VIRTUAL EMS RESERVATION/REQUEST INSTRUCTIONS

From your internet browser, go to [https://reservations.wm.edu](https://reservations.wm.edu).

You will need to authenticate with your user id and password.

**RESERVE/REQUEST SPACE**

Select Create a Reservation from the left navigation pane.

FACULTY/STAFF - If you are faculty or staff, select “SOE Faculty/Staff Space Reservations & Requests” from the list. 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 “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.

In the Date & Time box on the left, you select a date and time for your reservation. You can also enter the number of people that need to fit into the room. Then select Search. A list of available rooms will display to the right. The capacity of each room is listed in the Cap column to the right of the room number.

Select the plus sign (+) for the room you want to book.

Fill in the day and time of your event then select Search.
When you see the room you would like to reserve, click the plus sign (+) to select the room. On the next pop up, enter the number of attendees and **Add Room**. You will now see the room in the top section of the screen. *If this is not the room you want, simply select the minus sign next to the room to remove it.*  

Click “**Next Step**”.  

When your room shows up in the Selected Rooms section select **Next Step**.  

Select **Reservation Details**.
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, additional questions, etc.

**SELECTING 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 magnifying glass . In the selection box, type “School of ” and then select The School of Education from the list. Select Close.
Under 1ST CONTACT, either select your name from the drop down listing, or if it’s not there, select “Temporary Contact”. Then fill in your name, phone and email address.

Select the magnifying glass.

Type School of, then select the School of Education and Close.
When you have completed all of the contact information, select “Create Reservation.”

My Events displays your reservations.

You can go to My Events in the Left Navigation to see your reservations.
Status -

**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 and the status will change to **Confirmed.**