Drake Library Meeting Room Booking System
Virtual EMS (Event Management System)

Overview
EMS = Event Management System and is The College at Brockport’s new tool for academic and event scheduling. EMS will be the single source of record for all events, meetings, and classes happening at the College.

Virtual EMS is an online reservation system that allows you to reserve rooms in Drake Library.

Note: At this time, only Drake Library is accepting space reservations from faculty, staff, or students through Virtual EMS. To reserve space in other campus buildings, see the following directions for:
- Faculty and Staff Planning Events, https://www.brockport.edu/planevents/facultyplan.html
- Students Planning Events, https://www.brockport.edu/planevents/studentevents.html

Request a Room in Drake Library
1. To request space in Drake Library, you must first Login to your Virtual EMS account with your Brockport NetID and password.
2. On the menu, select ‘Reservation Request Forms’ > Drake Library Room Reservation to display a request form.
3. In the “When and Where” search on the left, enter Date, Start/End Time, and expected Attendance for your request.
   - Note: Multiple dates can be added using the “Recurrence” button.
   - For each search, the time must be the same for all dates.
4. Click on the “Find Space” button. A list of rooms will appear in a schedule grid. Your desired start/end times are outlined in red. If a time slot cell is colored in, that room is already reserved.
5. Click on the “plus” to select a room. The room will appear above the schedule grid as a selected location. To learn more about the room setup and features, click on the room’s name.
   - To add requests for different dates and times for the same event/meeting, repeat steps 3-5.
6. Click on the “Details” tab.
7. Enter Event and Department/Organization Details. Hint: Click on the magnifying glass to search for a department. Click on to add it to the Department/Organization drop-down selection and then click on “Done”.
8. The Reservation Contact is the person making the request (you). If your name is not shown, click on the drop-down arrow and select “(temporary contact”). Add the correct Name, Phone, and Email.
9. Optional Fields: Attachments (can include an event flyer for posting in the College Calendar); Other Information; Expected Guests.
10. Optional Service: Librarian on Demand. Check the smallest box in the row that best describes how you want a Librarian’s assistance. You do NOT have to name a librarian.
11. Click on “Submit” to send the request. Check your email. You will receive a reservation status update within three business days after submitting your request.

View Your Requests
1. You must Login to your Virtual EMS account with your Brockport NetID and password.
2. On the toolbar, select “View My Requests”. Your current reservations will display.
3. Note the Status for each Reservation. “Confirmed” means you are all set; “Web Request” means your request is under review and you will be notified by email of the decision.
4. Browse the list and select an Event Name in order to view/change details about that reservation. You can also search by Reservation ID or Event Name.
5. Services can be added after a request is submitted if time requirements allow. Look for a “plus” in the Bookings — Services field on the Reservation Details page.

Need additional help? Select the icon throughout the system for more directions and helpful hints.
Contact ktufano@brockport.edu or (585)395-5648 with any questions regarding EMS or if you need assistance reserving space.

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