



OHIO  
UNIVERSITY

Division of Student Affairs

# Event Services Event Management Software Training Manual

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- [Making a Reservation Request](#)



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## How to create an account

### STEP 1:

Navigate to the following URL: <http://oit-eventmgt.ohio.edu> and select “Log In” and enter your OHIO ID

OHIO UNIVERSITY Event Services

Browse Log In Welcome Guest

Home

### Welcome to Ohio University Event Services online space request and event viewing tool

Reservation requests can be submitted beginning at 9:00am on  
Wednesday, February 27, 2013 for academic year 2013-14  
(Events between August 14, 2013 through July 30, 2014)

Internal university users should select the Log In link at the top of the page  
and login with your OHIO ID and password  
External users should request space by calling the Reservation Office at 740.593.4021

All Events Baker Events MemAud Events Walter Events

Click one of the buttons above to view events in a specific area.  
If you have any further questions or would like to make a reservation for a meeting room,  
please contact our reservations staff at 740.593.4021 or visit Baker University Center room 350.

Powered by ems

<https://oit-eventmgt.ohio.edu/VirtualEMS/Login.aspx>

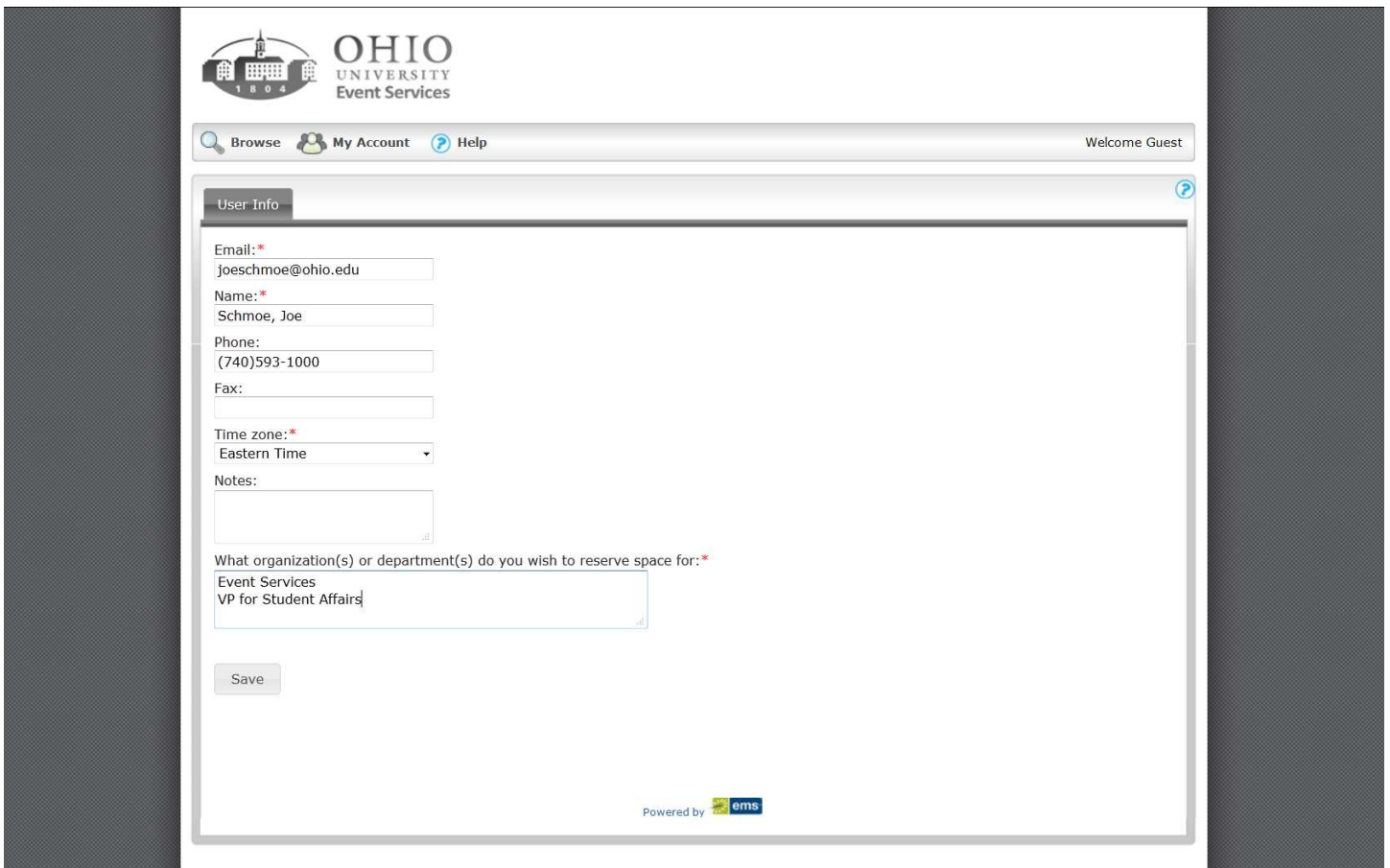
### NOTES:

*You are able to utilize the following options without logging in (under the “Browse” menu):*

- 1. “Browse Events” – This option offers a number of ways to filter and display the events taking place within OUES venues.*
- 2. “View Room Capacities and Setups” – This option allows you to view minimum and maximum capacities as well as available setup types.*

## STEP 2:

Enter your contact information and the organization(s) or department(s) that you represent and click "Save". Your account will be pending approval by Event Services staff and will be activated within 48 business hours.



The screenshot shows the Ohio University Event Services website. At the top left is the Ohio University logo with the year 1804. To its right is the text "OHIO UNIVERSITY Event Services". Below the logo is a navigation bar with "Browse", "My Account", and "Help" links, and a "Welcome Guest" message on the right. The main content area is titled "User Info" and contains a registration form. The form fields are: "Email:\*" with the value "joeschmoe@ohio.edu"; "Name:\*" with the value "Schmoe, Joe"; "Phone:" with the value "(740)593-1000"; "Fax:" (empty); "Time zone:\*" with a dropdown menu set to "Eastern Time"; "Notes:" (empty text area); and "What organization(s) or department(s) do you wish to reserve space for:\*" with the value "Event Services VP for Student Affairs". A "Save" button is located at the bottom left of the form. At the bottom center of the page, it says "Powered by ems".

## NOTES:

*Please be certain to use complete names and acronyms for departments and organization to ensure that our staff is able to locate your group in our database. If there are any questions regarding your account you will be contacted by an Event Services representative.*

Feel free to contact our office at any time if you have questions at 740-593-4021. We look forward to working with you on your upcoming event.



## Using the Browse tools

### **Browse:**

Mouse over the “Browse” tab towards the upper left hand side of the screen to reveal the following four options:

#### **Browse Events** –

This will allow you to filter events in various spaces into different views

#### **Check Room Capabilities and Setups** –

This allows you to view all available setup types and room capacities before you submit a request. *This is important to know prior to using one of the request forms.*

#### **Check Room Availability** –

This is a great way to locate available space before using a request form.

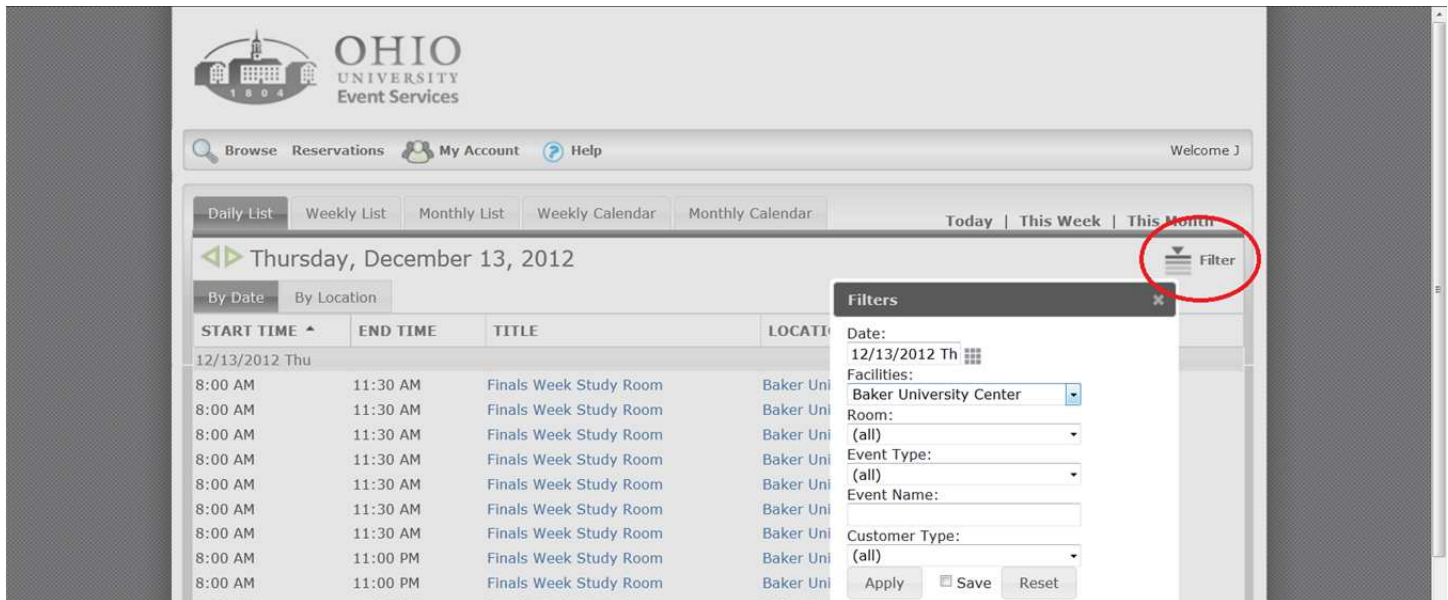
#### **Locate Group** –

This option allows you to locate your student org or department if they have an event taking place in one of our spaces.

The screenshot shows the Ohio University Event Services website. At the top left is the Ohio University logo and 'Event Services' text. A navigation bar includes 'Browse', 'Reservations', 'My Account', and 'Help'. A dropdown menu under 'Browse' lists 'Browse Events', 'Check Room Capabilities and Setups', 'Check Room Availability', and 'Locate Group'. The main content area has a green header: 'Welcome to Ohio University Event Services online space request and event viewing tool'. Below this, it states: 'Reservation requests can be submitted beginning at 9:00am on Wednesday, February 27, 2013 for academic year 2013-14 (Events between August 14, 2013 through July 30, 2014)'. Further down, it provides instructions for internal and external users. At the bottom, there are four green buttons: 'All Events', 'Baker Events', 'MemAud Events', and 'Walter Events'. A footer note says: 'Click one of the buttons above to view events in a specific area. If you have any further questions or would like to make a reservation for a meeting room, please contact our reservations staff at 740.593.4021 or visit Baker University Center room 350.' The URL 'https://oit-eventmgt.ohio.edu/VirtualEMS/#' is in the bottom left, and 'Powered by ems' is in the bottom right.

## Browse Events:

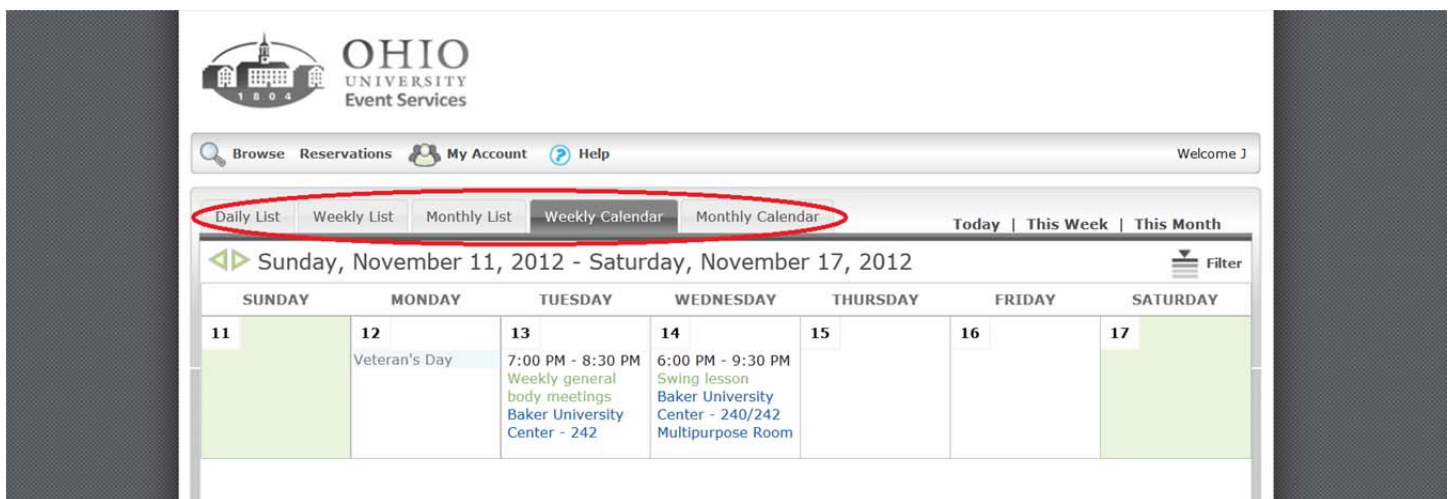
- The default view when you select “Browse Events” is a list of all events in all spaces. The “Filter” option in the upper right hand area of the screen allows you to narrow your view by Building, Room, Event Type, Event Name, and Customer Type.



The screenshot shows the Ohio University Event Services interface. At the top, there is a navigation bar with 'Browse', 'Reservations', 'My Account', and 'Help'. Below this, there are tabs for 'Daily List', 'Weekly List', 'Monthly List', 'Weekly Calendar', and 'Monthly Calendar'. The current view is 'Daily List', showing a table of events for Thursday, December 13, 2012. The table has columns for 'START TIME', 'END TIME', 'TITLE', and 'LOCATION'. A 'Filters' dropdown menu is open, showing options for 'Date', 'Facilities', 'Room', 'Event Type', 'Event Name', and 'Customer Type'. The 'Filter' button is circled in red.

START TIME	END TIME	TITLE	LOCATION
12/13/2012 Thu			
8:00 AM	11:30 AM	Finals Week Study Room	Baker Uni
8:00 AM	11:30 AM	Finals Week Study Room	Baker Uni
8:00 AM	11:30 AM	Finals Week Study Room	Baker Uni
8:00 AM	11:30 AM	Finals Week Study Room	Baker Uni
8:00 AM	11:30 AM	Finals Week Study Room	Baker Uni
8:00 AM	11:30 AM	Finals Week Study Room	Baker Uni
8:00 AM	11:30 AM	Finals Week Study Room	Baker Uni
8:00 AM	11:30 AM	Finals Week Study Room	Baker Uni
8:00 AM	11:00 PM	Finals Week Study Room	Baker Uni
8:00 AM	11:00 PM	Finals Week Study Room	Baker Uni

- Use the various list/calendar options to change the way your information is displayed. You can also click the name of the event to view all of the bookings within this reservation and even add them to your calendar. If you click on the name of the space that the event is in you will find detailed information about that venue including : setup types and capacities, photographs, and it's location on a map.



The screenshot shows the Ohio University Event Services interface in 'Weekly Calendar' view. The 'Weekly Calendar' tab is circled in red. The calendar shows events for Sunday, November 11, 2012, to Saturday, November 17, 2012. The events are listed by day and time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15	16	17
	Veteran's Day	7:00 PM - 8:30 PM Weekly general body meetings Baker University Center - 242	6:00 PM - 9:30 PM Swing lesson Baker University Center - 240/242 Multipurpose Room			

## Check Room Capacities and Setup Types:

- This option will allow you to view all of the available setup types for a given space as well as to see what the minimum and maximum capacities are for that space.

*This information is very important when you are placing a request due to the fact that the request forms will filter your available space options based on the setup type that you choose as well as the setup count that you indicate. Knowing the limitations of a space will help you get your request submitted quicker.*

- The filter option is also available in this area as well as the ability to click on the space to view more information.

The screenshot shows the Ohio University Event Services website interface. At the top, there is a navigation bar with links for 'Browse', 'Reservations', 'My Account', and 'Help'. Below this, there are tabs for 'By Setup Type' and 'By Room', with a 'Filter' button. The main content area displays a table titled 'Setup types by Room' with columns for 'ROOM', 'SETUP TYPE', 'MIN CAPACITY', and 'CAPACITY'. The table lists various rooms and their corresponding setup types and capacities.

ROOM	SETUP TYPE ^	MIN CAPACITY	CAPACITY
<b>Baker University Center - 240</b>			
	Banquet	20	80
	Classroom	15	60
	Conference	12	48
	Empty*	25	110
	Fair	25	100
	Theater	25	110
<b>Baker University Center - 240/242 Multipurpose Room</b>			
	Banquet	35	150
	Classroom	30	120
	Conference	25	100
	Empty*	50	220
	Fair	50	200
	Theater	50	220
<b>Baker University Center - 242</b>			
	Banquet	20	80
	Classroom	15	60
	Conference	12	48
	Empty*	25	110
	Fair	25	100
	Theater	25	110
<b>Baker University Center - Ballroom</b>			
	Banquet	100	400

## Check Room Availability:

- This option will allow you to view a graphical representation of when events are taking place in various venues.
- The filter option is also available in this area as well as the ability to click on the space to view more information.

The screenshot displays the Ohio University Event Services website interface. At the top, there is a navigation bar with links for "Browse", "Reservations", "My Account", and "Help". The main content area shows a calendar view for "Thursday, December 13, 2012 - Friday, December 14, 2012". The calendar is organized by room, with columns representing hours from 8 AM to 11 PM. Various rooms are listed on the left, including Baker University Center rooms (226, 229, 230, 231, 233, 235, 236, 237, 239, 240, 240/242 Multipurpose Room, 242, 333 Women in Philanthropy, 341, 356, 512, 514), Atrium Lounges (3, 4 Mutchler Lounge, 5), Ballroom, and Ballroom A. The calendar grid shows blue bars indicating booked events, such as "Finals Week Study Room", "Private", "Faculty Lunch", "Transfer Oriented Latino Student/OU Entrepreneur", "EMS training", "Life Lessons over spring training", "NA Meeting", "VP for Students", and "UC1000".

Room	Cap	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Baker University Center																	
226	16	Finals Week Study Room		Private													
229	16	Finals Week Study Room		Private													
230	28	Finals Week Study Room		Private													
231	48			Private													
233	20	Finals Week Study Room		Private													
235	20	Finals Week Study Room		Private													
236	12	Finals Week Study Room		Private													
237	20	Finals Week Study Room		Private													
239	24			Faculty Lunch		Transfer Oriented Latino Student/OU Entrepreneur											
240	110	Private															
240/242 Multipurpose Room	220	Private															
242	110	Private															
333 Women in Philanthropy	12	Finals Week Study Room															
341	16	EMS training		Life Lessons over spring training		NA Meeting											
356	12	Finals Week Study Room															
512	16	VP for Students		UC1000													
514	12	Finals Week Study Room															
Atrium Lounge 3	50																
Atrium Lounge 4 Mutchler Lounge	50																
Atrium Lounge 5	50																
Ballroom	1000	Private															
Ballroom A	500	Private															



## Locate Group:

- This option allows you to locate your student org or department if they have an event taking place in one of our spaces.
- Simply begin to type the name of your group and click "locate"
- Then click the group's name

The screenshot shows the 'Locate' page on the Ohio University Event Services website. At the top, there is a navigation bar with 'Browse', 'Reservations', 'My Account', and 'Help' links, along with a 'Welcome J' message. Below the navigation bar, the 'Locate' section features a search input field containing the text 'residential' and a 'Locate' button. Below the search field, a table titled 'Customers matching your search' displays the following data:

CUSTOMER NAME	CUSTOMER TYPE	CITY
Residential Housing	University Department	

- If your group has any events taking place they will appear in a list format with the option to view the location on a map if applicable.

The screenshot shows the 'Locate' page on the Ohio University Event Services website, displaying a list of events for the 'Residential Housing' group. The search input field still contains 'residential'. Below the search field, a table titled 'Events for Residential Housing' displays the following data:

TIME	TITLE	LOCATION	VIEW ON MAP
12:00 PM - 3:00 PM	Jefferson Hall to Good Works	Residential Housing - Vehicle Van 12 Passenger	
1:00 PM - 2:00 PM	Green Mail Delivery/Pickup	Residential Housing - Vehicle - Car - Plymouth Breeze	
2:00 PM - 3:00 PM	spring training meeting	Baker University Center - 341	

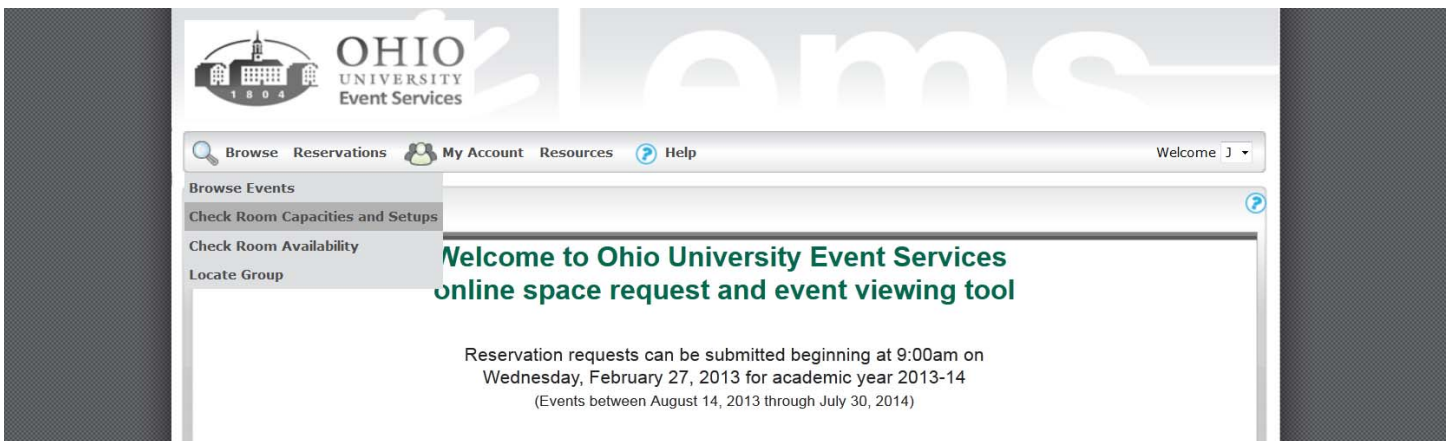
Feel free to contact our office at any time if you have questions at 740-593-4021. We look forward to working with you on your upcoming event



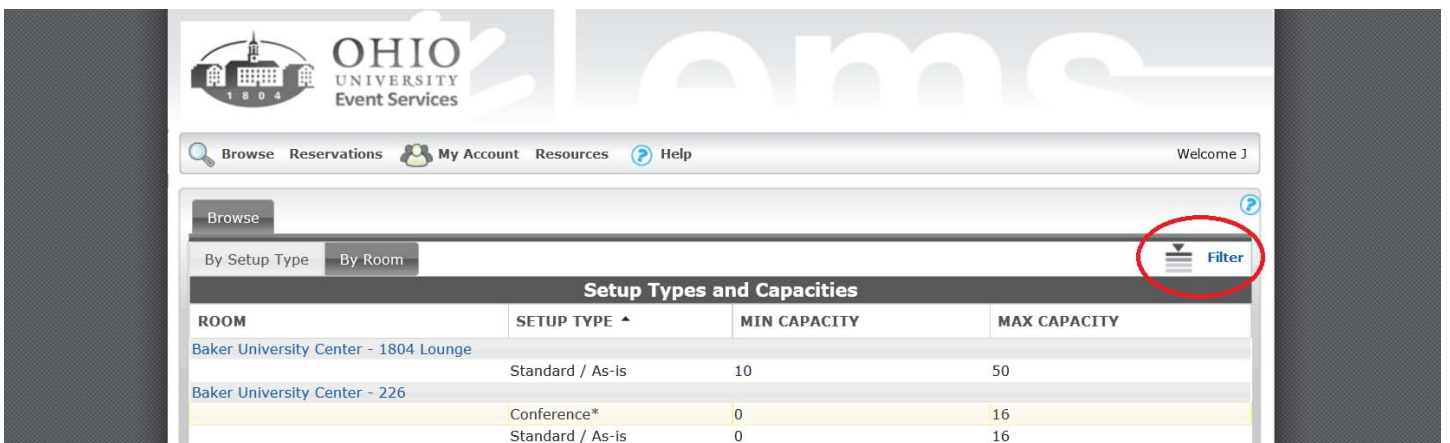
## Making a Reservation Request

**STEP 1:** Log in to Virtual EMS (<http://oit-eventmgt.ohio.edu>). If this is your first time using the system please refer to the “How to Create an Account” document.

**STEP 2:** If you know what venue you are trying to reserve, it is a good idea to navigate to the “Browse” tab and select “Check Room Capacities and Setups”. This way you will know what setup types will work in the space that you are trying to request as well as the minimum and maximum capacities.



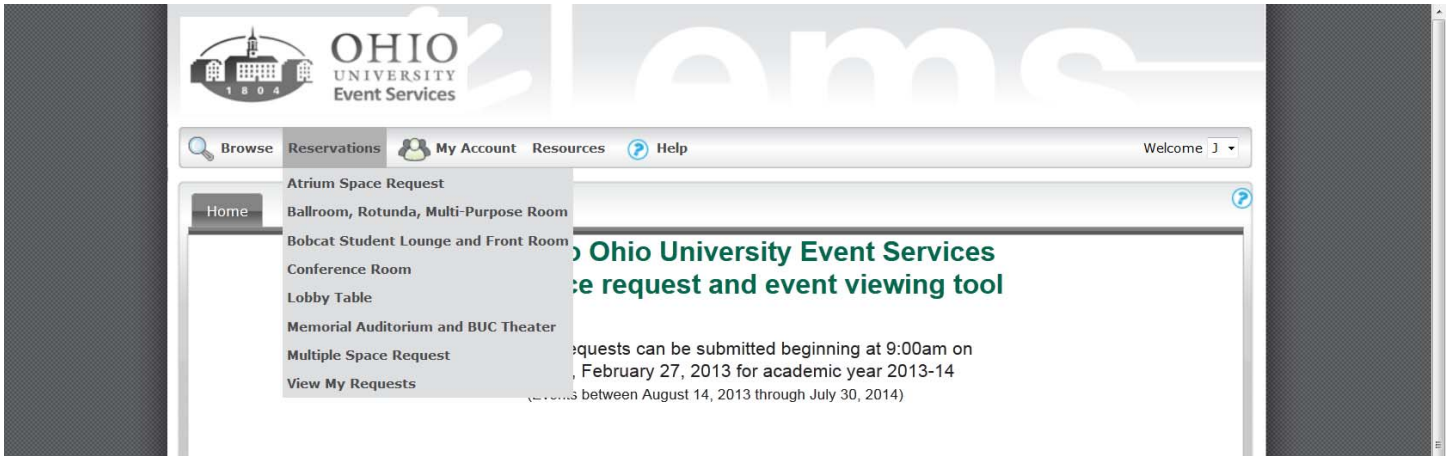
**STEP 3:** Select the “Filter” option in the upper right area of the screen to filter the view by the space(s) that you are trying to request.



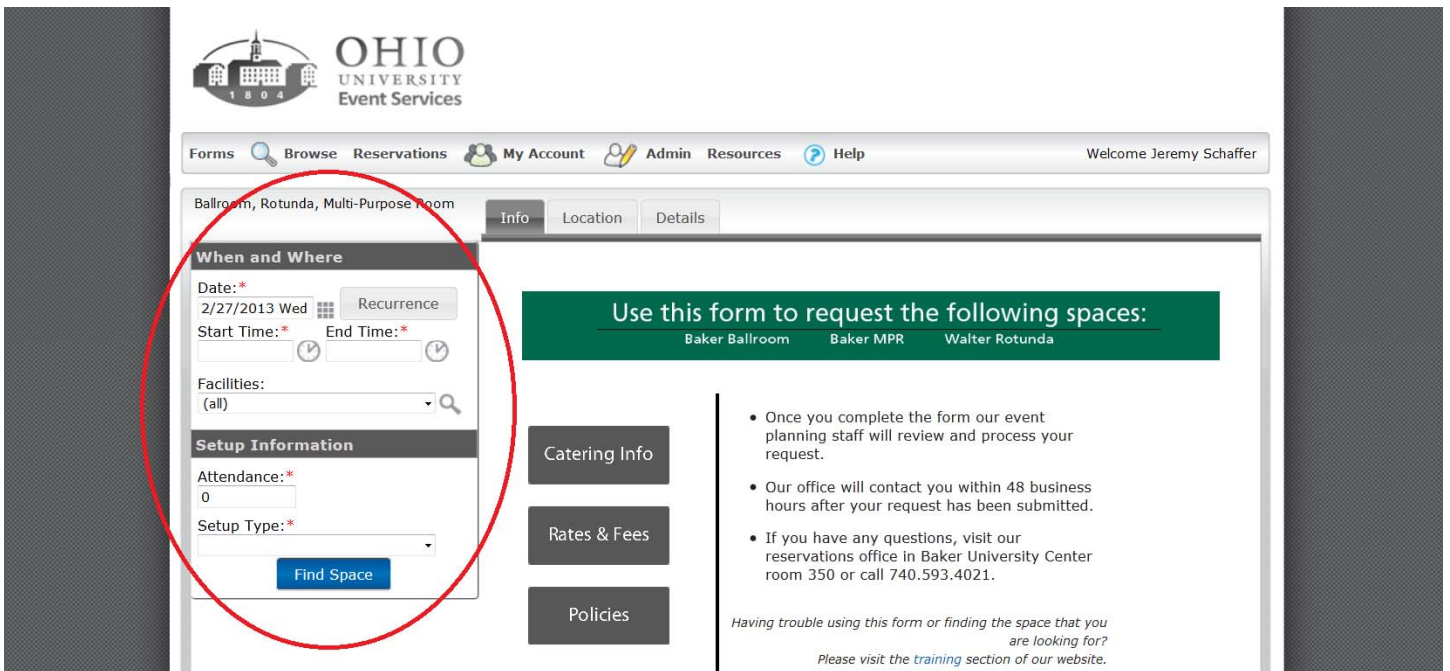
**STEP 4:** Once you have filtered your view, take note of the setup types and capacities that are available for the space(s) that you are trying to reserve.

**STEP 5: Mouse over the “Reservations” tab to display the various request forms. Select the form that you would like to use based on the space that you are trying to reserve. For this example we will use the Ballroom, Rotunda, Multi-Purpose Room form.**

*venues have been combined in to forms based on the ir available setup types and capabilities. This allows us to ask more specific questions based on the venue that you are trying to reserve. Please note that all submissions are requests until they have been approved with the exception of Conference Rooms. Conference rooms will be immediately confirmed if the space is available.*



**STEP 6: Once you have selected your form, fill in the date, time, and setup information on the left side of the screen.**



**STEP 7: Once you have filled out your date, time, expected attendance and setup type click “Find Space”. A list of spaces that fit your criteria will be displayed on the right side of the screen**

The screenshot shows the Ohio University Event Services reservation system. The search criteria are: Date: 8/27/2013 Tue, Start Time: 5:00 PM, End Time: 8:00 PM, Attendance: 100, Setup Type: Banquet. The search results are displayed in a table under the 'Availability' section, which is circled in red. The table has columns for SELECT, AVAILABLE, LOCATION, CAPACITY, and PRICE.

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
<input type="checkbox"/>	1/1	Baker University Center - 240/242 Multipurpose Room	150	
<input type="checkbox"/>	1/1	Baker University Center - Ballroom	400	
<input type="checkbox"/>	1/1	Baker University Center - Ballroom A	200	
<input type="checkbox"/>	1/1	Baker University Center - Ballroom B	200	
<input type="checkbox"/>	1/1	Walter Hall - Rotunda	150	

**STEP 8: Choose the space(s) that you would like to request by clicking the green plus sign on the left side of the list.**

The screenshot shows the Ohio University Event Services reservation system. The search criteria are the same as in Step 7. The search results are displayed in a table under the 'Availability' section. The 'Walter Hall - Rotunda' room is now selected, indicated by a red 'X' in the 'SELECT' column. A 'Continue' button is visible at the bottom of the page.

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
<input type="checkbox"/>	1/1	Baker University Center - 240/242 Multipurpose Room	150	
<input type="checkbox"/>	1/1	Baker University Center - Ballroom	400	
<input type="checkbox"/>	1/1	Baker University Center - Ballroom A	200	
<input checked="" type="checkbox"/>	1/1	Baker University Center - Ballroom B	200	

I have read and agree to the terms and conditions [View](#)

**STEP 9: Once you have read and agree to the terms and conditions click the “continue” button in order to advance to the next screen.**

Forms Browse Reservations My Account Admin Resources Help Welcome Jeremy Schaffer

Ballroom, Rotunda, Multi-Purpose Room

Info Location **Details**

**When and Where**

Date: \*  
8/27/2013 Tue Recurrence

Start Time: \* End Time: \*  
5:00 PM 8:00 PM

Facilities:  
(all)

**Setup Information**

Attendance: \*  
100

Setup Type: \*  
Banquet

[Find Space](#)

**Event Details**

Event Name: \*  
Huge Major Event

Event Type: \*  
Banquet

**Customer Details**

Customer: \*  
Event Services

1st Contact: \*  
Event Services

Phone: \* Fax:  
3-4021 3-0223

Email: \*  
eventservices@ohio.edu

2nd Contact:  
(none)

Phone: Fax:

Email:

**Other Information**

Please provide a detailed description of your event :\*

Who is the event open to:\*

Are you planning on having any catering:\*

Please provide any additional setup information such as: registration table needs, buffet tables, signage needs, early/late access needs, dance floor needs etc.:\*

**STEP 10: Fill in the information and answer the questions and then hit “Submit” at the bottom of the screen in order to complete your request.**

Forms Browse Reservations My Account Admin Resources Help Welcome Jeremy Schaffer

Reservation Details Additional Information Attachments [Back to My Requests](#)

<b>Reservation Id</b>	73403	<b>Customer Name</b>	Event Services	<a href="#">Edit Reservation</a>
<b>Event Name</b>	Huge Major Event	<b>1st Contact Name</b>	(none)	<a href="#">Add Booking</a>
<b>Event Type</b>	Banquet	<b>Phone</b>	3-4021	<a href="#">Cancel Bookings</a>
		<b>2nd Contact Name</b>		<a href="#">Cancel All Bookings</a>
		<b>Phone</b>		<a href="#">View Reservation Summary</a>
				<a href="#">Booking Tools</a>

All **Current** Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		8/27/2013 Tue	5:00 PM - 8:00 PM	Huge Major Event	Walter Hall - Rotunda	Web Request	Banquet (100)

**You will then be taken to the “summary” screen. At this point your request has been submitted.**

Feel free to contact our office at any time if you have questions at 740-593-4021. We look forward to working with you on your upcoming event