HOW TO GUIDE FOR SFUO CLUB RESERVATIONS WITH VEMS

STEP 1

In order to obtain a login and password, you must complete the request form (see SFUO Manual, Annexe A) and obtain the signature approval of the SFUO. Once you receive this signature, please bring it to Conventions and Reservations, UCU, room 339. We will send you a login and password via email.

STEP 2- Log in

Go to https://web30.uottawa.ca/virtualems/Logout.aspx

1. Select “Log In”

2. Enter your User ID and Password and click on “Login”
Scroll over the “Reservations” tab and select the space you would like to reserve.
1FR are templates in French
2ENG are templates in English

Your options are:
- Alumni Auditorium
- Boardroom (UCU, 206, 207 and 301)
- Classroom (the list is available on the SFUO Guide)
- Exterior Spaces or BBQ
- Kiosk (kiosk in UCU)
- Open Spaces (Agora and Terminus)

If you cannot find anything, you can complete the “Find a space”. Note that we require a minimum of 5 days to treat this due to the number of requests we receive on a daily basis.

“View my requests” are the request you have already entered in the system.
Enter all the details on the left:

Date: YOU WILL NOT BE ABLE TO BOOK WITHIN THE NEXT 48 HOURS FROM TODAY (for Alumni Auditorium it’s 15 days and “Find a space” is 5 days). You have to select a date that is in 3 days +.

Start time: Enter the start time of your event.

End time: Enter the end time of your event.

Attendance: Enter the number of participants you are expecting. You will not be able to search the space when attendees are over the room capacities. Note that you must enter “2” for Kiosque spaces

Select “FIND SPACE”
This is the Start and End Time you have selected on the left. To modify this time, you must modify the Start and End Time on the left.

Click on "GRID" for full daily options.

You can view other dates by selecting the arrows. However, to change the date of your reservation, you will need to change the date on the left.

An area in white means the space is available.
Areas in blue (such as this one) means the space is already taken by another group.

Some room descriptions are too long to view. You can simply scroll on the room to obtain more details or to click on the room to get more information. NOTE THAT WE ARE CURRENTLY WORKING ON UPDATING THIS INFORMATION THEREFORE IT MAY NOT BE ACCURATE.
Once you are ready to make your selection, click on the + sign.

If you are receiving this message, it means that you are trying to book within 48 hours. You must choose another date that is later.
1. Once you made your selection, it will appear above. Please ensure to review it carefully.

2. Ensure to read the terms and conditions in “VIEW” and click on the box.

3. Select “Continue”
Select your name from the auto populated list. Ensure your information is accurate. * If your names does not appear, this means you have not yet registered your club with us.

2nd contact is the person that will be on-site during the event.

Provide a description of your activity (purpose, who is attending, etc).:* Answer all the questions, click on terms and conditions and press SUBMIT: 

If your description is not complete, we will cancel the reservation and you will have to start over.
You have now completed your reservation request.

Once you complete and submit the form, a representative from Conventions and Reservations will review and process your request. At this stage, your reservation is **not** confirmed.

Our office will contact you within **48 business hours** of you submitting a request.

Once we have received all required information and full payment, you will receive by email a confirmed reservation contract. You may now consider your reservation confirmed. Please keep a copy of this document on hand while you are using the rental space.

If you have any questions, please visit our website or contact Conventions and Reservations during office hours.

Phone: 613-562-5800 ext. 5771  
Email: congres@uottawa.ca  
Website: reservations.uottawa.ca