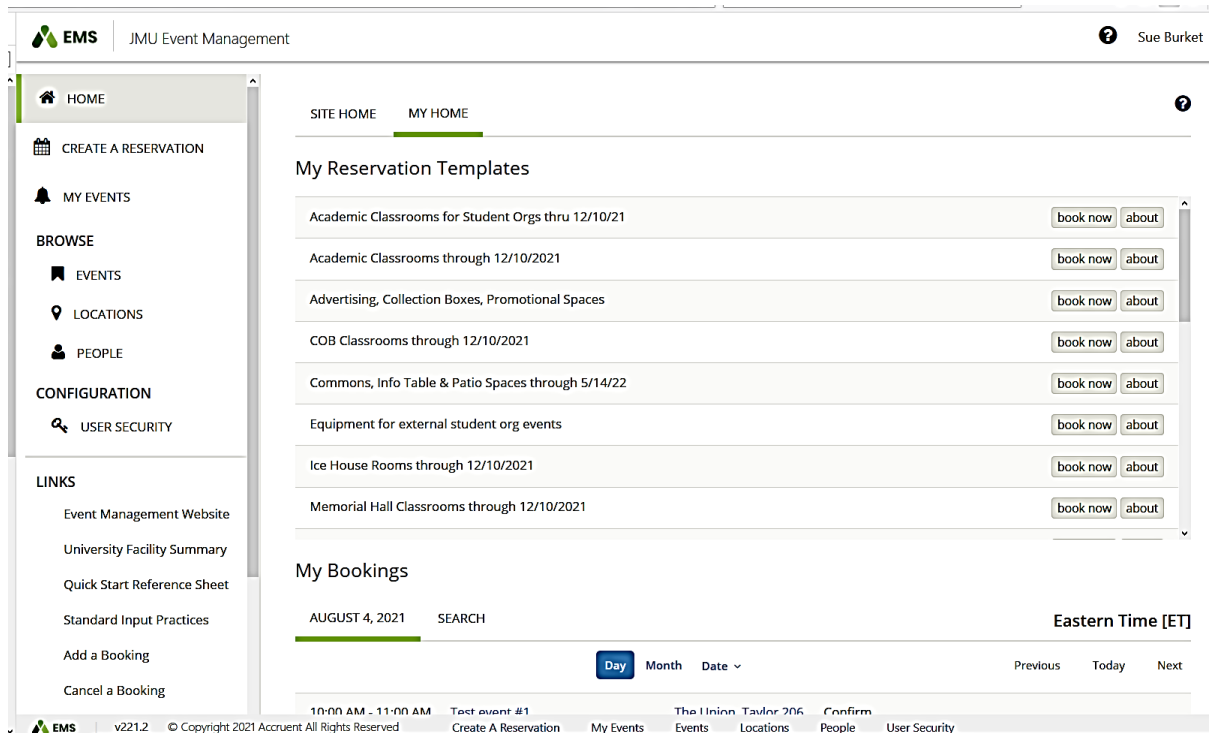
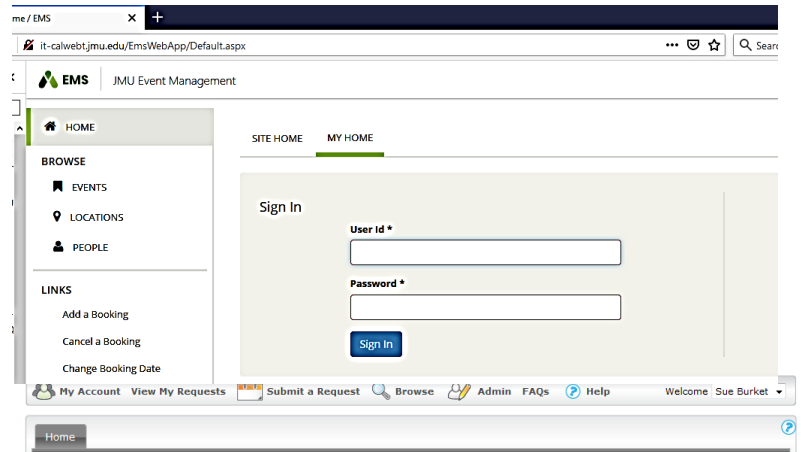


# VirtualEMS – A Quick Start Reference

1) URL - <https://ems.jmu.edu/virtualems>

2) Log in using your JMU e-id and password



3) Left side navigation options:

- **Home** – a listing of all the templates you have access to request and any bookings you have scheduled for today

- **Create a Reservation** – a complete listing of your templates

- **My Events** – a listing of all of your event requests. You can modify any of your requests from this option. You can add bookings, change the date and/or time of your event and also edit the details of your events.

- **Browse Events** – a listing of all events. You can filter it by Locations, Room, Organization Name, Event Name or Event Type. You can also save your favorite filters. You can view a daily list, weekly list or monthly list.

- **Browse Locations** – a listing of all the buildings/ rooms in EMS. You do not have access to request all of these rooms, only the rooms dedicated to the templates you have access to.

- **Browse People** – a list of all reservations for a particular organization

- **Links** – links to additional resources such as the Event Management website, University Facility Summary, a quick start guide and other helpful information. There are FAQs on how to add, cancel, change or edit an event request. Definitions of room setup types can be found here as well.

4) Right side navigation options:

- **Book now** – begins the request process for making a reservation

- **About** – instructions and helpful information regarding each particular template