

# How to Request Space

# Log in at events.hope.edu using your 1Hope username & password

Virtual EMS - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://events.hope.edu/VirtualEMS/Login.aspx> Go

Links KnowHope Plus plow prod 1 Hope 1 Hope Calendar KnowHope Plus PLOW Virtual EMS - Login

**HOPE COLLEGE** Events and Conferences

Browse My Account Welcome Guest

*This system may be used for 24-hour meeting and event space reservation requests, as well as real-time browsing of scheduled events occurring on the Hope College campus.*

ATHLETICS PRACTICE CAMPS

**HOPE**

**Event Management Tools**

- Browse Events
- Browse Facilities
- Browse for Space

Hope College faculty, staff and students - please log in to make your reservations.

Those outside of the Hope College community should call 616.395.7222 for event scheduling assistance, though you may browse our event calendar and facility information at any time.

**Reservation Form** In

User Id:\*  (without @hope.edu)

Password:\*

Login

# Select '*Begin your reservation here*'

Virtual EMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://events.hope.edu/VirtualEMS/Default.aspx> Go

Links KnowHope Plus plow prod 1 Hope 1 Hope Calendar KnowHope Plus PLOW Virtual EMS - Login

**HOPE COLLEGE** Events and Conferences

Reservations My Account Admin Welcome Michelle Burns

HOPE  
EVENTS AND CONFERENCES  
EVENT  
LOCATION  
TIME  
PROVIDING FRIENDLY, PROFESSIONAL, AND DETAILED SERVICE  
SUPPORTIVE TO THE MISSION OF HOPE COLLEGE

**Begin your reservation here**

Powered by ems

Complete left hand box of information & select '*Find Space*'  
Note: Be sure to use the 'availability filters' feature so your room has the resources you want/need.

All room requests must be submitted 48 hours prior to the event.  
Please Note: Your event type determines which calendar(s) will display your event.

**When and Where**

Date: \*  
5/2/2009 Sat

Start Time: \*   End Time: \*

Facilities:  
(all)

**Setup Information**

Attendance: \*  
0

**Availability Filters**

Room Type:  
(all)

Floor:  
(all)

Features

- Computer - Instructor PC
- Computer - with Audio

[Location](#) [Details](#)

**Selected Locations**

No rooms currently selected

Show Results As  List  Grid

# Select green + for desired room

**When and Where**  
Date: 3/11/2009 Wed   
Start Time: 5:00 PM   
End Time: 7:00 PM   
Facilities: Martha Miller Center

**Setup Information**  
Attendance: 10

**Availability Filters**

**Location Details**

Selected Locations							
Click to Remove	Date	Holidays	Start Time	End Time	Location	Status	Conflict
X	3/11/2009 Wed		5:00 PM	7:00 PM	Martha Miller Center - Seminar Room 249	Request	

Show Results as  List  Grid

Availability			
Select	Available	Location	Capacity
+	1/1	Martha Miller Center - Classroom 242	30
+	1/1	Martha Miller Center - *Computer Lab 240	20
+	1/1	Martha Miller Center - Classroom 239	40
+	1/1	Martha Miller Center - Classroom 243	30
+	1/1	Martha Miller Center - Martha Miller 1st Floor Rotunda	110
+	1/1	Martha Miller Center - *Martha Miller International Lounge	10
+	1/1	Martha Miller Center - *Mac Lab 138	20
+	1/1	Martha Miller Center - Auditorium 135	80
+	1/1	Martha Miller Center - *Conference Room 123	12
+	1/1	Martha Miller Center - *TV Studio 150	20
+	1/1	Martha Miller Center - Classroom 238	40

Select '*Details*' & complete all required fields (noted with an \*)

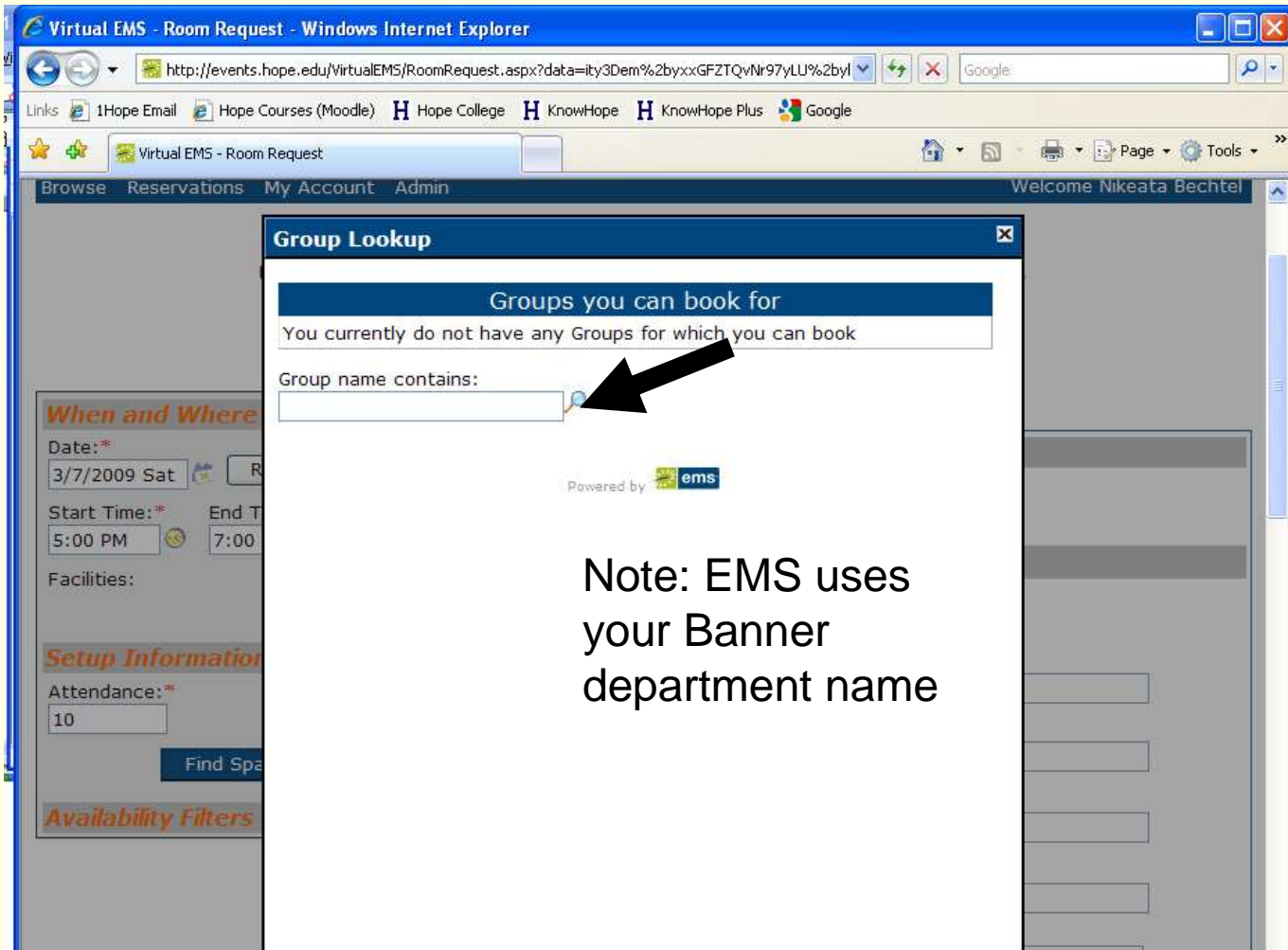
The screenshot shows a web browser window titled "Virtual EMS - Room Request - Microsoft Internet Explorer". The address bar shows the URL: <http://events.hope.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvN97yLU...>

The page is divided into several sections:

- When and Where:** Includes fields for Date (3/11/2009), Start Time (5:00 PM), End Time (7:00 PM), and Facilities (Martha Miller Center). A "Recurrence" button is also present.
- Setup Information:** Includes an Attendance field (10) and a "Find Space" button.
- Availability Filters:** A dropdown menu.
- Location Details:** A tabbed interface with "Details" selected.
- Event Details:** Includes Event Name (Test Meeting) and Event Type (Test).
- Group Details:** Includes Group (CIT), 1st Contact (CIT), and contact information (Phone: 616-395-7807, Fax: 616-395-7807, Email: cit@hope.edu).
- Other Information:** Includes a text area for "Event Details", a checkbox for "Should your event be displayed on the master calendar?", a text area for "Please provide a brief description about your event:", and an "Attendees" field.

Annotations with arrows point to the "Details" tab, the "Event Type" dropdown, and the magnifying glass icon next to the "Group" dropdown. A text box says: "Select magnifying glass (1<sup>st</sup> time only, all other times select drop down)".

# Type in department name & select magnifying glass



Virtual EMS - Room Request - Windows Internet Explorer

http://events.hope.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97yLU%2byl

Links 1Hope Email Hope Courses (Moodle) Hope College KnowHope KnowHope Plus Google

Virtual EMS - Room Request


Welcome Nikeata Bechtel

**Group Lookup**

Groups you can book for

You currently do not have any Groups for which you can book

Group name contains:

Powered by 

**When and Where**

Date: 3/7/2009 Sat

Start Time: 5:00 PM End Time: 7:00

Facilities:

**Setup Information**

Attendance: 10

Find Space

**Availability Filters**

Note: EMS uses your Banner department name



Select the green + next to the desired group name

The screenshot shows a web browser window titled "Virtual EMS - Room Request - Windows Internet Explorer". The address bar contains the URL: `http://events.hope.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97yLU%2byl`. The browser's navigation bar includes links for "1Hope Email", "Hope Courses (Moodle)", "Hope College", "KnowHope", and "KnowHope Plus". The main content area of the browser shows a "Virtual EMS - Room Request" page with a navigation menu (Browse, Reservations, My Account, Admin) and a user greeting "Welcome Nikeata Bechtel".

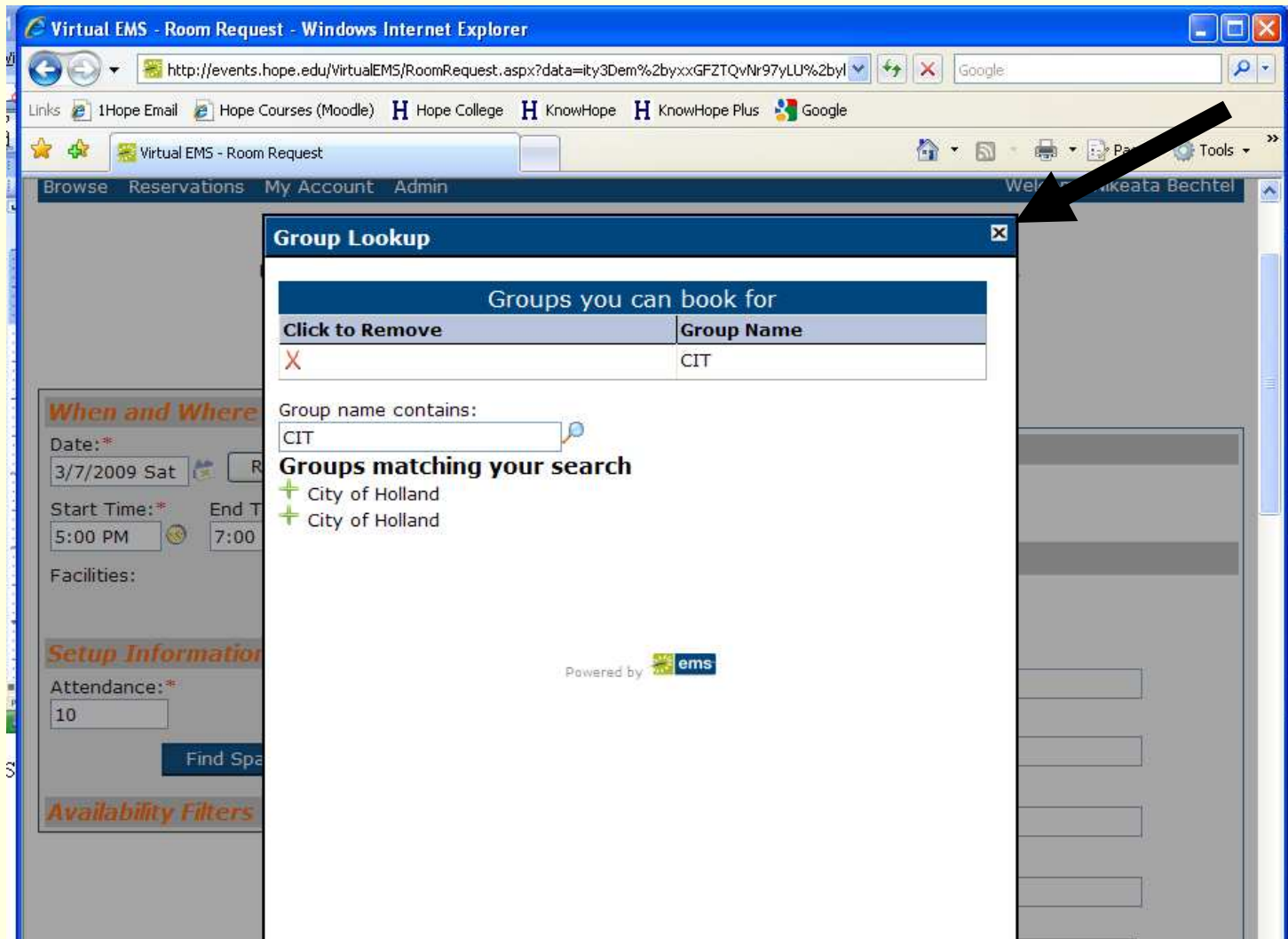
A "Group Lookup" dialog box is open, displaying the following information:

- Groups you can book for**  
You currently do not have any Groups for which you can book
- Group name contains:
- Groups matching your search**
  - + CIT
  - + City of Holland
  - + City of Holland

The dialog box also includes a "Powered by" logo for "ems".



Your group has been added to the available groups. Select the 'X' to close the window



The screenshot shows a web browser window titled "Virtual EMS - Room Request - Windows Internet Explorer". The address bar shows the URL: <http://events.hope.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97yLU%2byl>. The browser has several tabs open, including "1Hope Email", "Hope Courses (Moodle)", "Hope College", "KnowHope", and "KnowHope Plus".

The main content area displays a "Group Lookup" window. The window title is "Group Lookup" and it has a close button (X) in the top right corner. The window content is as follows:


**Groups you can book for**

Click to Remove	Group Name
X	CIT

Group name contains:

**Groups matching your search**

- + City of Holland
- + City of Holland

Powered by 

The background of the browser shows a "When and Where" section with fields for Date (3/7/2009 Sat), Start Time (5:00 PM), and End Time (7:00). There is also a "Setup Information" section with an Attendance field set to 10 and a "Find Space" button.

# Include all your service needs & select *'Submit Reservation'*

**When and Where**

Date: 3/7/2009 Sat Recurrence  
Start Time: 3:30 PM End Time: 5:30 PM  
Facilities: Martha Miller Center  
Attendance: 10  
Find Space  
Availability Filters

**Location Details**

**Event Details**  
Event Name: Event Type:

**Group Details**  
Group: CIT  
1st Contact: CIT Phone: 616-395-7670 Fax: 616-395-7807  
Email: cit@hope.edu  
2nd Contact: (none) Phone: Fax:  
Email:

**Other Information**  
Event Details :  
Should your event be displayed on the master calendar?:  
Please provide a brief description about your event:  
Attendee:

**Additional Power**

**Athletic Equipment**

**Audio Visual Equipment**  
 Display  
 Computer  
 Video

**Catering Requested**  
Service Type: No Estimated Count:  
  
 Menu Selections  
Type of Products: Paper products

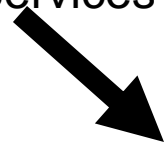
**Event Notes - ECO**

**Furniture/Phys Plant Other**  
 Tables  
 Chairs  
 Accessories  
 Presentation Aids

**Sound & Lighting Equipment**

Submit Reservation

Additional  
Services



Select *'Submit Reservation'*

