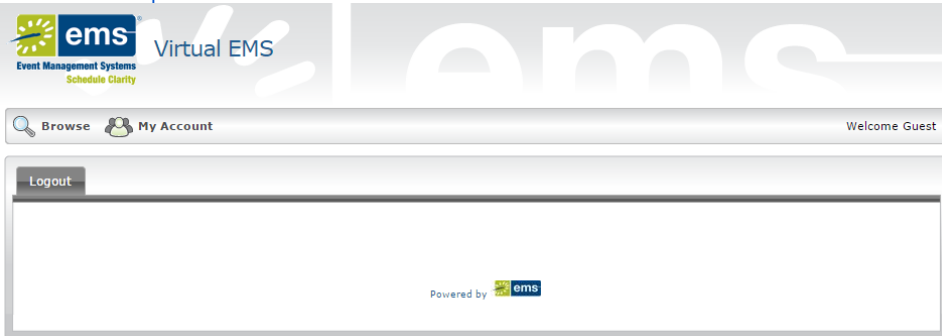
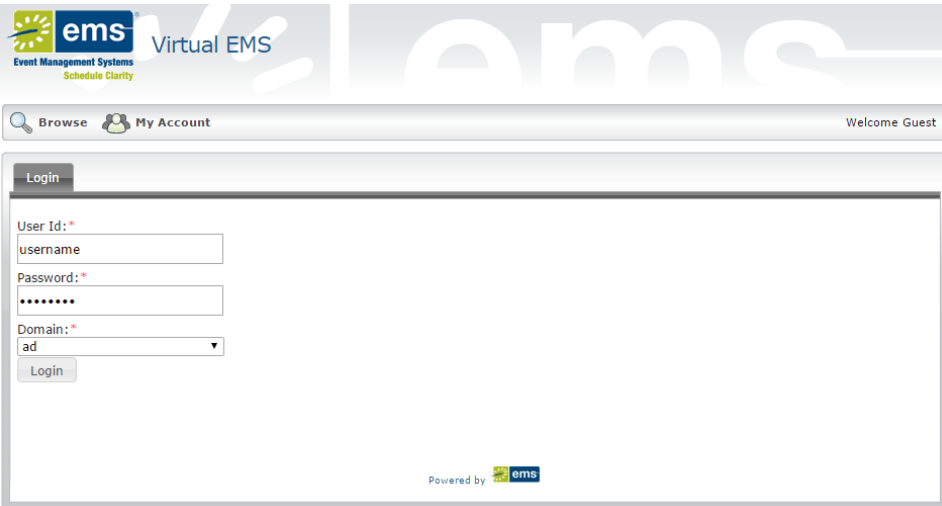
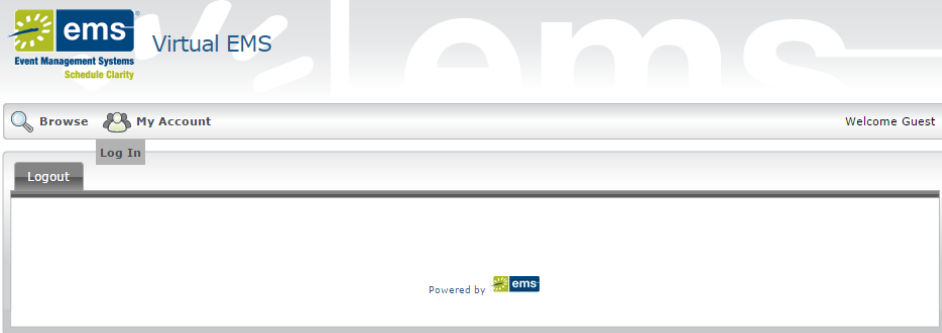


# Making a Reservation using Virtual EMS

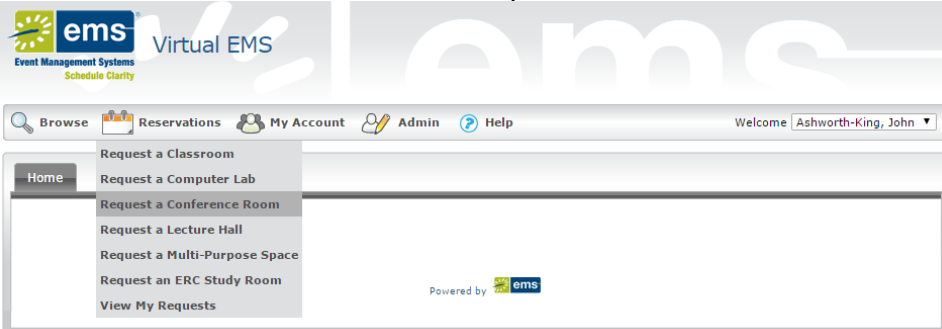
1. Open your web browser.
2. Go to the URL <http://reserve.clarkson.edu/VirtualEms>



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

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- Adobe Connect
- Blackboard
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- 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**

Location
Details

**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

**Selected Locations**

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
<b>Bertrand H. Snell (New Snell)</b>																		
+ 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																	
<b>CAMP</b>																		
+ CAMP 163	48																	
+ CAMP 172	54																	
+ CAMP 175	37																	
+ CAMP 176	125																	
+ CAMP 178	40																	
+ CAMP 184	33																	
+ CAMP 194	52																	
<b>Cheel Campus Center</b>																		
+ Cheel 113C (Commons)	100																	
<b>ERC</b>																		
+ ERC 102	48																	
<b>Price Hall</b>																		

**Request a Classroom**

Location
Details

**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

**Selected Locations**

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
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+ Cheel 113C (Commons)	100																	
<b>ERC</b>																		
+ ERC 102	48																	
<b>Price Hall</b>																		

**Request a Classroom**

**When and Where**

Date: 8/31/2015 Mon  
 Start Time: 8:00 AM  
 End Time: 9:00 AM

**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																
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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

**Setup Information**

Attendance: 24  
 Setup Type: Classroom

**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.

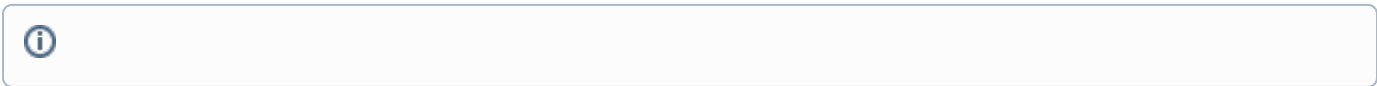
**Rooms that Require Approval**  
Your reservation is tentative and pending approval. We will get back to you within 48 hours regarding your request.

**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

