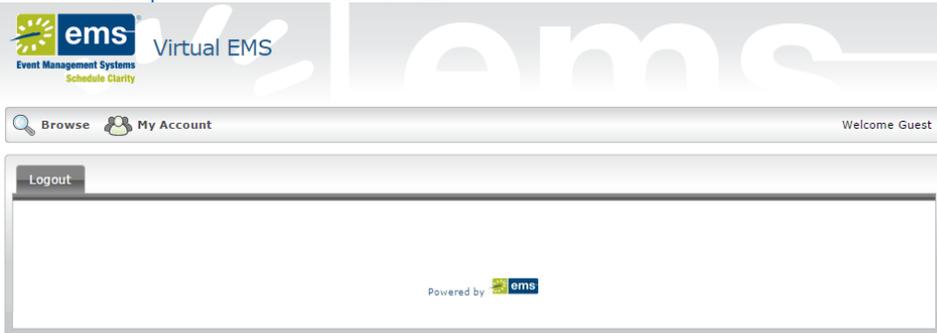
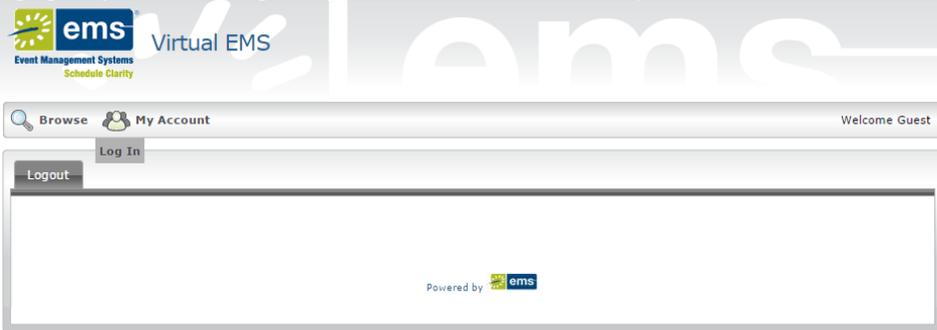


Making a Reservation using Virtual EMS

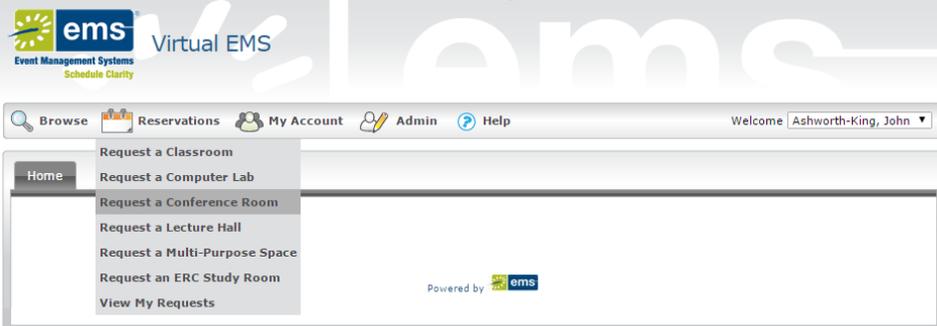
1. Open your web browser.
2. Go to the URL <http://reserve.clarkson.edu/VirtualEms>



3. Highlight "My Account" and login using your Clarkson AD username and password.



4. You are now logged into Virtual EMS, and should see your name on the right hand side of the menu bar. Now that you are logged in, you are able to make a reservation. Please select the reservation you would like to make from the choices available.



5. You will now be within a reservation window. You will need to select the date, start time, end time, and attendance for your reservation. You may also restrict your search to rooms with certain features, such as a projector. Then click "Find Space" to receive a list of rooms matching your search criteria.

Request a Classroom

Location Details

When and Where

Date: 8/28/2015 Fri Recurrence

Start Time: 8:00 AM End Time: 9:00 AM

Facilities: (all)

Setup Information

Attendance: 0

Setup Type: Classroom

Availability Filters

Features:

- Adobe Connect
- Blackboard
- Concession Area in Room
- Echo360
- Furniture - Fixed Seating
- Furniture - Fixed Tiered
- Furniture - Moveable
- Furniture - Tablet Arm

Find Space

Selected Locations

No rooms currently selected

List Grid

Request a Classroom

Location Details

When and Where

Date: 8/28/2015 Fri Recurrence

Start Time: 8:00 AM End Time: 9:00 AM

Facilities: (all)

Setup Information

Attendance: 0

Setup Type: Classroom

Availability Filters

Features:

- Adobe Connect
- Blackboard
- Concession Area in Room
- Echo360
- Furniture - Fixed Seating
- Furniture - Fixed Tiered
- Furniture - Moveable
- Furniture - Tablet Arm

Find Space

Selected Locations

No rooms currently selected

List Grid

Note: you must indicate an attendance of at least one person! The search will automatically exclude rooms that will not support the number of participants. For example, searching for a room that can hold 30 attendees will not display rooms with a maximum capacity of 18 or 24. Similar, if you select a feature such as Projector, it will exclude all rooms that do not have a projector from appearing in your list.

6. Now you will see the list of rooms meeting your search criteria. Hit the + icon to select the room you would like to reserve, and it will move up to selected locations at the top of the window. You may reserve multiple locations in a single request.

Request a Classroom

When and Where

Date: * 8/31/2015 Mon Recurrence

Start Time: * 8:00 AM End Time: * 9:00 AM

Facilities: (all)

Setup Information

Attendance: * 24

Setup Type: * Classroom

Availability Filters

Features:

- Adobe Connect
- Blackboard
- Concession Area in Room
- Echo360
- Furniture - Fixed Seating
- Furniture - Fixed Tiered
- Furniture - Moveable
- Furniture - Tablet Arm

[Find Space](#)

Location Details

No rooms currently selected

List Grid

Monday, August 31, 2015 16 Hours

| Room | Cap | 7 | 8 | 9 | 10 | 11 | 12 | P | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--------------------------------------|-----|---|---|---|----|----|----|---|---|---|---|---|---|---|---|---|---|----|
| Bertrand H. Snell (New Snell) | | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 112 | 30 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 129 | 32 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 169 | 36 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 175 | 32 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 177 | 48 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 213 | 86 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 214 | 64 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 239 | 28 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 241 | 45 | | | | | | | | | | | | | | | | | |
| CAMP | | | | | | | | | | | | | | | | | | |
| + CAMP 163 | 48 | | | | | | | | | | | | | | | | | |
| + CAMP 172 | 54 | | | | | | | | | | | | | | | | | |
| + CAMP 175 | 37 | | | | | | | | | | | | | | | | | |
| + CAMP 176 | 125 | | | | | | | | | | | | | | | | | |
| + CAMP 178 | 40 | | | | | | | | | | | | | | | | | |
| + CAMP 184 | 33 | | | | | | | | | | | | | | | | | |
| + CAMP 194 | 52 | | | | | | | | | | | | | | | | | |
| Cheel Campus Center | | | | | | | | | | | | | | | | | | |
| + Cheel 113C (Commons) | 100 | | | | | | | | | | | | | | | | | |
| ERC | | | | | | | | | | | | | | | | | | |
| + ERC 102 | 48 | | | | | | | | | | | | | | | | | |
| Price Hall | | | | | | | | | | | | | | | | | | |

Request a Classroom

When and Where

Date: * 8/31/2015 Mon Recurrence

Start Time: * 8:00 AM End Time: * 9:00 AM

Facilities: (all)

Setup Information

Attendance: * 24

Setup Type: * Classroom

Availability Filters

Features:

- Adobe Connect
- Blackboard
- Concession Area in Room
- Echo360
- Furniture - Fixed Seating
- Furniture - Fixed Tiered
- Furniture - Moveable
- Furniture - Tablet Arm

[Find Space](#)

Location Details

No rooms currently selected

List Grid

Monday, August 31, 2015 16 Hours

| Room | Cap | 7 | 8 | 9 | 10 | 11 | 12 | P | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--------------------------------------|-----|---|---|---|----|----|----|---|---|---|---|---|---|---|---|---|---|----|
| Bertrand H. Snell (New Snell) | | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 112 | 30 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 129 | 32 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 169 | 36 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 175 | 32 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 177 | 48 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 213 | 86 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 214 | 64 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 239 | 28 | | | | | | | | | | | | | | | | | |
| + Bertrand H. Snell Hall 241 | 45 | | | | | | | | | | | | | | | | | |
| CAMP | | | | | | | | | | | | | | | | | | |
| + CAMP 163 | 48 | | | | | | | | | | | | | | | | | |
| + CAMP 172 | 54 | | | | | | | | | | | | | | | | | |
| + CAMP 175 | 37 | | | | | | | | | | | | | | | | | |
| + CAMP 176 | 125 | | | | | | | | | | | | | | | | | |
| + CAMP 178 | 40 | | | | | | | | | | | | | | | | | |
| + CAMP 184 | 33 | | | | | | | | | | | | | | | | | |
| + CAMP 194 | 52 | | | | | | | | | | | | | | | | | |
| Cheel Campus Center | | | | | | | | | | | | | | | | | | |
| + Cheel 113C (Commons) | 100 | | | | | | | | | | | | | | | | | |
| ERC | | | | | | | | | | | | | | | | | | |
| + ERC 102 | 48 | | | | | | | | | | | | | | | | | |
| Price Hall | | | | | | | | | | | | | | | | | | |

Request a Classroom

When and Where
 Date: 8/31/2015 Mon
 Start Time: 8:00 AM
 End Time: 9:00 AM
 Facilities: (all)

Setup Information
 Attendance: 24
 Setup Type: Classroom

Availability Filters
 Features:
 Adobe Connect
 Blackboard
 Concession Area in Room
 Echo360
 Furniture - Fixed Seating
 Furniture - Fixed Tiered
 Furniture - Moveable
 Furniture - Tablet Arm

Selected Locations

| DATE | HOLIDAYS | START | END | LOCATION | STATUS | SETUP COUNT | CONFLICT |
|---------------|----------|---------|---------|----------|---------|-------------|----------|
| 8/31/2015 Mon | | 8:00 AM | 9:00 AM | CAMP 172 | Request | 24 | |

Monday, August 31, 2015

| Room | Cap | 7 | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-------------------------------|-----|---|---|---|----|----|-------|---|---|---|---|---|---|---|---|---|----|
| Bertrand H. Snell (New Snell) | | | | | | | | | | | | | | | | | |
| Bertrand H. Snell Hall 112 | 30 | | | | | | | | | | | | | | | | |
| Bertrand H. Snell Hall 129 | 32 | | | | | | | | | | | | | | | | |
| Bertrand H. Snell Hall 169 | 36 | | | | | | | | | | | | | | | | |
| Bertrand H. Snell Hall 175 | 32 | | | | | | | | | | | | | | | | |
| Bertrand H. Snell Hall 177 | 48 | | | | | | | | | | | | | | | | |
| Bertrand H. Snell Hall 213 | 86 | | | | | | | | | | | | | | | | |
| Bertrand H. Snell Hall 214 | 64 | | | | | | | | | | | | | | | | |
| Bertrand H. Snell Hall 239 | 28 | | | | | | | | | | | | | | | | |
| Bertrand H. Snell Hall 241 | 45 | | | | | | | | | | | | | | | | |
| CAMP | | | | | | | | | | | | | | | | | |
| CAMP 163 | 48 | | | | | | | | | | | | | | | | |
| CAMP 172 | 54 | | | | | | | | | | | | | | | | |
| CAMP 175 | 37 | | | | | | | | | | | | | | | | |
| CAMP 176 | 125 | | | | | | | | | | | | | | | | |
| CAMP 178 | 40 | | | | | | | | | | | | | | | | |
| CAMP 184 | 33 | | | | | | | | | | | | | | | | |
| CAMP 194 | 52 | | | | | | | | | | | | | | | | |
| Cheel Campus Center | | | | | | | | | | | | | | | | | |
| Cheel 113C (Commons) | 100 | | | | | | | | | | | | | | | | |
| ERC | | | | | | | | | | | | | | | | | |
| ERC 102 | 48 | | | | | | | | | | | | | | | | |
| Price Hall | | | | | | | | | | | | | | | | | |

Continue

7. Hit Continue.

8. You will now need to enter the Event Name, Select your Event Type from the pull down menu, and select your name from the 1st contact: field. If you type in the field, it will bring you to those letters, for example, typing ASH brought the author of this article to his last name. By selecting your name from the menu, your phone and email information will automatically be entered by Virtual EMS.

Request a Classroom

When and Where
 Date: 8/31/2015 Mon
 Start Time: 8:00 AM
 End Time: 9:00 AM
 Facilities: (all)

Setup Information
 Attendance: 24
 Setup Type: Classroom

Availability Filters
 Features:
 Adobe Connect
 Blackboard
 Concession Area in Room
 Echo360
 Furniture - Fixed Seating
 Furniture - Fixed Tiered
 Furniture - Moveable
 Furniture - Tablet Arm

Event Details
 Event Name: Request Classroom Demo
 Event Type: Study Session

Group Details
 Group: Staff
 1st Contact: Ashworth-King, John
 Phone: 315/268-6791
 Fax:
 Email: kashwort@clarkson.edu

Submit

9. When you are done verifying all the information is correct, hit Submit.

10. You will receive a pop-up notification after making your reservation successfully.

✕

Your request has been submitted.

Some rooms require approval, others do not require approval.

Rooms that Require Approval
Your reservation is tentative and pending approval. We will get back to you within 48 hours regarding your request.

Rooms that Do Not Require Approval
If your reservation is for a classroom and it's before the first two weeks of the upcoming semester, the request cannot be approved until the academic schedule is finalized.

If your reservation is for a classroom and it's after the first two weeks of the current semester, your request is approved.

☰

You will also receive an email confirmation within a few minutes of making the reservation.

Room Reservation Summary Inbox X

Room Reservations <roomreservations@clarkson.edu> to me 4:46 PM (0 minutes ago) ☆ ↶ ↷

Below is a summary of your room request. Some rooms require approval, others do not require approval.

Rooms that Require Approval
Your reservation is tentative and pending approval. We will get back to you within 48 hours regarding your request.

Rooms that Do Not Require Approval
If your reservation is for a classroom and it's before the first two weeks of the upcoming semester, the request cannot be approved until the academic schedule is finalized.

If your reservation is for a classroom and it's after the first two weeks of the current semester, your request is approved.

Reservation Id: 3605
Group: Staff

| Date | Start | End | Building | Room | Status |
|-----------|---------|---------|----------|----------|-----------|
| 8/31/2015 | 8:00 AM | 9:00 AM | CB | CAMP 172 | Tentative |



Related articles

Content by label

There is no content with the specified labels

