How to Reserve a Practice Room on EMS

http://apphost1a.its.vanderbilt.edu/ems-blair/
Logging On: Make sure to log on with your Vanderbilt Email Address (not your VUnet ID) If you have yet to sign up for an account do so by creating an account under my Account, this will take up to 48 hours to be approved.
After you’ve logged on, click on Request Space under Reservations to bring you to the request page.
All Practice Room Reservations should be requested as a Recurrence Request.
To request time click on the “Recurrence” button.

You will NOT be able to reserve a room from 2pm – 3:30pm on Monday, Wednesdays or Fridays. This time will be available to students on a first-come-first serve basis with the exception of the rooms reserved for Chamber Ensembles.

If you are signing up for Practice Room time please put your First and Last Name as the Event Name.

Practice Room Sign-ups begin August 28th and ends September 3rd. No requests will be taken until that time.

Priority for Seniors will be- August 26th & 27th
Priority for Juniors - August 28th & 29th
Priority for Sophomores - August 30th & 31st
Priority for Freshmen - September 1st & 2nd
Minors, Non-Majors & Pre-College & Adult Students - September 3rd

Please note that there is a default set-up and break down time when booking the performance halls: Ingram Hall, Turner Hall, Choral Hall and Instrumental Rehearsal Hall. This defaulted time is necessary for the technical set-up for most performances and recordings. If you need to book a general
Select the days of the week and time in which you’d like this recurring practice time. This is an example of a recurrence request for 3pm-4pm on Tuesdays and Thursdays. Make sure to enter in the Start Date & End Date indicated on the instructions on EMS. Once you’ve filled this out hit the “Apply Recurrence” button.
After you’ve applied the recurrence, hit the “Find Space” button.

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If you are signing up for Practice Room time please put your First and Last Name as the Event Name.

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Please note that there is a default set-up and break down time when booking the performance halls: Ingram Hall, Turner Hall, Choral Hall and Instrumental Rehearsal Hall. This defaulted time is necessary for the technical set-up for most performances and recordings. If you need to book a general rehearsal and the system is stating a conflict when the hall appears to be free please email Christine Claffey immediately with details of your request. If the request is deemed possible then she will book the hall for you at that time.

Available Recital Time Slots Can Be Found Here: Time Slots

Instructions to reserve multiple days:

1. Click on the button titled “Recurrence”
A page like this should pop up. Look for a room that has the amount of days available as requested, for example below I requested a practice space for 29 days so I looked for a room that says 29/29. Then click the green box with the plus sign next to that room that you would like to request. For a list of rooms and their attributes go to the Practice Rooms FAQ Page on the Blair Website http://blair.vanderbilt.edu/academics/practice-rooms.php.
For multiple days, a room might be available on one day but not the other day you are requesting, if a room says 15/29 that means its available for one of the days, but not the other, if you prefer that room click the arrow next to that room and then choose another room for the other day you wish to request. Please note that this really only works for the rooms that are available for half of the amount of time you are requesting or more. If a room is available for 4 out of the 29 days then it is best to pick an alternative practice space.
After you click the green plus sign next to the room you would like to reserve, your requests will appear in the queue above.
If you would like to add another request to your queue for a different time you can click the “Recurrence” button again which is still to your left and fill out as you did before. Below I have an example for Mondays from 10am – 11am.
Make sure to click “Find Space” button and the available times for that time will pop up on your list. Click the green box with the plus sign next to the room you would like to request to add a room to your queue. Continue to add rooms this way until you have requested all the days and times you want. Please remember there is a limit to 3 hours of reserved practice time a day.
Once you have all the days and times you need for practice added to your queue, click the “Continue” button at the bottom of the page. This will bring you to the details page.
The last page is the Details Page. Fill out the information requested. For “Event Name” put your full name down. If you have a special request for alternative practice spaces if someone else signed up for a room before you please note this in the “Comments” section. Once this is filled out hit the “Submit” button.
Once your requests have been submitted it will take you to this page. You are able to edit them only while they are still listed as Web Requests. Once they’ve been approved you must email Christine Claffey to make any changes. Once the Practice Room Schedule has been confirmed you will receive an email confirmation from Ms. Claffey. If you do not receive an email and the schedule has been posted, please contact her immediately.
EMS Website:
http://apphost1a.its.vanderbilt.edu/ems-blair/

- For more information about Blair Practice Rooms and the policies, please check out the Blair Website.
  http://blair.vanderbilt.edu/academics/practice-rooms.php

- Any additional questions can be directed towards the Scheduling Coordinator, Christine Claffey. (Christine.Claffey@vanderbilt.edu)