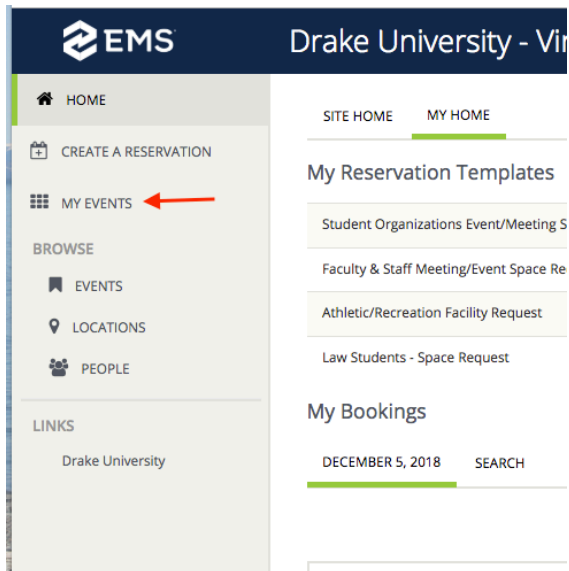
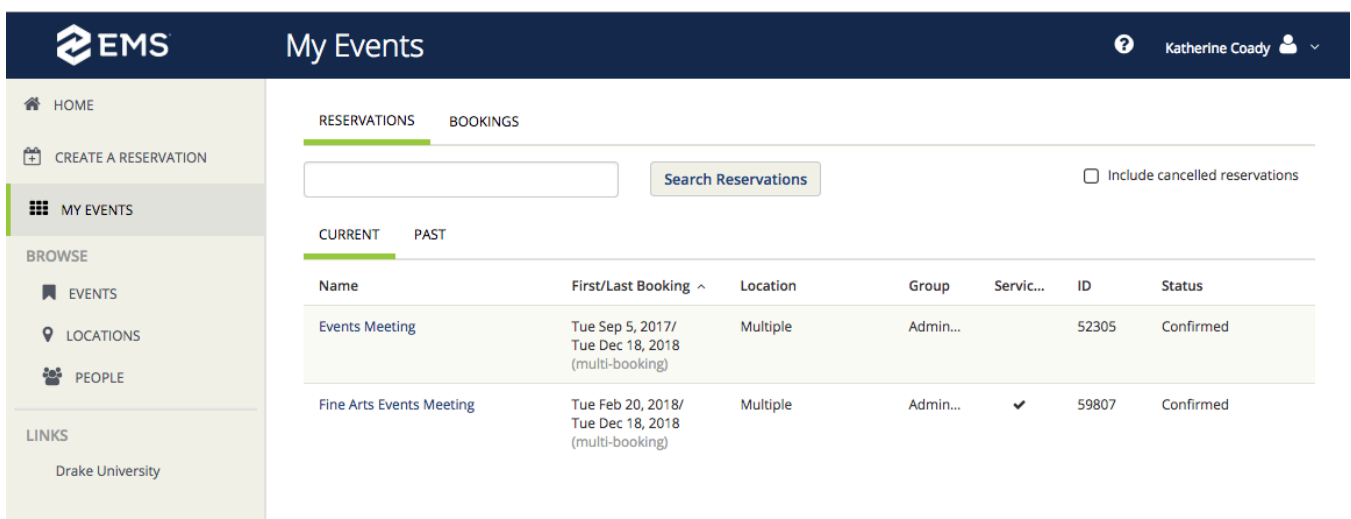


You can go out to VEMS (<https://ems.drake.edu/EmsWebApp/>) and update your reservation via the VEMS system. Updates can be made up to 3-business days in advance.

Go out to VEMS, login, and select **MY EVENTS** from the navigation bar on the left hand side of the page.



You will then see a list of all of the reservations requests that you have made. Find the reservation that you need to amend. To open the reservation, you will click on the **EVENT NAME** (which will be in **Blue**).



Select the appropriate action from this page

- **To Cancel the Entire Reservation** – Select the “**X CANCEL RESERVATION**” option from the Reservation Tasks menu
- **To Cancel Specific Bookings w/in the reservation**
  - Select the “**CANCEL BOOKINGS**” button and you can select multiple books at once OR
  - Click on the **RED CIRCLE w/ WHITE LINE** to the left of each booking
- **To Add Additional Bookings to your reservation**
  - Click the “**NEW BOOKING**” button
- **To Change the date / time / location / set-up / attendance for a Specific Booking** – click the **PENCIL** icon to the left of the booking
  - You can also change the attendance & set-up type directly from the main event page
- **To Add Technology or Additional Event Information** – select the “**ADD SERVICES**” option from the Reservation Task menu
  - Additional information (ie. Changes to set-up, new information about event, etc...)
- **To Change the Name of your Event or Contact Information** – select the “**EDIT RESERVATION DETAILS**” button.

The screenshot shows the EMS 'My Events' page for an event titled 'Test beginning Jan 3, 2019 (72614)'. The interface is divided into several sections:

- RESERVATION DETAILS / ADDITIONAL INFORMATION:** Contains fields for Event Name (Test), Event Type (Meeting), Group (Admin: Office of Conference & Event Services), and 1st Contact Name (Katherine Coady). A red arrow points to the 'Edit Reservation Details' link.
- Reservation Tasks:** A sidebar menu with options: Add Services, Booking Tools, **X Cancel Reservation** (highlighted with a red arrow), View Reservation Summary, Send Invitation, and Add to My Calendar.
- Bookings:** A section with tabs for 'CURRENT' (selected) and 'PAST'. A red arrow points to the 'PAST' tab. Below the tabs are 'Cancel Bookings' and 'Booking Tools' links. A 'New Booking' button is also present.
- Bookings Table:** A table with columns: Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status. A red arrow points to the 'Attendance' column (value 10) and another points to the 'Setup Type' column (value Conference Style). A red arrow also points to the 'Cancel Bookings' link.

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Thu Jan 3, 2019	8:00 AM	8:30 AM	CT	Olmsted Center - TMR 132	10	Conference Style	Virtual Request

You can also edit the fields that you filled in when you originally submitted your reservation by going to the **ADDITIONAL INFORMATION** tab and clicking **EDIT ADDITIONAL INFORMATION**

The screenshot shows the EMS 'My Events' interface. At the top, there's a navigation bar with the EMS logo and 'My Events' text. Below that, a breadcrumb trail reads 'My Events / IAICU IT Conference beginning May 22, 2019 (73477)'. Two tabs are visible: 'RESERVATION DETAILS' and 'ADDITIONAL INFORMATION', with the latter being active and highlighted in green. A red arrow points to this tab. Below the tabs, there's a button labeled 'Edit Additional Information' with a pencil icon, also highlighted with a red arrow. The main content area is a table with two columns: 'Field Name' and 'Value'. The fields include 'Brief Description of Event', 'Brief description of setup needs: Tables, chairs, stage, podium, etc.', 'Please provide the point of contact for your organization's event: Name, Phone Number, Email Address', 'Is this Event open to the Public?', 'Is this a political event or will any political people be involved?', 'Do you expect any dignitaries/VIPs to be present at this event?', 'If you are contracting with a 3rd party group, have you submitted the necessary documents to DU Contracts?', and 'Will you be selling items at your event?'. A 'Reservation Tasks' sidebar on the right lists actions like 'Add Services', 'Cancel Services', 'Booking Tools', 'Cancel Reservation', 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'.

Now you can edit your **EVENT DESCRIPTION, SET-UP NEEDS, POINT OF CONTACT, etc...**

The screenshot shows the 'Edit Reservation' page in the EMS system. On the left is a sidebar with navigation options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS, PEOPLE), and LINKS (Drake University Events Office). The main content area is titled 'Additional Information' and contains several form fields. Red arrows point to the following fields: 'Brief Description of Event \*' (text area), 'Brief description of setup needs: Tables, chairs, stage, podium, etc. \*' (text area), 'Please provide the point of contact for your organization's event: Name, Phone Number, Email Address \*' (text area), 'Is this Event open to the Public? \*' (dropdown menu), and 'Is this a political event or will any political people be involved? \*' (dropdown menu). The 'Do you expect any dignitaries/VIPs to be present at this event? \*' field is partially visible at the bottom.

Make sure you save your changes by clicking **SAVE RESERVATIONS DETAILS.**

LINKS  
Drake University Events Office

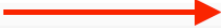
Yes

Do you anticipate having alcoholic beverages at your event? \*

No

Do you have any ADA/Disability accommodation needs? \*

Yes

 Save Reservation Details