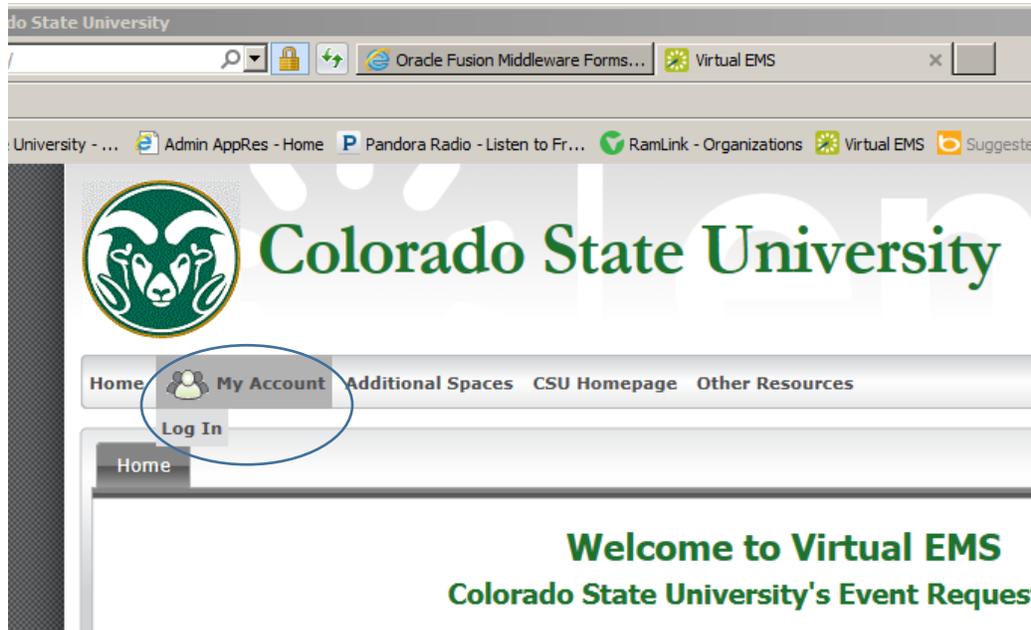


Virtual EMS Event Request Basics

LOGGING IN:

Start with the following URL: <https://schedule.colostate.edu/VirtualEms/>

Click “my account” and then “log in”



You will then be asked for your **eID user name and password**. If successful you should see something like this:



If you hover over the “reservations tab” you will see the options- “Request a Special Event Space” “Reserve a General Assignment Classroom” and “View My Requests.” You will want to select “Request a Special Event Space”

Colorado State University

Ems/Default.aspx

Oracle Fusion Middleware Forms... Virtual EMS

State University - ... Admin AppRes - Home Pandora Radio - Listen to Fr... RamLink - Organizations Virtual EMS Suggested Sites



Colorado State University

Home Browse Reservations My Account Additional Spaces Admin

Request a Special Event Space

Reserve a General Assignment Classroom

View My Requests

Welcome to Virtual EMS

Colorado State University's Event Request System



Virtual EMS requests for **Special Events** are available to CSU faculty and student organizations.

Once you have done that you will come to the landing page for special event requests.

Virtual EMS by Colorado State University

roomRequest.aspx?data=ity3De

Oracle Fusion Middleware Forms... Virtual EMS - Room Request

University - ... Admin AppRes - Home Pandora Radio - Listen to Fr... RamLink - Organizations Virtual EMS Suggested Sites



Virtual EMS

Home Browse Reservations My Account Additional Spaces Admin CSU Homepage Other Resources Help

Welcome Smith, Kirsten S

Request a Special Event Space

Info Location Details

When and Where

Date: *
11/6/2016 Sun Recurrence

Start Time: * 8:00 AM End Time: * 5:00 PM

Facilities:
Outdoor Space

Setup Information

Attendance: *
0

Find Space

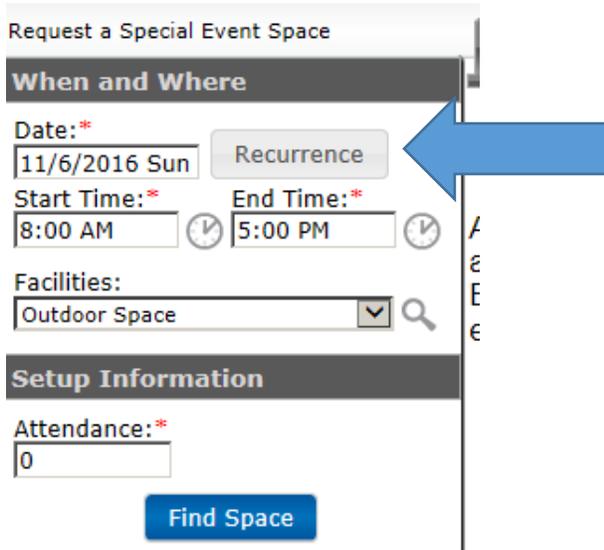
Special Event Support

Activities that are not academically-oriented that occur either on campus grounds or in academic buildings are considered special and must be coordinated through the Facilities Event Support Coordinator. All requests must be submitted at least two weeks prior to the event date.



WHEN AND WHERE

The next step is choosing when/where your event will take place. It is important to note that event **requests can only be submitted for at least 10 days from today's date**. If your event is for a single date, enter that date and the time of the event in the box. If there will be more than one date, click the gray button labeled "recurrence":



Request a Special Event Space

When and Where

Date:*

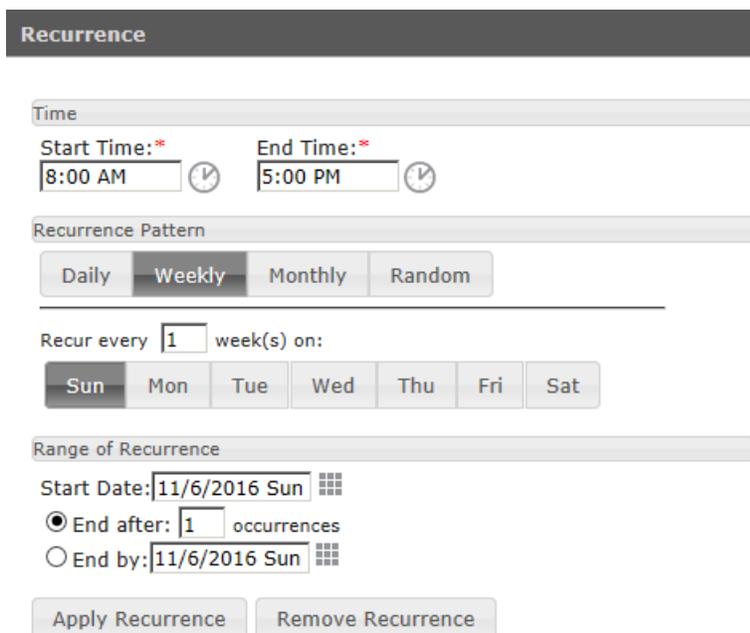
Start Time:* End Time:*

Facilities:

Setup Information

Attendance:*

If you select "recurrence" you will see this window that functions much the same way as an outlook calendar and allows you to select specific date patterns or click the tab "Random" if there is not a specific pattern. Once you have entered your date pattern, hit the button labeled "apply recurrence":



Recurrence

Time

Start Time:* End Time:*

Recurrence Pattern

Recur every week(s) on:

Range of Recurrence

Start Date:

End after: occurrences

End by:

Next, you will want to choose the “where” portion of your event. There is a drop down menu under “Facilities” that provides the general locations on campus for you to choose from. In the example below, we have chosen “outdoor spaces”

Request a Special Event Space

When and Where

Date:* 11/6/2016 Sun Recurrence

Start Time:* 8:00 AM End Time:* 5:00 PM

Facilities: Outdoor Space

Setup Information

Attendance:* 0

Find Space

The last step is to **enter the number of attendees expected** at your event and click the blue bottom labeled “**Find Space.**” This will populate the “**location**” tab as seen below with the available locations matching all of the criteria you have just entered.

Home Browse Reservations My Account Additional Spaces Admin CSU Homepage Other Resources Help

Welcome Smith, Kirsten S

Request a Special Event Space

Info Location Details

When and Where

Date:* 11/10/2016 Thu Recurrence

Start Time:* 8:00 AM End Time:* 5:00 PM

Facilities: Outdoor Space

Setup Information

Attendance:* 10

Find Space

Selected Locations

No rooms currently selected

List Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
Request				
+ 1/1	1/1	Out - Oval	1000	
+ 1/1	1/1	Out - Monfort Quad	5000	
+ 1/1	1/1	Out - Jack Track	1000	
+ 1/1	1/1	Out - UCA Track	1000	
+ 1/1	1/1	Out - Trees	5000	
+ 1/1	1/1	Out - Sherwood Forest	100	
+ 1/1	1/1	Out - IM Fields 7-9	450	
+ 1/1	1/1	Out - Engr Water Plaza	500	
+ 1/1	1/1	Out - Christman Field	1000	
+ 1/1	1/1	Out - 5K Route	5000	
+ 1/1	1/1	Out - IM Fields 4-6	450	
+ 1/1	1/1	Out - IM Fields 1-3	450	
+ 1/1	1/1	Out - IM Fields 10&11	450	

As you can see above, there are numerous outdoor spaces available on the date and time we have entered. The first column listed “select” with the green plus marks are where you would select a specific location by clicking on the plus mark. The second column labeled “Available” shows how many dates that space is available out of the total number of dates requested. Because we have only requested one date, it is showing 1/1 for each date. The next column called “Location” shows the specific locations within “outdoor space” that is available. Finally, the last column shows the estimated capacity of each space.

For this example, we will choose the “Trees” location as pictured below. As you can see, once you select a location it adds another horizontal bar across the top showing which locations you have chosen (in case you need to select more than one location) with a red X next to it. Clicking the X allows you to un-select a location. Also, note the check box at the bottom of the screen that you must select to continue. This is for verification that you have read the terms and conditions which you can see by clicking the blue hyperlink “View.” When you have selected all of the rooms that you need and agreed to the terms and conditions you may hit the large yellow “continue” button.

Request a Special Event Space

Info Location Details

When and Where

Date:* 11/10/2016 Thu Recurrence

Start Time:* 8:00 AM End Time:* 5:00 PM

Facilities: Outdoor Space

Setup Information

Attendance:* 10 Find Space

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
11/10/2016 Thu		8:00 AM	5:00 PM	Out - Trees	Request	10	

List Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
Request				
<input type="checkbox"/>	1/1	Out - Oval	1000	
<input type="checkbox"/>	1/1	Out - Monfort Quad	5000	
<input type="checkbox"/>	1/1	Out - Jack Track	1000	
<input type="checkbox"/>	1/1	Out - UCA Track	1000	
<input type="checkbox"/>	1/1	Out - Sherwood Forest	100	
<input type="checkbox"/>	1/1	Out - IM Fields 7-9	450	
<input type="checkbox"/>	1/1	Out - Engr Water Plaza	500	
<input type="checkbox"/>	1/1	Out - Christman Field	1000	
<input type="checkbox"/>	1/1	Out - 5K Route	5000	
<input type="checkbox"/>	1/1	Out - IM Fields 4-6	450	
<input type="checkbox"/>	1/1	Out - IM Fields 1-3	450	
<input type="checkbox"/>	1/1	Out - IM Fields 10&11	450	

I have read and agree to the terms and conditions [View](#)

Continue

After clicking the continue button you will be taken to the **event details section**. This is relatively straightforward and collects information on your group, event specific details, food and beverage etc. There is also a free text option toward the bottom which allows you to give additional information as needed. The more information you provide and the more specific you can be on this event request, the more quickly and efficiently we can process it. Please see the general sections of the event form in the screen shots below:

Request a Special Event Space Welcome Smith, Kirsten S

Info Location **Details**

When and Where

Date:* 11/10/2016 Thu Recurrence
Start Time:* 8:00 AM End Time:* 5:00 PM
Facilities: Outdoor Space Search

Setup Information

Attendance:* 10 Find Space

Event Details

Event Name:* Event Type:*

Group Details

Group:* Search
1st Contact:* Search
Phone:* Fax:
Email:*

Attachments

Other Information

Is this event open to the public?:*

Who are your anticipated attendees?:*

- Faculty/Staff
- Students
- Family/Friends
- Community
- Minors under 18

Will a fee be charged to attend this event?:*

How will the event be advertised?:*

- Department/group email
- University-wide email
- Newspaper
- Radio
- Flyers/posters/signs

If your event is outside, what are your plans for bad weather?:*

Please describe your setup and cleanup plan as well as who is responsible for it.:

Will food or beverages be served?:*

Will alcoholic drinks be served?:*

Do you plan on to have equipment, rides, stages, entertainment, etc?:*

Does your event include the use of anything combustible including, candles, incense, luminaries, etc?:*

Is electrical power needed for this event? If so, for what?:*

Will any animals be present?:*

Please describe your event, activities and any additional information or requests.:

Facilities Services

Start Time: 8:00 AM End Time: 5:00 PM Service Type: FAC

Facilities Services

- Chairs
- Field Lining
- JumboTron Video Board
- Red Trailer
- Tables
- Trash Containers
- Trash Dump Fee

I have read and agree to the terms and conditions [View](#)

Submit

After you select “**submit**” you will see the following screen confirming that your request has been submitted:

Welcome Smith, Kirsten S

Reservation Details Additional Information Attachments [Back to My Requests](#)

Reservation Id	57591	Group Name	Facilities Management	Edit Reservation
Event Name	Test Test Test	1st Contact Name	Smith, Kirsten S	Add Booking
Event Type	Training	Phone	9704910331	Cancel Bookings
				Cancel All Bookings
				View/Email Reservation Summary
				Add booking to personal calendar
				Booking Tools

All Current Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		11/10/2016 Thu	8:00 AM - 5:00 PM	Test Test Test	Out - Trees	FAC Pending Review	(none) (10)

Cancel Reason:

Cancel Notes:

Cancel Booking(s) **Cancel**

Please take note of your Reservation ID number. At this point, your event request has been submitted and the Facilities scheduling office will review your request. You will receive an email from the Scheduling Office with further instructions and or confirmation.