How to Reserve a Practice Room on EMS

https://emscampus.ea.vanderbilt.edu/VirtualEMS/
• Go to website
• Log on with your VU net ID
• Click on Reservations tab then click Blair – Practice Room Requests
All practice room reservations should be requested as a “Recurrence” request. Click on the Recurrence button to enter in the time and days you would like to request.
Select the days of the week and time in which you would like to request for your weekly rehearsal time. You can select multiple days are that time or just one. Make sure to enter in the Start Date & End Date indicated on the instructions on EMS. Once you have filled out this form hit the “Apply Recurrence” button. After the Recurrence has been applied, hit the “Find Space” button.
A page like what you see on your left will pop up. Look for a room that the amount of days available as requested. For example I requested a practice space for 14 days, so I looked for a room that says 14/14. Then click the green box with the plus sign next to that room that you like to request. After you click the green box with the plus sign you request will go into the queue above (see picture on the right for example).

For a list of Practice Rooms and their attributes check the Info Page on Blair practice rooms: 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.
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 your 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.