## **VirtualEMS Frequently Asked Questions**

## Q) I need to make a reservation for a meeting throughout the semester. How can I request multiple dates?

1) Click on Create a Reservation and then choose the appropriate template.

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Create A Reservation					0	Caitlin Landes
А НОМЕ	M. D					
CREATE A RESERVATION	My Reservation Templates					
MY EVENTS	Academic Classrooms through 12/10/2021				book no	w about
DDOU/25	Advertising, Collection Boxes, Promotional Spaces				book no	w about
EVENTS	Commons, Info Table & Patio Spaces through 5/14/22				book no	w about
	Equipment for external student org events				book no	about
PEOPLE	Request a Major Event (8/8/2021 – 8/6/2022)				book no	w about
	Submit an Event Request for 2020-21 (thru 8/14/21)				book no	w about
LINKS	Submit an Event Request for 2021-22 (thru 8/6/22)			$\rightarrow$	book no	iw about
University Facility Summary	Success Center Meeting Rooms thru 12/10/21				book no	w about
Quick Start Reference Sheet	URec Program Space				book no	w about
Standard Input Practices						
Add a Booking						
Cancel a Booking						
Change Booking Date						
Change Booking Time						
Create a recurring reservation						
Edit Reservation Details						
Edit Booking Information						
Edit Reservation Information						
K EMS V221.2 © Copyright 2021 Accru	Jent All Rights Reserved Create A Reservation My Even	s Events Locations	People			

## 2) Click on the Recurrence button

ervation / Rooms A	M James Madison University - JM		- 0
https://it-calwebt.jmu.	edu/EmsWebApp/RoomReque	ıst.aspx?data=ity3Dem%2byxxGFZTQvNr9722wHOsbuLKV 110% ···· ♡ ✿   Q Search	
= 🔥 EMS	Create A Reservation		Caitlin Lande
🗙 Submit an I	Event Request for	2021-22 (thru 8/6/22) 1 Rooms 2 Services 3 Reservation Details 3 Reservation Details	Create Reservation
New Booking	for Thu Sep 2, 202	21	Next Step
Date & Time		Selected Rooms	
Date	<b>+</b>	Your selected Rooms will appear here.	
Thu 09/02/2021	Recurrence	Room Search Results	
tart Time 8:00 AM	End Time 9:00 AM	Rooms matching your search criteria will appear here.	
reate booking in this Eastern Time	time zone		
Locations (all)	Add/Remove		
	Search		
Let Me Search For the search For	or A Room		
Setup Types	Add/Remove		
(no preference)			
Number of People			
0			
	Search		

3) Choose the time, recurrence pattern (daily, weekly, etc) day of the week, and start and end date for your meeting, then click Apply Recurrence.

A Reservation / Rooms X M James Madison University - JM X +		- ø ×
🚔 😂 https://it-calwebt.jmu.edu/EmsWebApp/RoomRequest.aspx?data=ity3		
EMS Create A Reservation		Caitlin Landes
× Submit an Event Request for 20 <del>21-22 (</del> New Booking for Thu Sep 2, 2021	Recurrence     ×       Repeats     Dally	Hy Cart (0) Create Reservation
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Date Thu 09/02/2021 Recurrence Start Time Stoo AM Start Time Start Time Create booking in this time zone Eastern Time Locations Add/Remove (all) Search	Start Date     Thu 09/02/2021       Image: Date     Fri 09/03/2021       Image: Date     Fri 09/03/2021       Image: Date     Fri 09/03/2021       Image: Date     Fri 09/03/2021       Image: Date     Image: Date       Image: Date     Fri 09/03/2021       Image: Date     Image: Date       <	
Let Me Search For A Room	Apply Recurrence Close	
Setup Types Add/Remove (no preference)		
Number of People           0         Image: Search           Search         Search           Image: W2212         © Copylight 2021 Account All Rights Reserved	Create A Reservation My Events Events Locations People	

4) Continue as you would for a regular one time only request