

EMS Quick Guide

Please note: This guide provides a brief overview of the School of Music's calendar and reservation software, EMS, and explains how to access that system via Virtual EMS. The guide includes general instructions on how to view space availability and how to make space requests.

For more complex questions, please refer to the EMS help manual, located under the menu marked "?" at the top right hand of the screen while you are logged into Virtual EMS. Topics are searchable and indexed.

Welcome to Virtual EMS

Welcome to Virtual EMS, the event and reservation request system for the University of Washington School of Music. Music majors and School of Music faculty may use this site to browse for availability of space and to request classroom, meeting, and performances spaces in the Music Building and select locations at Meany Hall.

How to Use the System

Log in to this system using your UW Net ID and password. Students may request space for degree recitals, rehearsal, classroom, and meeting spaces as appropriate. Faculty may request spaces for classroom, rehearsal and performance activities and to reserve or browse space for hosting visiting scholars and artists.

Browse for Spaces or Events

To view availability of specific facilities or dates, select the "Browse" Menu at the upper top left corner of this page, then one of the drop-down menu options:

- 1) Browse Events:** Choose this option to view a calendar of events in a "month" view,
- 2) Browse Facilities:** Choose this option to view a list of available spaces and resources
- 3) Browse for Space:** Choose this option to view spaces available on specific dates, filtered by capacity and set-up needs.

Request a Space

To make a space reservation, select the "Reservations" Menu at the upper left of this page (next to "Browse" menu), then one of the drop-down menu options:

1) Request a Space: Choose this option to submit a new reservation request. A new page will appear with a column on the left hand side broken into categories: **When and Where; Set-up Information; Availability Filters.** Enter the relevant details about your request under each category, then click the "Find Space" button.

1) Schedule a Recital: Choose this option to request space for a Degree Recital. Faculty and students seeking to schedule a non-degree recital should use the "Request a Space" option above.

2) View My Requests: Choose this option to view status and details of requests you have already submitted. This is also where you may make changes to your request, or cancel your reservation.

Note: This system is available for your use 24 hours a day, but please allow three business days for a response to your submitted request.

Last minute requests and changes (less than 24 hours before the event), MUST be made in person with Alison Loerke at the Main Office, Room 102.