

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>

The screenshot shows the VEMS login interface. At the top, there is a navigation bar with a search icon, 'Events & Facilities', and 'Log In'. A red box with the text '1. Select "Log In"' has an arrow pointing to the 'Log In' link. Below this is a 'Login' form with a 'Login' button. A second red box with the text '2. Enter your User ID and Password and click on "Login"' has arrows pointing to the 'User Id:*' and 'Password:*' input fields. Below the password field is a link that says 'Email me my password'. At the bottom right, it says 'Powered by ems'.

schedule clarity

Events & Facilities Log In 1. Select "Log In" Welcome Guest

Login

User Id:*

Password:*

Login

Email me my password

Powered by ems

ems
Event Management Systems
Schedule Clarity

Réservation des clubs de la FÉUO/ SFUO Clubs reservations

Events & Facilities Reservations Help Log Out Welcome SFUO Club 2015-16

Home

Pour voir ceci en
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Well

In order to get started, y
completing and returni

Once you are logged in,
based on the space you

For additional information on how to make your reserva

For information on complimentary reservations, costs, a
associations, please refer to the **SFUO Booking Requ**

For a copy of the Terms and Conditions associated with holding an activity on campus, please visit our
[website](#).

Would you like to store your password for uottawa.ca? [Why am I seeing this?](#) Yes Not for this site x

1FR- Auditorium des anciens
1FR- Kiosque
1FR- Salle de classe
1FR- Salle de réunion
1FR-Espace Ouvert
1FR-Espaces extérieurs/BBQ
2ENG- Alumni Auditorium
2ENG- Boardroom
2ENG- Classroom
2ENG- Exterior Spaces/ BBQ
2ENG- Kiosk
2ENG-Open Spaces
3ENG- FIND A SPACE
3FR- TROUVER UN ESPACE
View My Requests

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.

Reservations Help Log Out Welcome SFUO Club 2015-16

2ENG- Boardroom

Info Location Details

When and Where

Date:* 28/08/2015 Fri Recurrence

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

Facilities: (all)

Setup Information

Attendance:* 12

Availability Filters

Room Type: (all)

Find Space

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"

2ENG- Boardroom

Info Location Details

When and Where

Date:* 28/08/2015 Fri Recurrence

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

Facilities: (all)

Setup Information

Attendance:* 12

Availability Filters

Room Type: (all)

Find Space

Select

No rooms currently selected

List Grid

August 28, 2015

Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5	6	7	8	9	10
Centre Univ Centre - 85 Université																	
+ Centre U/U Center (85 Université)	16																
+ Centre U/U Center (85 Université)	16																
+ Centre U/U Center (85 Université)	16																

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.

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

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.

August 28, 2015

Room	Cap	7	8	9	10	11	12 P	1	2
Centre Univ Centre - 85 Université									
+ Centre U/U Center (85 Université)	16								
+ Centre U/U Center (85 Université)	16								
+ Centre U/U Center (85 Université)	16								

Centre U/U Center (85 Université) pièce/room 207

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.

2ENG- Boardroom

Info Location Details

When and Where

Date:* 28/08/2015 Fri Recurrence
Start Time:* 9:00 AM End Time:* 10:00 AM
Facilities: (all)

Setup Information

Attendance:* 12

Availability Filters

Room Type: (all)

Find Space

Selected Locations

No rooms currently selected

List Grid

August 28, 2015 16 Hours

Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5	6	7	8	9	10
Centre Univ Centre - 85 Université																	
Centre U/U Center (85 Université)	16																
Centre U/U Center (85 Université)	16																
+ Centre U/U Center (85 Université)	16																

Once you are ready to make your selection, click on the + sign.

Message from webpage

! First available booking date violation

OK

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.

Reservations Help Log Out Welcome SFUO Club 2015-16

2ENG- Boardroom

1. Once you made your selection, it will appear above. Please ensure to review it carefully.

When and Where

Date:* 28/08/2015 Fri Recurrence

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

Facilities: (all)

Setup Information

Attendance:* 12

Availability Filters

Room Type: (all)

Find Space

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
28/08/2015 Fri		9:00 AM	10:00 AM	Centre U/U Center (85 Université) pièce/room 301A	Reserve	12	

List Grid

August 28, 2015 16 Hours

Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5	6	7	8	9	10
Centre Univ Centre - 85 Université																	
Centre U/U Center (85 Université)	16																
Centre U/U Center (85 Université)	16																
Centre U/U Center (85 Université)	16																

I have read and agree to the terms and conditions [View](#)

Continue

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

3. Select "Continue"

Event Details

Event Name:*

Event Type:*

Group Details

Group:*

1st Contact:*

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.

Email:*

2nd Contact:

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

Phone:

Fax:

Email:

Other Information

Please provide a description of your activity (purpose, who is attending, etc).:*

Provide a description of your event that is accurate to avoid any delays. What is the purpose of the activity? (For example, "meeting regarding the budget of our club" is an appropriate answer) Who is attending? (For example, "executive or our clubs as well as members of our clubs" is an appropriate answer).
If your description is not complete, we will cancel the reservation and you will have to start over.

Answer all the questions, click on terms and conditions and press SUBMIT:

I have read and agree to the terms and conditions [View](#)

Will you have any VIP guests attending (i.e: Minister, ambassador, uOttawa and title(s) below or indicate "No":*

Reservations [Help](#) [Log Out](#)
Welcome SFUO Club 2015-16

Reservation Details
Additional Information
Attachments

[Back to My Requests](#)

Reservation Id	43696		Edit Reservation
Event Name	TEST BOOKING		Add Booking
Event Type	Réunion/Meeting		Cancel Bookings
Group Name	Academy islamic studies & literature		Cancel All Bookings
1st Contact Name	MSP		View Reservation Summary
Phone	55555555		Add booking to personal calendar
2nd Contact Name			Booking Tools
Phone			

All

Current

Historical

Bookings							
ACTIONS	SERVICES	DATE ▲	TIME	TITLE	LOCATION	STATUS	SETUP
		28/08/2015 Fri	9:00 AM - 10:00 AM	TEST BOOKING	Centre U/U Center (85 Université) pièce/room 301A	Provisoire/Tentative	Conférence/Boardroom (12)

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