USING VIRTUAL EMS TO MAKE A ROOM REQUEST
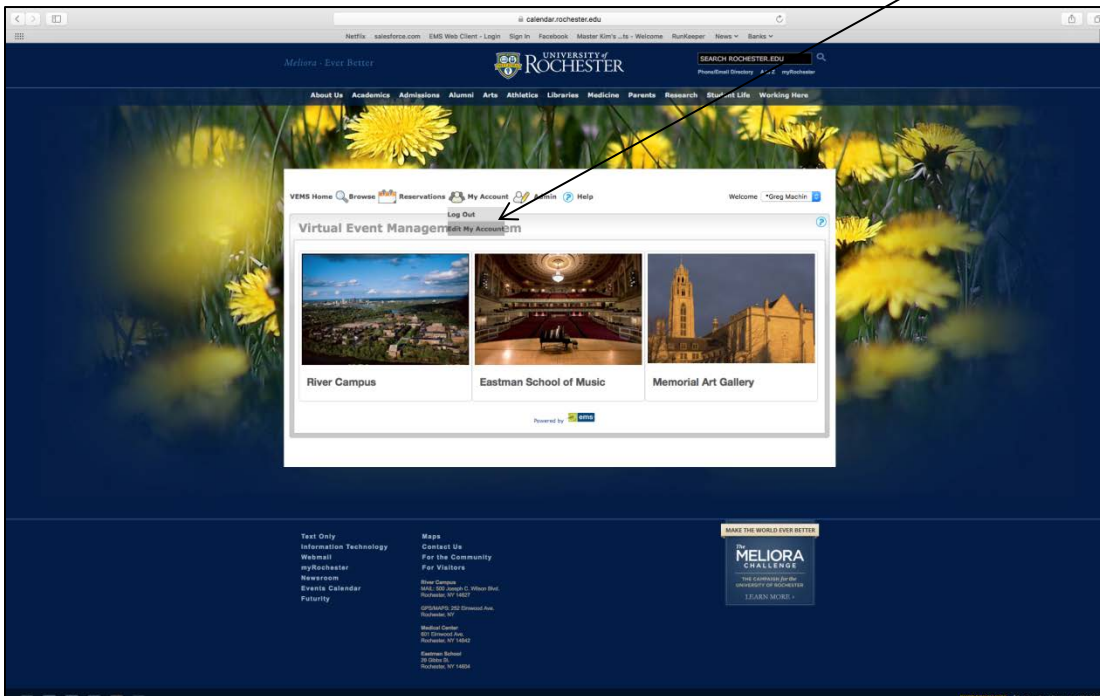
1) LOG-IN:

- Point your web browser to (https://www.calendar.rochester.edu/Default.aspx), hover over "My Account" and log in using your email address and the starting password (***student ID number***).
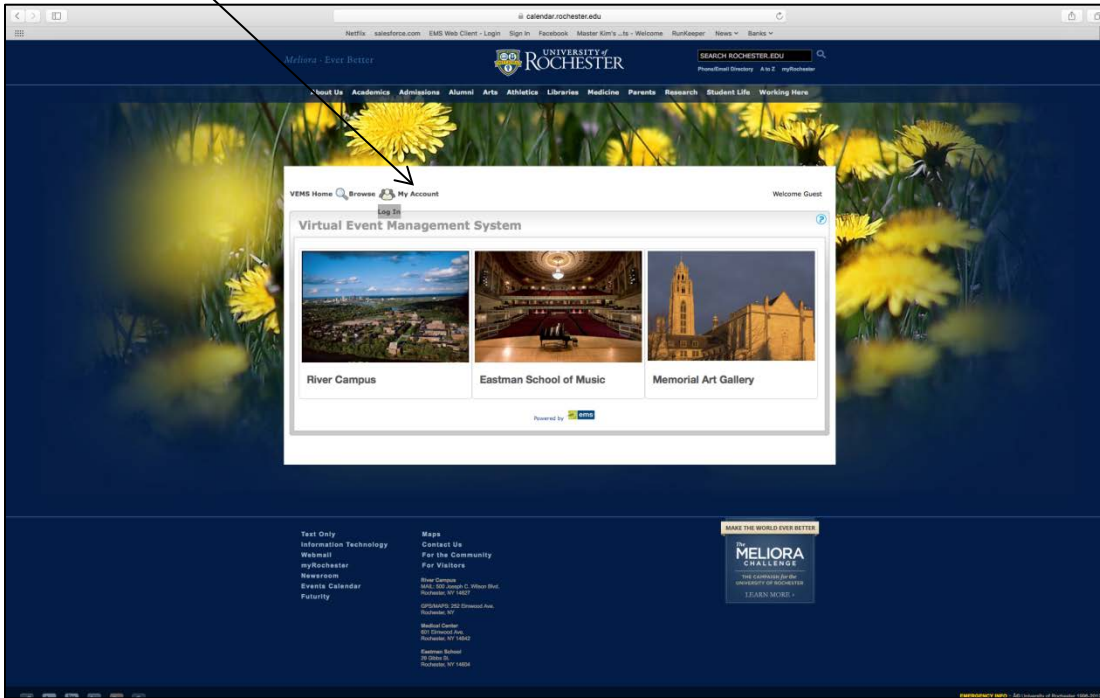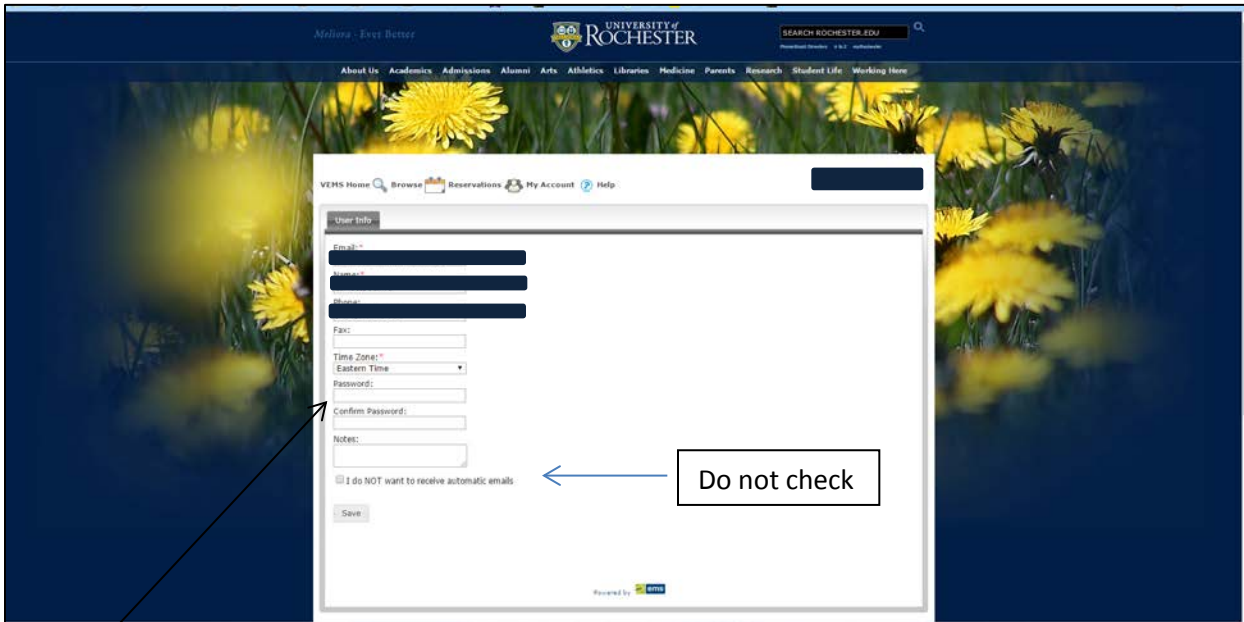

2) MY-ACCOUNT

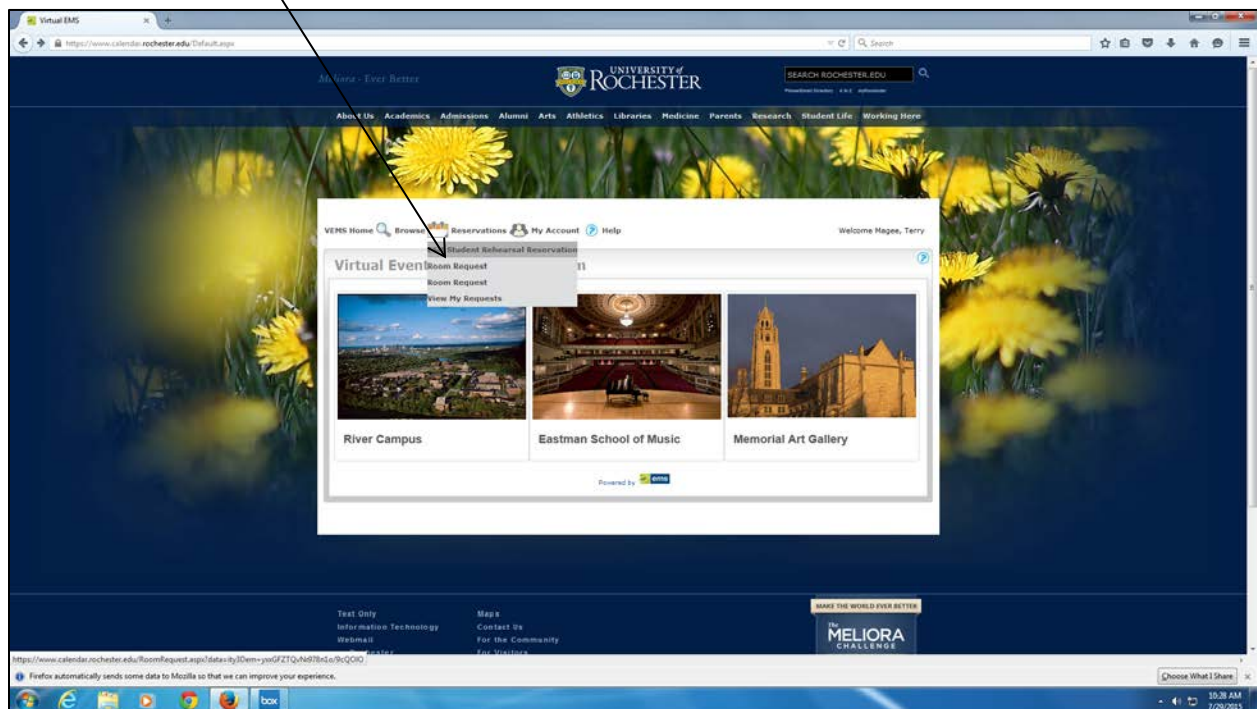- Once you've logged in, hover over "My Account" and click "Edit My Account".

3) EDIT-MY ACCOUNT

- Change your password then click "Save". Once this action is completed, subsequent logins will require your new password. ****Do not** check the box stating "I do not want to receive automatic emails!! Leaving this unchecked will ensure you receive an email confirmation of your reservation.****

4) MAKING A REHEARSAL OR RECORDING RESERVATION:
- Hover over "Reservations" and select either "ESM Student Recording Session" or "ESM Student Rehearsal Reservation". Please note, different rooms are available for booking depending on this selection.

- Insert your "Date, Start & End Time and Facilities." Click "Find Space."
  All fields marked with a red asterisk are required in order to search.

5) SELECTING A ROOM (2 OPTIONS):

- The grid screen shown below will be displayed. White space indicates availability in a room. Private/Blue space represents unavailable space for booking. You will not be allowed to book over "Private" space. From this screen, you may alter the Start and End time to choose an available space. System defaults to a one hour booking. Two-one hour bookings may be made.

OPTION 1

- To select a location, click on the green plus sign to the left of the room. The room will appear in the "Selected Locations" area. If you click on the red "X" next to one of the days/rooms, it will remove the location from your selections.
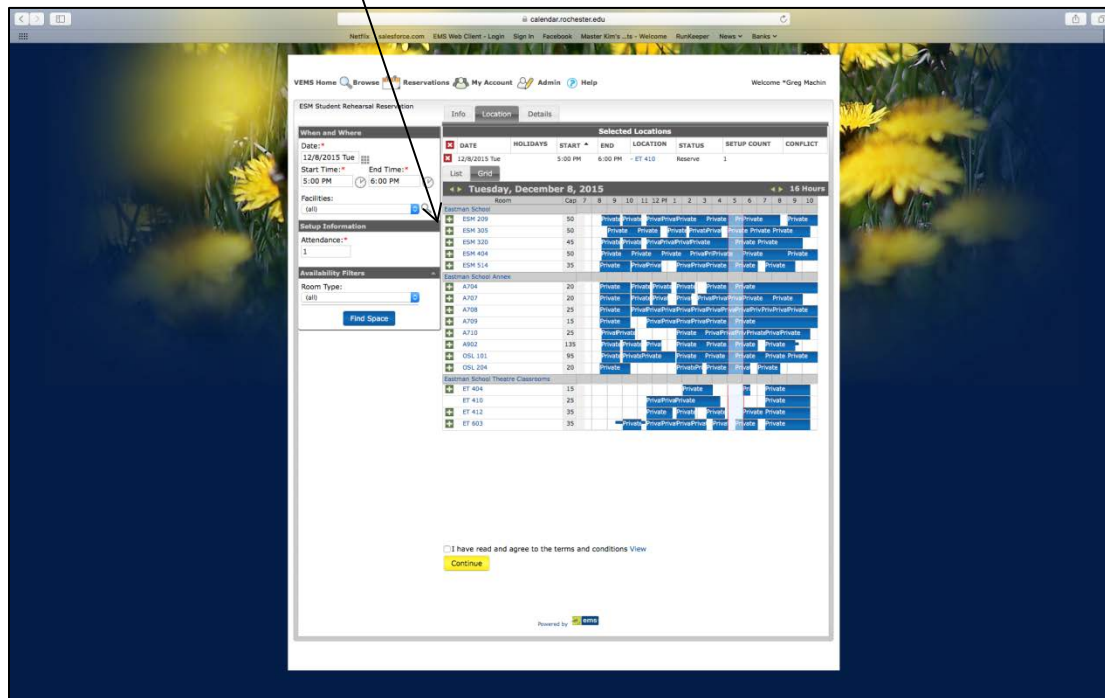
OPTION 2

- Click on the LIST tab, and then you will see a list view of all the rooms open. Click on the green plus sign and the reservation will be added to your account.
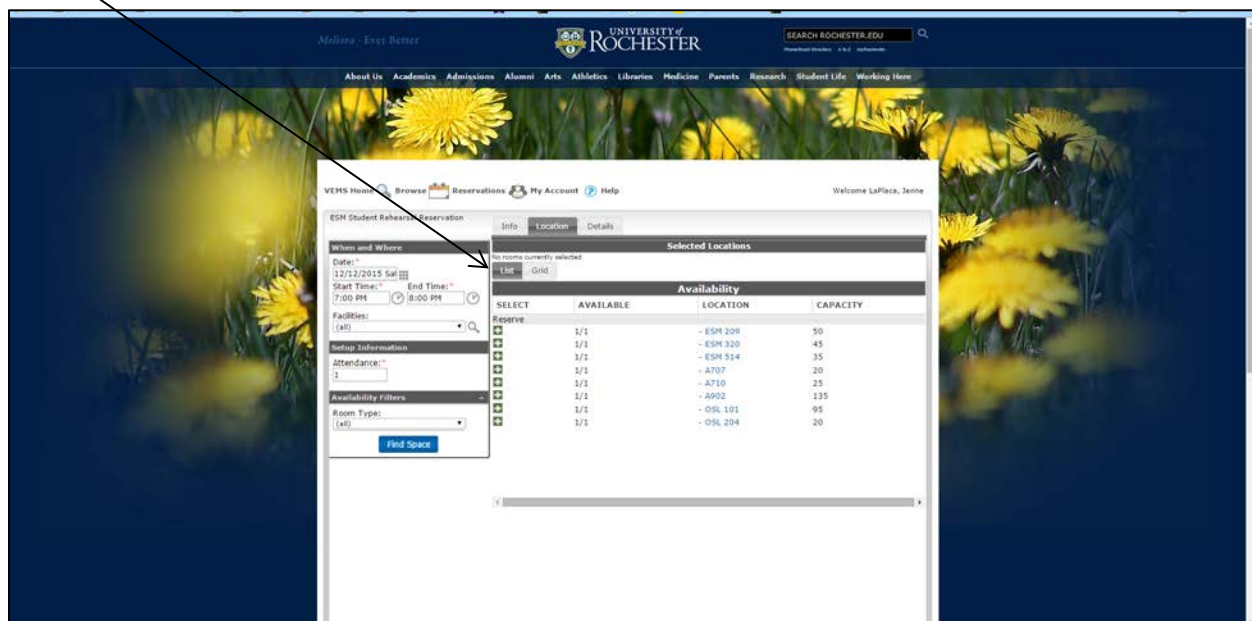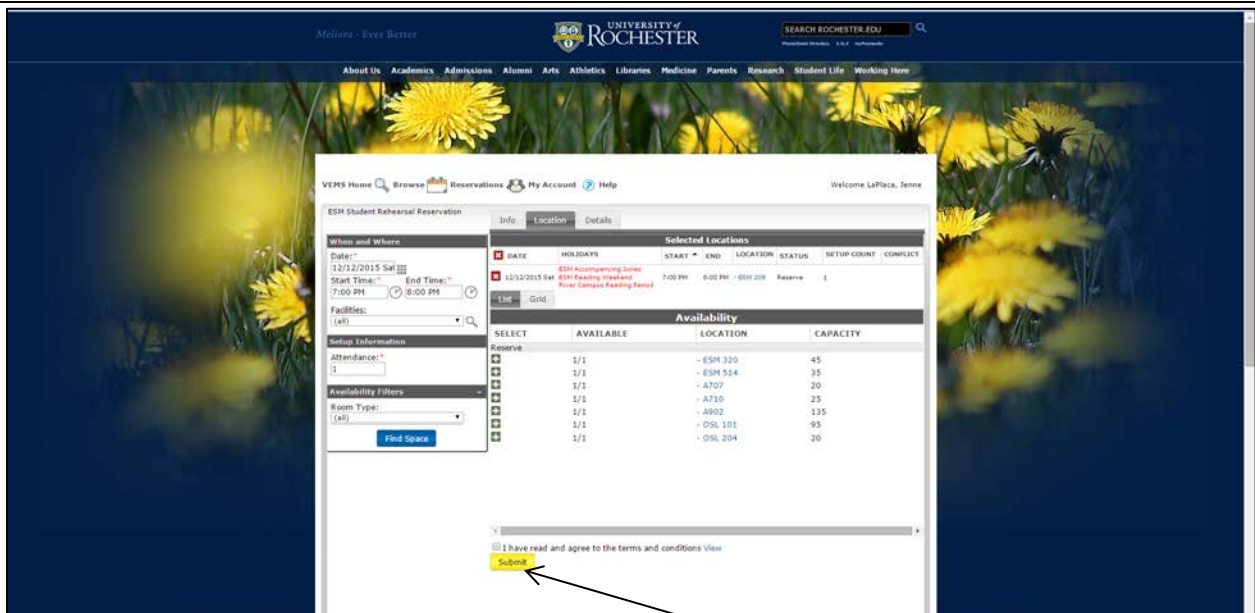
- You must agree to terms and conditions by checking box; then click "Continue."

6) FILL IN EVENT DETAILS:

- Fill in "Event Name" with your name. ("Event Type" will autofill based on whether you are reserving a rehearsal or recording space). Select your name from the list in the "1st Contact" box, insert your telephone number in the box provided. You must agree to terms and conditions by checking box, then click "Submit"
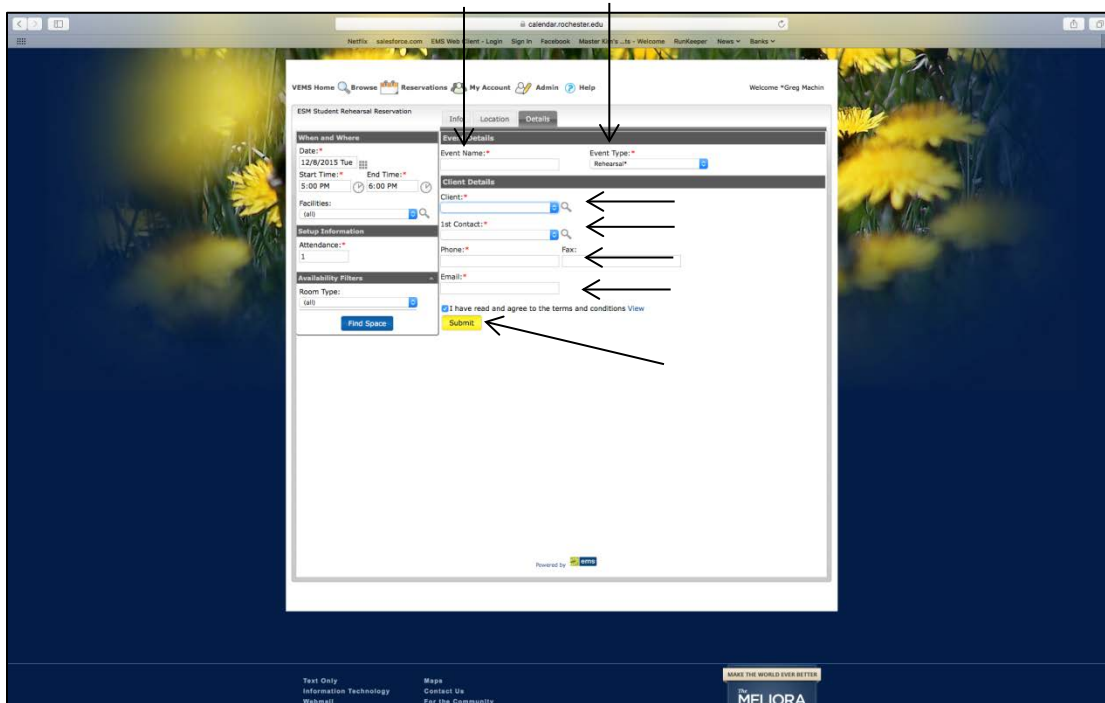
- Once you've submitted the request you'll see the **RESERVATION DETAILS** view shown below.
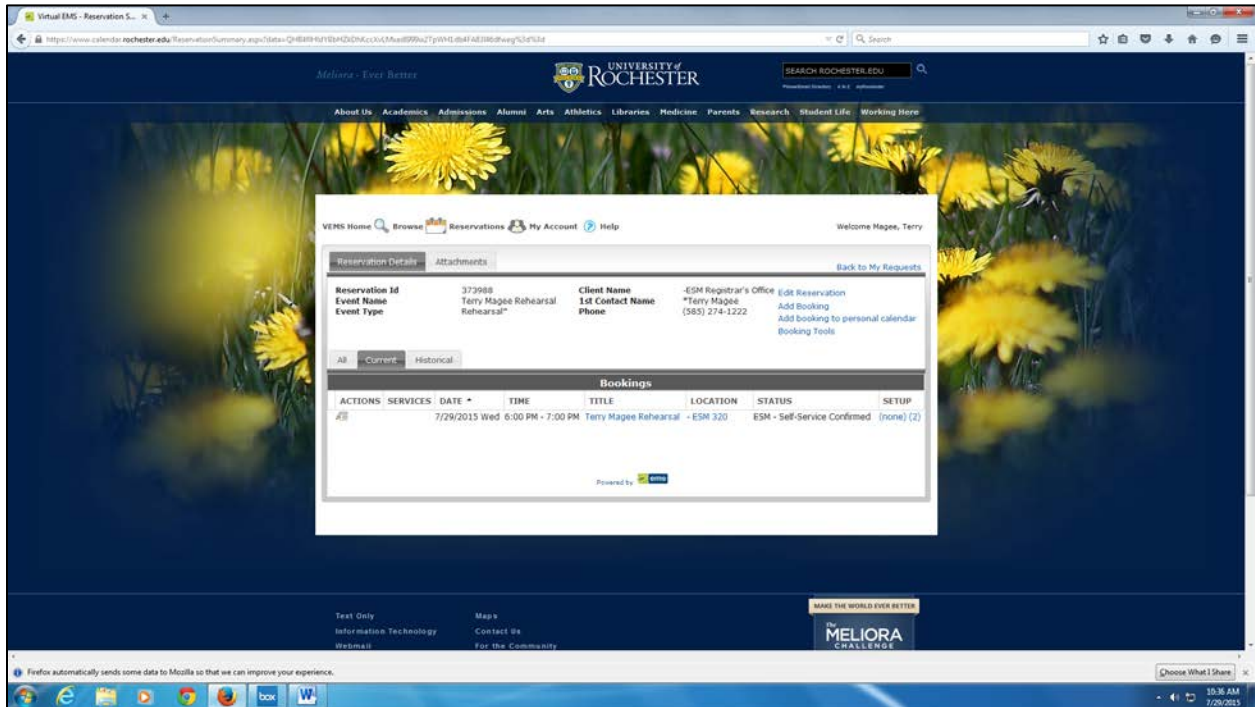

- An automated confirmation will be sent to your **email address**.

7) REVIEWING AND CANCELLING RESERVATIONS:
- If you'd like to check your existing reservations, pending requests or old reservations you may do so by logging into the system, hovering over "Reservations" and clicking on "View My Requests."
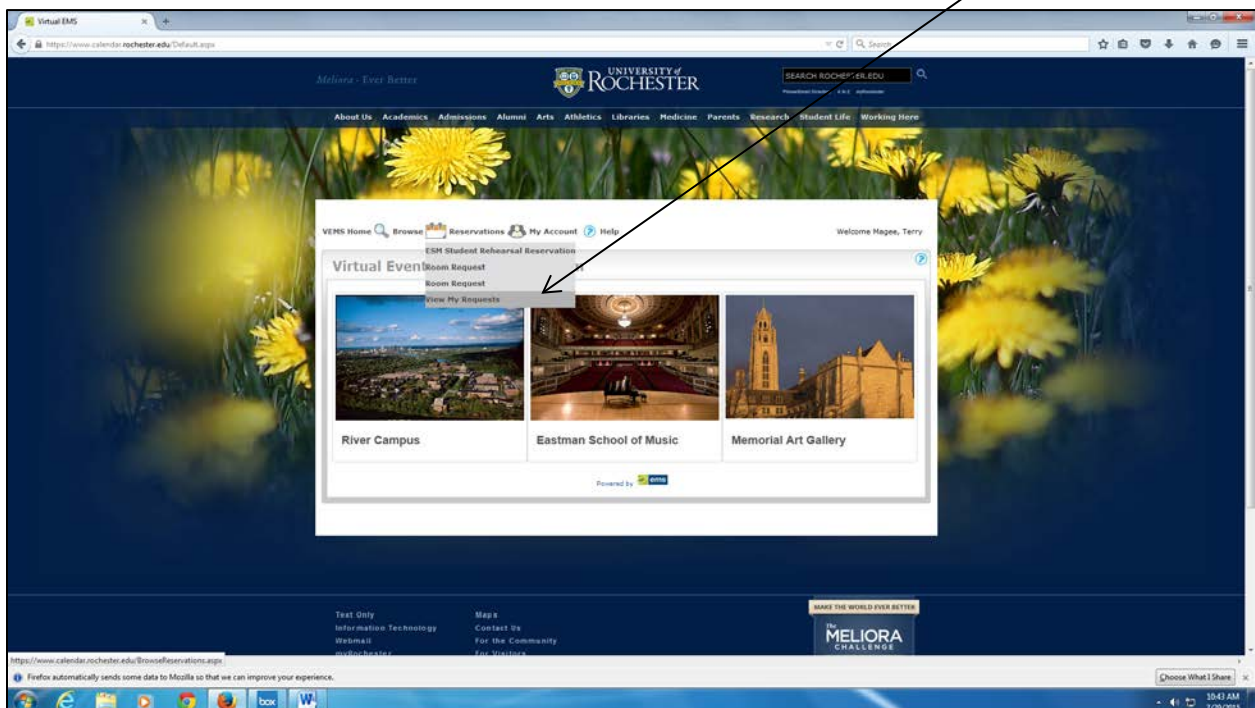
- From this screen, you can look at your current reservations, or you can see past ("historical") reservations. You can also search for a specific reservation if you have the reservation ID number or the event name.
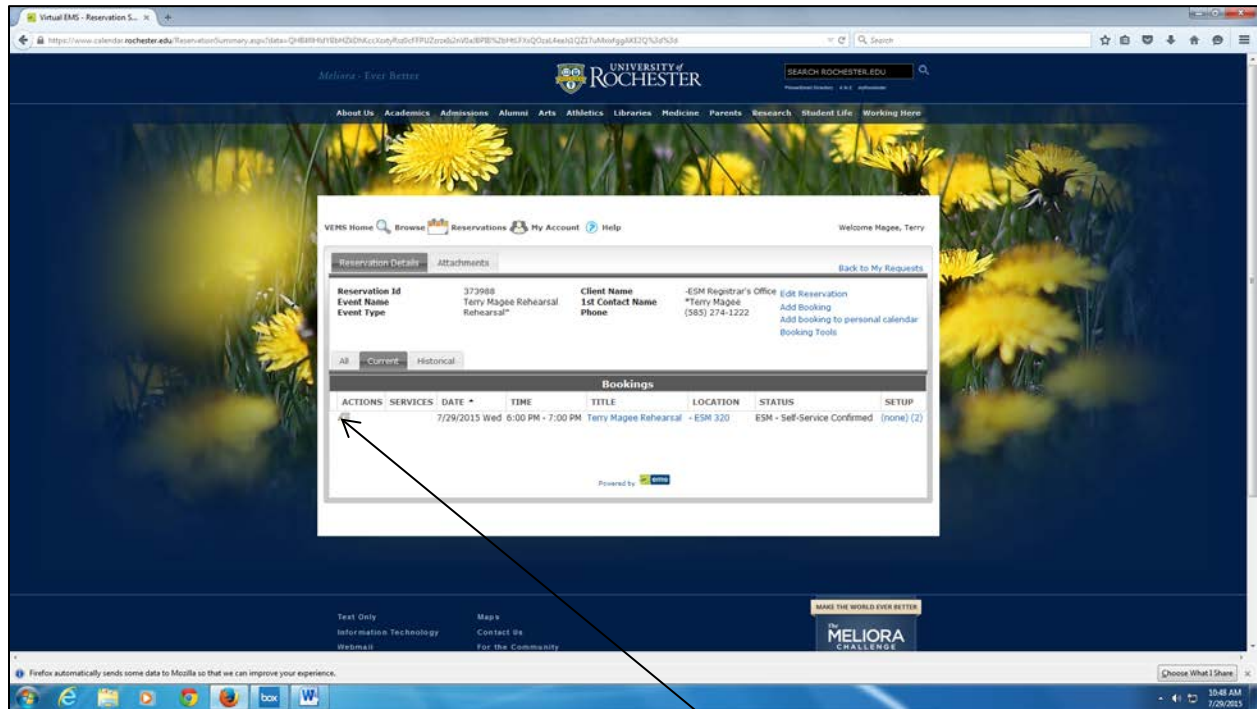
- This will display details of the reservation, and also allow you to cancel some or all of the bookings that you have requested. Clicking the red X will allow you to **Cancel** your reservation. Please fill in Cancel Reason and click "Cancel Booking."

- From this screen, you may "ADD booking to personal calendar" by clicking in the upper right hand corner.

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PLEASE NOTE THE FOLLOWING BOOKING POLICIES

FOR STUDENT REHEARSALS:
STUDENTS MAY SCHEDULE A ROOM FOR UP TO TWO (2) HOURS PER DAY, NO MORE THAN ONE WEEK IN ADVANCE.
Failure To Comply Will Result In You Being Removed From Using Virtual EMS!!

FOR STUDENT RECORDINGS:
STUDENTS CAN MAKE TWO (1) HOUR LONG BOOKINGS WITHIN A 14 DAY PERIOD.
Failure To Comply Will Result In You Being Removed From Using Virtual EMS!!

**FOR JAZZ STUDENTS LOOKING TO BOOK ANNEX 624, PLEASE SEE THE REGISTRAR'S OFFICE.