Welcome to VEMS
This Guide will explain how to

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HOW TO LOG IN

1. Navigate web browser to: https://reserve.rochester.edu

2. Type user email
   - The email written on the submitted VEMS Contact form

3. Type password
   - First time user: Password will be sent via CCC
   - Contact Gene Vogler to reset your password

4. Click “Sign In”
After logging in, you will be directed to the VEMS home page. The following are available:

1. The reservation templates available to you. These will change throughout the year.
2. The ability to request a reservation.
3. The ability to manage your account settings.
4. The ability to search for upcoming bookings or to find your VEMS ID number.
5. The ability to browse for available space.
6. Any bookings you have the day you today.
1. Click your name or the icon of a person. -A drop down menu will appear

2. Click “My Account”
1. Click “Save Changes” at the bottom of the page.

2. Enter your preferred password information.

3. Type current password

4. Enter your preferred password information.

5. Click “Save Changes” at the bottom of the page.
HOW TO REQUEST ROOM RESERVATIONS

To create a reservation request select “Book Now” in the appropriate template line.

Template explanations can be found by clicking “About”.

For a list of all rooms and which templates they can be found on please visit Event Planning Resources Page on the Student Activities website. On that page you will find Reservation Templates (Rooms By Template), Reservation Templates (Template By Rooms). (Please note not all templates will be available to all type of organizations.)
Making a single day reservation

Input the following criteria

- Date (dependent on the template)
- Start and End time of event
- Time Zone (this will always be Eastern)
- Desired location

Click "Search"
Making a single day reservation

You can further filter results by
- Click “Add/Remove” to select specific buildings
- Click “Let me search for a room” to search for room types
- Click “I know what room I want” to search by an exact match of the room name
1. A list of available rooms will populate here.

2. Select a room by clicking the + icon.
   You can also get more information on each room by clicking on the name of the room.

3. Once you have selected your room, a pop-up window will appear. Input the number of attendees and click “Add Room.”

4. After selecting the desired location, click “Next Step” and proceed to page 15 of this manual.

NOTE: The List view will provide you a list of all rooms that meet your search criteria, the Schedule view will provide you a view off all rooms on the template, and their schedule, even if they are not available. This will help if you need a specific room and can be flexible on the time.
Making a recurring reservation

1. Click for recurrence

2. The following pop-up window will appear.

3. Change Daily to Weekly
Making a recurring reservation

<table>
<thead>
<tr>
<th>Recurrence</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeats</td>
<td>Weekly</td>
</tr>
<tr>
<td>Every</td>
<td>1 week(s)</td>
</tr>
<tr>
<td>On</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
</tr>
<tr>
<td>Start Date</td>
<td>Wed 08/31/2022</td>
</tr>
<tr>
<td>End Date</td>
<td>Wed 12/14/2022</td>
</tr>
<tr>
<td>End after</td>
<td>1 occurrence(s)</td>
</tr>
<tr>
<td>Start Time</td>
<td>1:30 PM</td>
</tr>
<tr>
<td>End Time</td>
<td>2:30 PM</td>
</tr>
</tbody>
</table>

Select who often you want the reservation to recur select 1 for weekly or 2 for every other week.

Select the day of the week you want the reservation to be on.

Select the first and last meeting of your series.

Select the start and time of your meeting.

Click Apply Recurrence.
Making a recurring reservation

The "available" column will tell you how many days in your series each room is available.

To select a room to request simply click the green "plus" sign.

If you select a room that is not available for every day of your request, the system will then allow you to request a 2nd (3rd, 4th and etc. if needed) room for the days your primary room is not available. You can also choose to skip those dates. To select a room you will follow the same process as before.

<table>
<thead>
<tr>
<th>Room</th>
<th>Available</th>
<th>Location</th>
<th>Floor</th>
<th>TZ</th>
<th>Cap</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>212 - Hirt Lounge (Entire)</td>
<td>15/15</td>
<td>Wilson Commons</td>
<td>2nd Floor</td>
<td>ET</td>
<td>248</td>
<td></td>
</tr>
<tr>
<td>213 - Gowen Room</td>
<td>15/15</td>
<td>Wilson Commons</td>
<td>2nd Floor</td>
<td>ET</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>408 - Bridge Lounge</td>
<td>15/15</td>
<td>Wilson Commons</td>
<td>4th Floor</td>
<td>ET</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>409 - Havens Lounge</td>
<td>15/15</td>
<td>Wilson Commons</td>
<td>4th Floor</td>
<td>ET</td>
<td>77</td>
<td></td>
</tr>
<tr>
<td>Front Porch</td>
<td>15/15</td>
<td>Wilson Commons</td>
<td>2nd Floor</td>
<td>ET</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>200 - Feldman Ballroom - 1 Section (1/4 Ballroom)</td>
<td>14/15</td>
<td>Douglass Commons</td>
<td>2nd Floor</td>
<td>ET</td>
<td>230</td>
<td></td>
</tr>
<tr>
<td>Wilson Quadrangle West</td>
<td>14/15</td>
<td>Wilson Commons</td>
<td>Ground Level</td>
<td>ET</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Wilson Quadrangle East</td>
<td>14/15</td>
<td>Wilson Commons</td>
<td>Ground Level</td>
<td>ET</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Wilson Quadrangle South</td>
<td>14/15</td>
<td>Wilson Commons</td>
<td>Ground Level</td>
<td>ET</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>200 - Feldman Ballroom - 2 Sections (1/2 Ballroom)</td>
<td>13/15</td>
<td>Douglass Commons</td>
<td>2nd Floor</td>
<td>ET</td>
<td>630</td>
<td></td>
</tr>
<tr>
<td>200 - Feldman Ballroom (Entire)</td>
<td>13/15</td>
<td>Douglass Commons</td>
<td>2nd Floor</td>
<td>ET</td>
<td>700</td>
<td></td>
</tr>
</tbody>
</table>
Making a recurring reservation

When you are done selecting rooms you will be able to see the number of days that each room you requested is going to be added to your request.

After selecting your desired location(s), click “Next Step”
Reservation Details

For room reservation request without services

1. Input name of the event
2. Choose event type from the drop down menu
3. Confirm “Client” is the name of your organization
4. Choose contact from drop-down menu
5. Answer any questions under the additional information section (you will always be asked about second and third options and be allowed to leave notes for the reservation coordinator)
6. Check the checkbox to confirm you read the terms and agreements
7. Click “Create Reservation”
Reservations request submitted

1. A pop-up will appear to confirmed the request has been submitted.

2. Click “OK”

3. You have to option to add the tentative reservation to your calendar. A reservation is not confirmed until you receive a confirmation email.

4. Clicking “Home” returns you to the VEMS home page

NOTE:
A submitted room reservation request through VEMS does not indicate a confirmed room reservation request.

The Reservation Coordinator will send the listed contact a confirmation or cancellation email when the submitted room reservation request has been processed.
TO VIEW YOUR RESERVATIONS

1. Click “My Events”

2. Reservations will appear here

3. Your VEMS ID will be require for activity registration

6. Toggle between “Reservations” and “Bookings” view

4. Status will be listed here.
   WC—Web Self-Service: Submitted request; will not receive services
   WC—Web Service: Submitted request; and is expected to need services
   WC—Confirmed Self-Service: Confirmed reservation assuming activity registration is completed; no services available
   WC—Confirmed: Confirmed reservation assuming activity registration is completed; and is expected to have services
   WC—Denied: Reservation request was denied, there is possibility to resubmit by editing the location, time or date
1. Click name of reservation to edit or cancel reservation

2. Click to edit reservation information
   - Event Name
   - Event Type
   - Client Information
   - Contact Information

3. Click to open a new web page for you to edit
   - Date
   - Location
   - Time
   This can be done for all WC status. This CANNOT be done when a reservation has a status of “Cancelled”

4. Click to add additional bookings

NOTE:
Editing a RESERVATION (step 2) changes or cancels all booking in a recurring set.
To edit ONE SPECIFIC BOOKING, please go to step 3
TO CANCEL YOUR RESERVATION

1. Click to Cancel reservation

2. Click to cancel specific booking

3. A pop-up will appear, select the reason for cancelling from the drop-down menu

4. Input any notes

5. Confirm booking or reservation cancellation

NOTE:
Cancelling a RESERVATION (step 1) changes or cancels all booking in a recurring set.
To cancel ONE SPECIFIC BOOKING, please go to step 2