VIRTUAL EMS RESERVATION/REQUEST INSTRUCTIONS

The first time you use this system you MUST read ALL of these instructions. It is not intuitive. You will have to add yourself to group the first time.

From your internet browser, go to http://reservations.wm.edu

LOG IN (DO NOT CREATE AN ACCOUNT)
You will use your William and Mary credentials for the user id and password. Your W&M user id is the same user id you use to log onto your campus computer - HOWEVER, YOU MUST ADD “campus\” BEFORE YOUR USER ID. (This is a BACKSLASH not a forward slash.)

EXAMPLE – campus\jbgood
The password is the same password you use to log onto your campus computer.

RESERVE/REQUEST SPACE
FACULTY/STAFF - If you are faculty or staff, select the Book Now next to “SOE Faculty/Staff Space Reservations and Requests” from the drop down box. You can either reserve conference room spaces or request academic space in the SOE building. Reservations are confirmed by the web if the conference room is available. Requests for classrooms must be approved. When approved, you will receive a confirmation email.

STUDENTS - If you are an active SOE student, select the Book Now next to the “SOE Student Space Requests”. You can request conference and classrooms. Requests from students must be approved. When approved, you will receive a confirmation email. Please allow 24 hours for approval and confirmation of requests.
Enter the day and begin and end time for your request. Then select the magnifying glass next to *Let Me Search for A Room* to search for rooms.

If you have a specific room you would like to request, select the *I Know the Room I Want* section.

Select *Book Now* and next to your appropriate group – SOE Students or SOE Faculty/Staff.

Fill in the day and time of your event then select the magnifying class to search for rooms.
Enter the number of attendees for your event. Leave the setup type alone. Then select Add Room.

Select the plus sign for the room you want to book.

When your room shows up in the Selected Rooms, select Next Step.
You can skip the Services for your Reservation Section and just select **Next Step**.

You must complete the required fields: Event Name, Event Type (select from the drop down box the type that most closely describes your event), **Group***, contact info, etc.

**ADDING YOURSELF TO A GROUP**

*Group* – The very first time you make a reservation via the web you will need to add yourself to a group or groups. You only have to do this the first time. After that, your group(s) will be available in a drop down box for you to select.

Assigning yourself to a group – Under Group, select the “Look up” magnifying glass 🕵️️. In the selection box, type “School of Education”. You will see a list of groups that meet your search criteria. In this example, Select the School of Education group name, and Close.
Then select **Create Reservation**. You can now see your reservation in the Menu item **My Events**.

Your reservations can be viewed in **My Events**.
You can select your event and edit the event.

*Web Confirmed* means that you have a confirmed reservation.

*Web Request* means that someone has to look at the request and approve it.

*You should allow 24 hours for approval of your request.*

Once approved, you will receive a confirmation email.

Status will be *Web Request* until approved.