

EMS Instructions

You can reserve meeting space and request media services and catering through Virtual EMS (events.champlain.edu). From there you will:

- Click the login button on the top left hand side
 - Login with your Champlain username and password
- From there you can either browse or make a reservation.

To make a reservation:

- Click the reservations tab
- Click on room request
- Fill out all the information on the left hand side
- Then click “find space”
- A grid will show up with all the rooms that you can book on campus
 - The blue lines show that the room is already booked
- Choose a room that fits what you are looking for
 - Click the green button with the white cross
- Then click on the Details tab and fill out all the required information
- For Customer you will look for the Department you are a part of. If you are a student you will be under Champlain Student Life
- Contact will be yourself
-

If it is your first time logging in nothing will show up in the Customer and Contact drop-boxes. To find your department or Champlain Student Life under Customers you will:

- click the magnifying glass next to it and search for department
 - you will then click the green button next to it to add it
- Close out of that popup window.
- Check the customer drop-box and click on your chosen department

Under the contact you will not find your name, just click temporary contact and fill out your information. Once we receive the request on our end we will be able to add you to our system. Next time you reserve a room you will be able to find your name under the contact drop-box.

To add services or catering you will go to the reservations tab at the top and click my reservations. From there you will see all the rooms you have booked.

- Click the name of the even you want to add services too
 - From here you can also cancel the event or edit it by clicking the other buttons next to the event
- Click the services button
- Choose which service you would like to add
- Then click save.