

You can go out to VEMS (<https://ems.drake.edu/EmsWebApp/>) and view all of your event requests in regard to their status and or view all the bookings within a reservation.

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

Drake University - Virtual EMS

HOME | CREATE A RESERVATION | **MY EVENTS** | BROWSE | LINKS

My Reservation Templates

- Student Organizations Event/Meeting Space Request [book now] [about]
- Faculty & Staff Meeting/Event Space Request [book now] [about]
- Athletic/Recreation Facility Request [book now] [about]
- Law Students - Space Request [book now] [about]

My Bookings

APRIL 18, 2019 SEARCH Central Time [CT]

Day Month Date

You will then see a list of all of the reservations requests that you have made. This list ONLY lists the overall reservation. To view each booking date in the reservation you will need to click on the **“NAME”** of the event which is in **BLUE**. The **STATUS** of your reservation is listed in the **STATUS** column. If you can't find a reservation you made, then check the box that says “Include cancelled reservations” to see if it was cancelled. If checking that box does not pull in the reservation you are looking for then the reservation was either not made or not made by you.

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HOME | CREATE A RESERVATION | **MY EVENTS** | BROWSE | LINKS

My Events

RESERVATIONS BOOKINGS

Search Reservations [Include cancelled reservations]

CURRENT PAST

Name	First/Last Booking ^	Location	Group	Services	ID	Status
Events Meeting 2019	Tue Jan 8, 2019/ Tue Dec 17, 2019 (multi-booking)	Multiple	Admin...	✓	66177	Confirmed

After you click on the name of the event you will see this screen; which lists all the booking dates in your reservation. You can view the status of each individual booking in your reservation. Also from this screen you can edit your reservation/booking, cancel a reservation or booking, add to your reservation, etc...

NOTE: In the example in this tutorial the status of the reservation is **CONFIRMED**; however, as you can see there is **ONE BOOKING** that is **NOT CONFIRMED**.

The screenshot displays the EMS 'My Events' interface for an event titled 'Events Meeting 2019 beginning Jan 2019 (66177)'. The interface is divided into several sections:

- RESERVATION DETAILS / ADDITIONAL INFORMATION:** Includes fields for Event Name, Event Type, Group, and 1st Contact Name. A link for 'Edit Reservation Details' is present.
- Reservation Tasks:** A sidebar menu with options: Add Services, Booking Tools, Cancel Reservation, View Reservation Summary, Send Invitation, and Add to My Calendar.
- Bookings:** A section with tabs for 'CURRENT' and 'PAST'. It includes a 'Cancel Bookings' link, 'Booking Tools', and a 'New Booking' button. A checkbox for 'Include cancelled bookings' is also visible.
- Bookings Table:** A table with columns: Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status. The table lists 12 bookings, all with an attendance of 0. The status for most is 'Confirmed', but one booking on 'Tue Jun 18, 2019' has a status of 'Virtual Conflict'.