

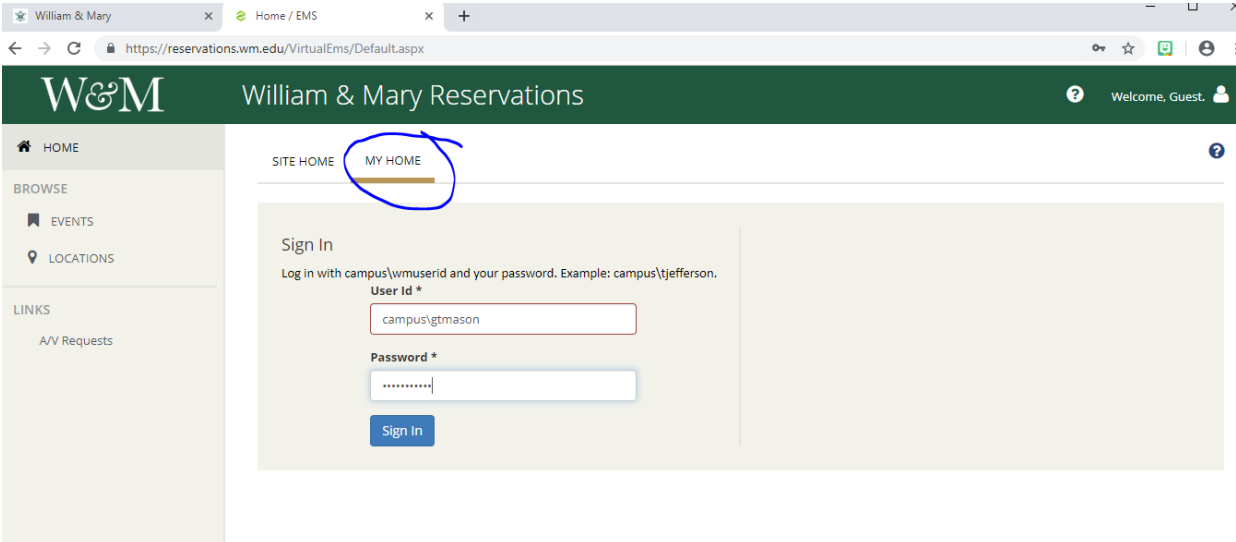
### Reserving Team Meeting Space at the Peninsula Center

Team meeting rooms at the Peninsula Center are specially designed and technologically equipped to facilitate group work, and priority is given to teams and groups over individual study. Team rooms may be reserved and from 6:00 am – midnight daily. All room reservations can be made up to seven days in advance and are restricted to a **time limit of two hours**.

#### To make a reservation follow these procedures:

Go to <https://reservations.wm.edu/VirtualEms/>

- Click the **MY HOME** tab.
- In the **User Id** box type campus\ followed directly by your WMuserid.  
Example: campus\tjefferson
- Enter your campus password.



The screenshot shows a web browser window with the URL <https://reservations.wm.edu/VirtualEms/Default.aspx>. The page header includes the W&M logo and "William & Mary Reservations". A navigation menu on the left has "HOME", "BROWSE", "EVENTS", "LOCATIONS", and "LINKS" (with "A/V Requests" below it). The main content area has "SITE HOME" and "MY HOME" tabs, with "MY HOME" circled in blue. Below the tabs is a "Sign In" form with the following fields and text:

Sign In  
Log in with campus\wmuserid and your password. Example: campus\tjefferson.

User Id \*

Password \*

To review reservations you have previously made, select the **MY EVENTS** option on the left of the page.

You may search for events, spaces, or groups by selecting the appropriate heading on the left of the screen under the **BROWSE** option.

#### **To make a reservation:**

- On the **MY HOME** tab or from the **CREATE A RESERVATION** option, select the room type from the list of reservation templates shown by clicking the corresponding **book now** button to the right.

William & Mary Reservations

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

A/V Requests

Registrar Controlled Public Clas...

SITE HOME MY HOME

Welcome to EMS (Event Management System), William & Mary's online reservation system for campus spaces, facilities, equipment and events.

Browse current reservations by clicking the **EVENTS** option from the menu on the left. Please login to make, request, edit, or cancel a reservation. Return to the main menu by clicking on the **HOME** option at the top of the page.

**Note about Search Results:** There is a known bug affecting some (not all) of the reservation templates within EMS. The bug causes search results to not populate in the List Tab. EMS is aware of the issue, and we can expect a resolution by mid-March. In the meantime, you can use the following work-around:

1. Select the **Schedule Tab** (Instead of the List Tab). You can continue to make your reservation on the Schedule Tab.
2. Return to the **List Tab** (optional). The List Tab should populate the second time it is selected.

**Log in**

- Select the **MY HOME** tab across the top of the screen.
- In the **User ID** field type campus followed directly by your **WMuserid**.
- **Example: campus|jefferson**

William & Mary Room Request

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

A/V Requests

Registrar Controlled Public Clas...

My Reservation Templates

Miller Hall Team Rooms	book now	about
Peninsula Center-Students	book now	about
Swem Group Study Rooms	book now	about
Swem Library Room/Space Request	book now	about
Swem Media Studio Request	book now	about
Swem Media Studio Request-1	book now	about
To Reserve a VIMS Vehicle	book now	about
To Reserve Space at VIMS	book now	about
To Reserve VIMS ITNS Portable Equipment	book now	about
Washington D.C. - Conference Rooms	book now	about

- Fill in the information in the date and time information on the left side of your screen. Note that EMS will auto fill "AM" into the start and end times if you do not specify AM or PM.
- Click **Search**

William & Mary Room Request

Peninsula Center-Students

My Cart (0) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Wed Jun 5, 2019 Next Step

Date & Time Selected Rooms

Date: Wed 06/05/2019

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Locations: Peninsula Center Add/Remove

Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

Room Types: Add/Remove

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

- A list of rooms now appears under the heading **Rooms You Can Reserve**. Rooms with a blue and white + are available to reserve. Rooms without this sign are unavailable. If no rooms appear, there are no available rooms and you should try a different date or time, or contact the [Building Operations Coordinator](#)
- Click on the blue and white + to select your room and click the **Next Step** button at the top right.

William & Mary Room Request EMS

https://reservations.wm.edu/VirtualEms/RoomRequest.aspx?data=ity3Dem%2byoxGFZTQvNr970X%2bOMq8EYDP

W&M Room Request Mason, Graduate

Peninsula Center-Students My Cart (0) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Wed Jun 5, 2019 Next Step

Date & Time Selected Rooms

Date: Wed 06/05/2019

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favorite Ro... Find A Room Search

Room	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Reserve						
+ Team Room 107	Peninsula Center	(none)	ET	7		
+ Team Room 108	Peninsula Center	(none)	ET	7		
+ Team Room 109	Peninsula Center	(none)	ET	7		
+ Team Room 110	Peninsula Center	(none)	ET	7		

Locations: Peninsula Center Add/Remove Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

- Fill in the **Event Name** which must include your name. Example: OB Study Group/Sue Wong.
- Select the **Event Type**.
- Select the **Group**. CMason Students. *\*If no group appears on the drop down menu, select the magnifying glass. Type CMAS in the field and click the magnifying glass. Scroll down and select the group **CMASON Students**. Click **Close** at the bottom of this window. The selected CMason group should now appear in the dropdown list for the Group field. You will only need to designate your group one time. The system will auto-fill all future reservations with this selection.*
- Select the **1<sup>st</sup> Contact** from the dropdown list, or select **(temporary contact)** to enter a your contact information.
- Read **Terms & Conditions** and check agreement box.
- Click **Create Reservation** button at the lower right of the page.

William & Mary Room Request

Peninsula Center-Students

1 Rooms | 2 Reservation Details

My Cart (1) Create Reservation

### Reservation Details

Event Details

Event Name \* Team Meeting/ Josh

Event Type \* Meeting

Group Details

Group \* CMason Students

1st Contact Josh Andelin

1st Contact Phone \* 757-590-XXXX

1st Contact Fax

1st Contact Email Address \* XXandelin@email.wm.edu

I have read and agree to the terms and conditions

Create Reservation

You will receive an email confirmation of your reservation. The status of your reservations should be **Web Confirmed**.

Group	Reservation: 504439
Josh Andelin CMason Students	Event Name: Team Meeting/ Josh Status: Web Confirmed Phone: 757-590-XXXX Email Address: XXandelin@email.wm.edu Event Type: Meeting
<b>Bookings / Details</b>	
<b>Wednesday, June 5, 2019</b>	
9:00 AM - 10:00 AM Team Meeting/ Josh (Web Confirmed) Team Room 107	

Students can only use EMS to reserve team meeting rooms. Other rooms should be reserved through your program office or the [Building Operations Coordinator](#). Team rooms are for use by business students for study, coursework, projects, etc. Club meetings and other activities should be reserved through the [Building Operations Coordinator](#).

**Please Remember:**

The group name and contact info must reflect the person or group who is actually occupying the room for the reserved time. **Student reservation event names should include the student name or assigned team number.** For example: Team 6, or EP Meeting- Moen/Banks, or Jim Waters.

Event types must be accurate.

**Incorrect reservations will be cancelled without notice.**

Repeated violations of EMS policies may result in the termination of your EMS scheduling privileges.

To have your contact information added to the contact list for the group CMason Students, or for assistance, please contact Dana Headden at [dana.headden@mason.wm.edu](mailto:dana.headden@mason.wm.edu) or 757-221-4716.