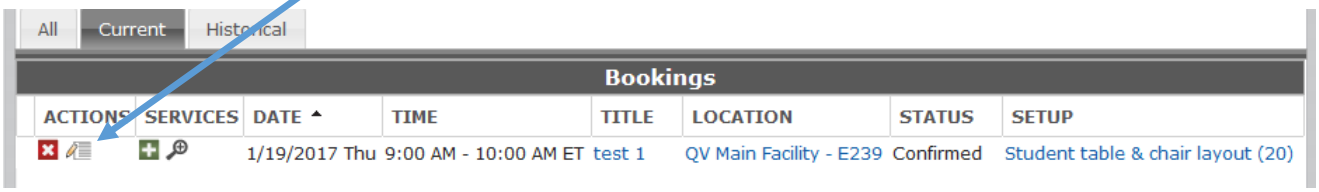
Change the Event Day/Time/Location

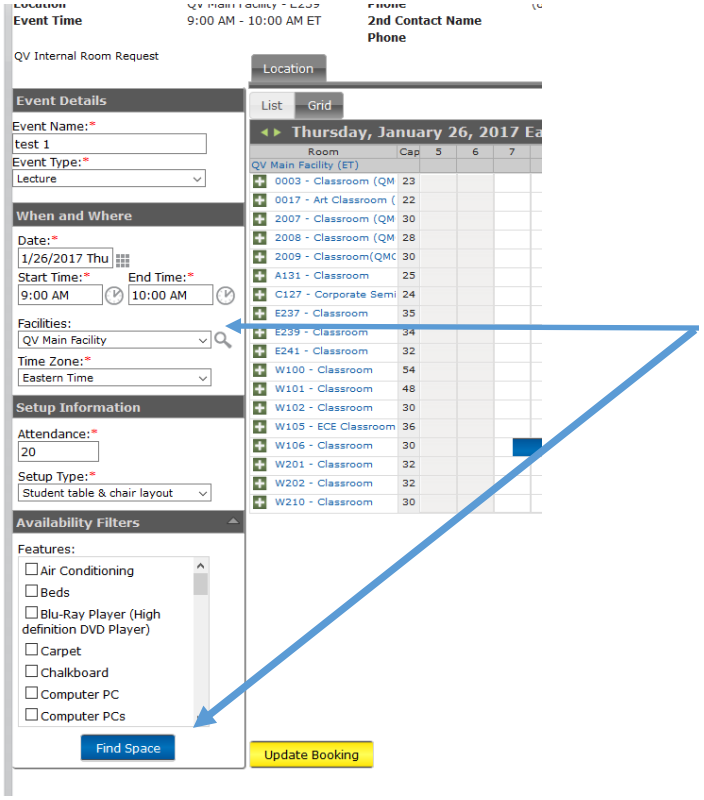
Step 1: Log in to EMS

Step 2: Put your mouse on **Reservations**

Step 3: Click on **View My Requests**

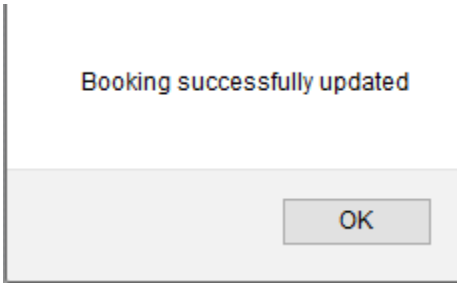
- Click on the event you wish to change
- Click on the pencil and paper located near the **Red x** and this will bring you back to the reservation details.





Make change to date/time here and click on Find Space. *If you wish to keep the same day/time but would like to change rooms, just click on Find Space.*

- Click on the **green +** to choose the location
- Click on Update Booking



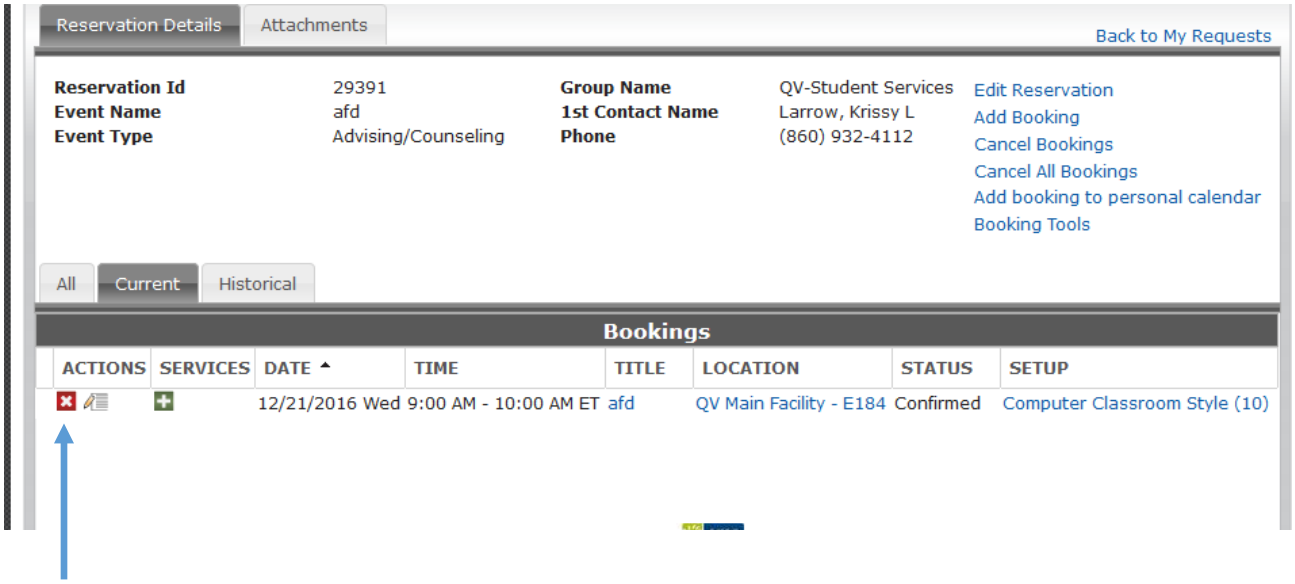
CANCELLING YOUR EVENT

Step 1: Log in to EMS

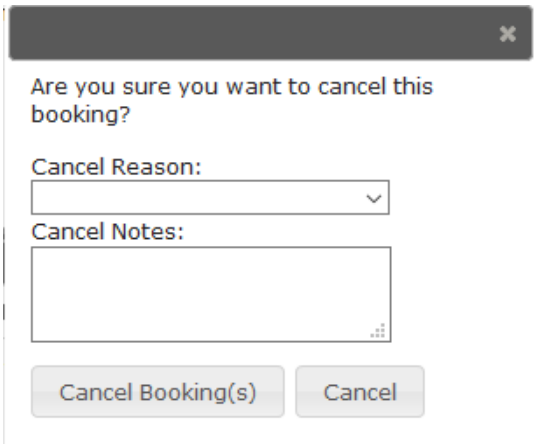
Step 2: Put your mouse on **Reservations**

Step 3: Click on **View My Requests**

- Click on the event you wish to cancel (if multiple meeting times exist under your event, you can cancel one or cancel all)
- Click the **Red X box** located on the left side under Actions



Step 4: Complete the pop up box and click on Cancel Booking(s)

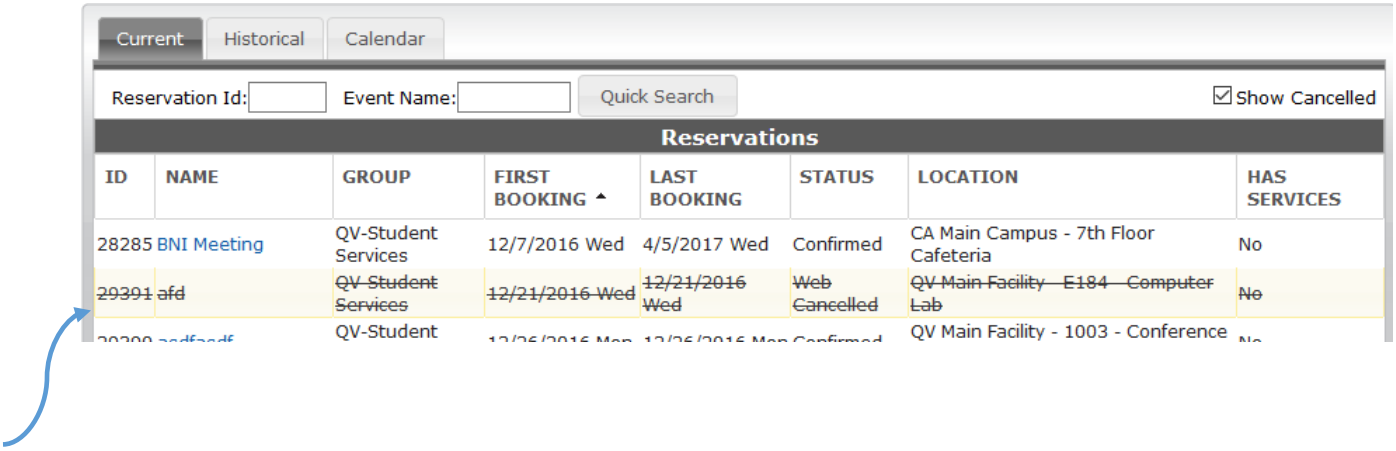


VIEW YOUR REQUESTS

Step 1: Log in to EMS

Step 2: Put your mouse on **Reservations**

Step 3: Click on **View My Requests –** you can view your Current, Historical and also Calendar view. If you would like to see your cancelled events, click on **Show Cancelled** located in the upper right hand side of your requests.



Cancelled events will be crossed-out.

NOTES

1. Bookings and maintenance requests must be requested by 12:30 pm two (2) business day prior to need. The sooner the better!!!
2. Computer classrooms must be booked five (5) days in advance.
3. If you need to book one big event, which consists of multiple rooms, please see Krissy Larrow for individual training.