Virtual Event Management System (VEMS) Guide for Student Organizations

Hello! This is a guide to using VEMS for Drake University’s student organizations.

**Contents**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Request Events/Meeting Space in Virtual EMS</td>
<td>2</td>
</tr>
<tr>
<td>Access Virtual EMS</td>
<td>2</td>
</tr>
<tr>
<td>Log In to Your Virtual EMS Account</td>
<td>3</td>
</tr>
<tr>
<td>Make an Event Request</td>
<td>4</td>
</tr>
<tr>
<td>Modify an Event Reservation</td>
<td>9</td>
</tr>
<tr>
<td>Cancel an Event Reservation</td>
<td>9</td>
</tr>
<tr>
<td>Edit a Reservation Request</td>
<td>12</td>
</tr>
</tbody>
</table>
How to Request Events/Meeting Space in Virtual EMS

On-campus and off-campus events and meetings for your student organization can be requested online through the EMS web client a.k.a. “Virtual EMS”. Requests can be made by your organization’s president and an additional designee with your student organizations. In order to add your student organization’s VEMS designee, you must add the designee’s name under your organization’s information found with Community [https://drake-community.symplicity.com/index.php?au=&ck].

Before you attempt to schedule a space, and you are not sure if you have the necessary access within EMS, contact your student organization’s president or Student Involvement & Leadership at 515-271-3677.

Access Virtual EMS

You can access Virtual EMS at [https://ems.drake.edu/VirtualEms/].
Log In to Your Virtual EMS Account

1. To log in to your Virtual EMS account, click “My Account” at the top of the log in screen.

2. Click the “Log In” option.

3. Enter your Drake ID and password, and then click the “Login” button.
You will have access to the “Reservations”, “My Account”, and “Help” selections once you are signed in.

Make an Event Request

1. Click “Reservations”.

2. Click “Student Organizations Event/Meeting Space Request”.

Welcome to Virtual EMS, Drake University's new room scheduling system.
The initial transition to Virtual EMS is scheduled to be completed by Mon, Mar 2. Further implementation, with additional features, will occur in the following weeks.
3. Provide the required location details.

*Reminder: Examples of Setup Types can be found on the EMS home page [https://ems.drake.edu/VirtualEms/](https://ems.drake.edu/VirtualEms/)

4. Click the “Find Space” button.
5. Choose the location you want to request by clicking the icon next to the name of the space.

If there are no conflicts, the location and request details will display under “Selected Locations”.
6. Click View to read the Terms and Conditions.

7. Select the checkbox to acknowledge the Terms and Conditions, and click the “Submit” button.
8. Provide the required event details.

9. Click the “Submit” button.
The request details are displayed after the request is submitted.

Modify an Event Reservation
If an event must be cancelled for some reason, the action can be accomplished through VEMS by the student who originally submitted the request.

Cancel an Event Reservation
1. Click the “Cancel Bookings” link available in the Reservation Details.
2. Select the checkbox next to the event request you want to cancel.

*Note: Selecting the checkbox next to the column headers (i.e. NAME, DATE, START...) will select all of the available event requests.

3. Click the “Cancel Bookings” button.
4. After the confirmation message displays, click the “Cancel Booking(s)” button to proceed.

5. A message confirming the cancellation will be displayed. Click the “OK” button.
6. The event request will now be displayed under the **Current** tab with a status of “Virtual Cancel”.

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**Edit a Reservation Request**

1. Click the “*Edit Reservation*” link.
2. Make the necessary changes to the Event Details and then click the “Save” button.

3. A notification message will display confirming the changes were successfully saved. Click the “OK” button.