

STANDING RESERVATIONS 2009-2010

1. Sign into Virtual EMS with your VU email address and password.
2. Select **Meeting Room Requests** to begin your request.
3. Select the **Recurrence** button.
4. Enter the following information.
 - The start and end time of your meeting.
 - The recurrence pattern. (weekly, monthly, or random)
 - Choose the day of the week your meetings occur.
 - Enter the start date of **August 26th, 2009** and the end date of **April 27th, 2010**. This is the first and last day of class.
 - Select **Apply Recurrence**.
5. Choose "**all**" for facilities and enter the attendance expected for your meetings.
 - You will now see a list of space available. The "**available**" column will list how many dates the space is available out of the number of dates you have requested. (ie, 6/10)
6. Choose the space you prefer. *It may not be available for all of the dates.* Make notes of the dates that are not available.
7. Remove any dates that you will not need.
 - Fall Break is October 22-23rd, 2009
 - Thanksgiving Break is November 21-29th, 2009
 - Winter Break is December 11th, 2009-January 12th, 2010
 - Spring Break is March 6-14th, 2010
8. If the space you chose is not available for all of the dates, choose the **recurrence** button and select **random**. You may now choose any remaining dates that you still need to complete your reservation.
9. Continue to choose the space you prefer. You may repeat step 6 & 7 as many times as needed until your choices have been made.
10. Fill out the required information in the details tab:
 - Event Name
 - Event Type
 - Group
 - Contact
 - Phone
 - Email
 - Select **Submit Reservation**
11. Your request has been made. Please allow 48 hours to receive your confirmation.