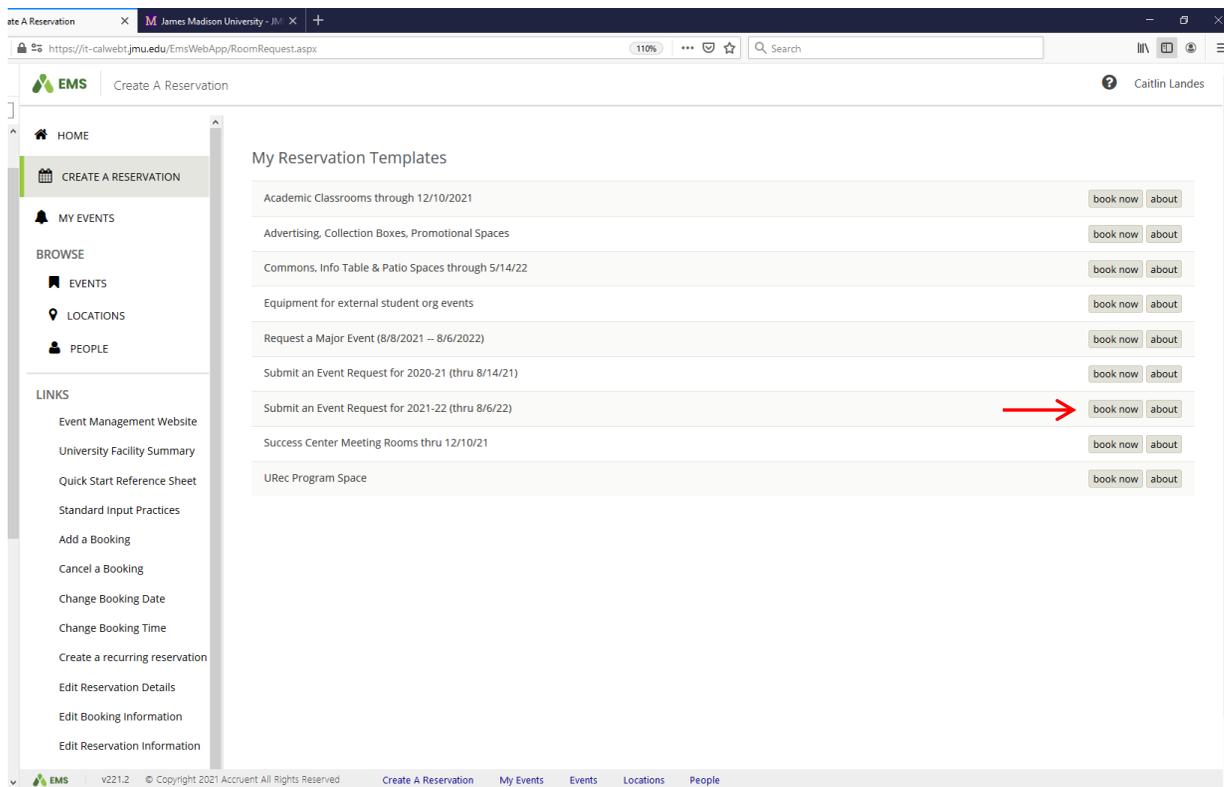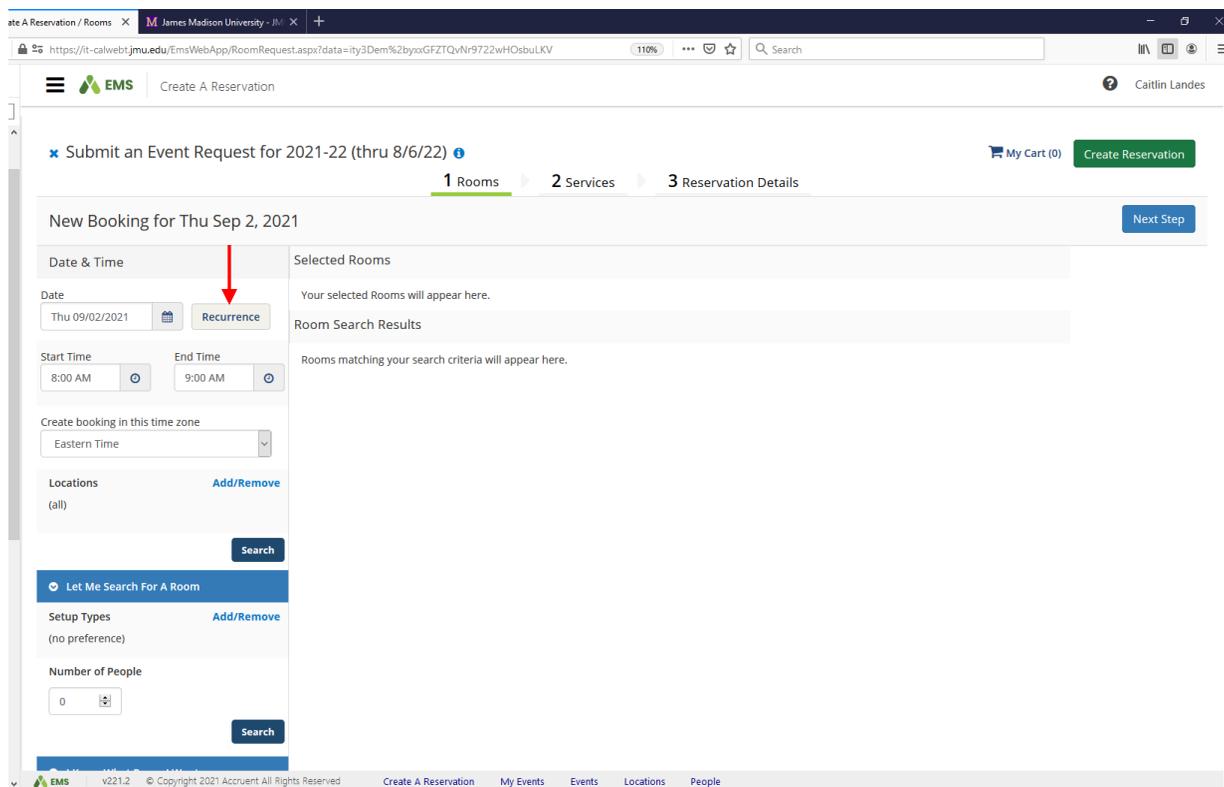# VirtualEMS Frequently Asked Questions

Q) I need to make a reservation for a meeting throughout the semester. How can I request multiple dates?
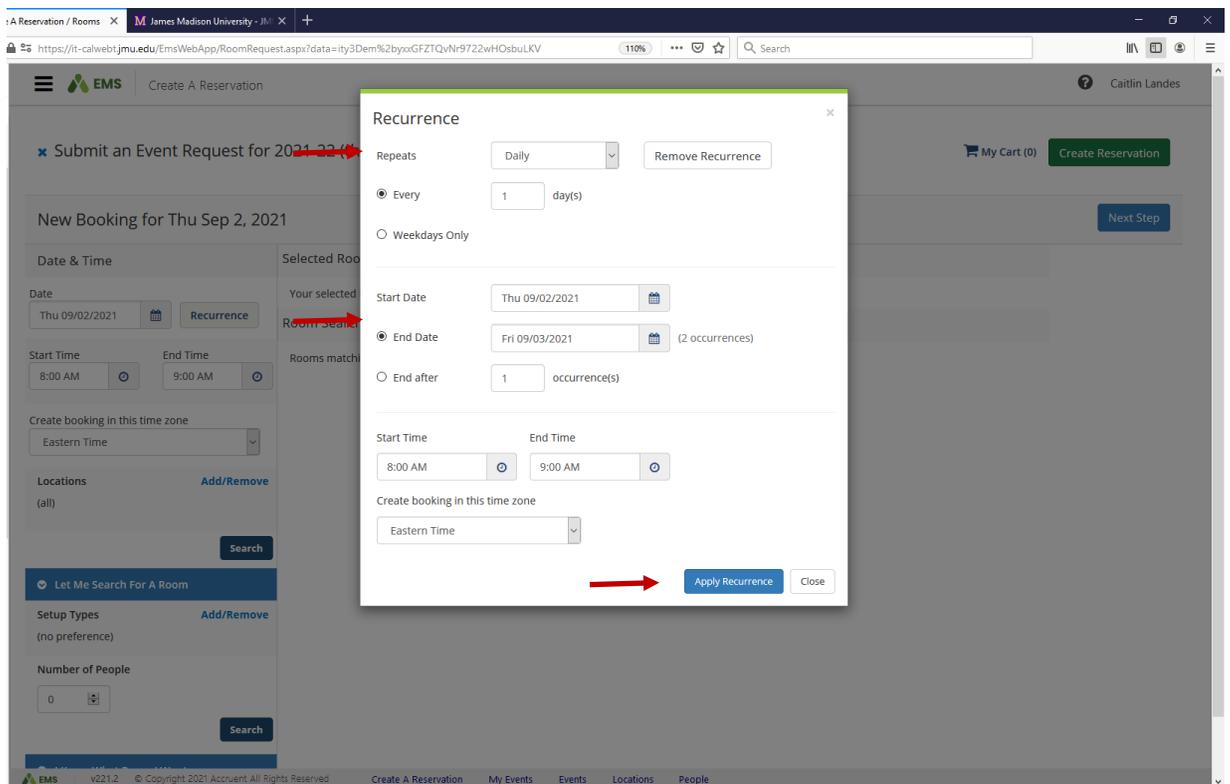
1) Click on Create a Reservation and then choose the appropriate template.

2) Click on the Recurrence button

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.

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