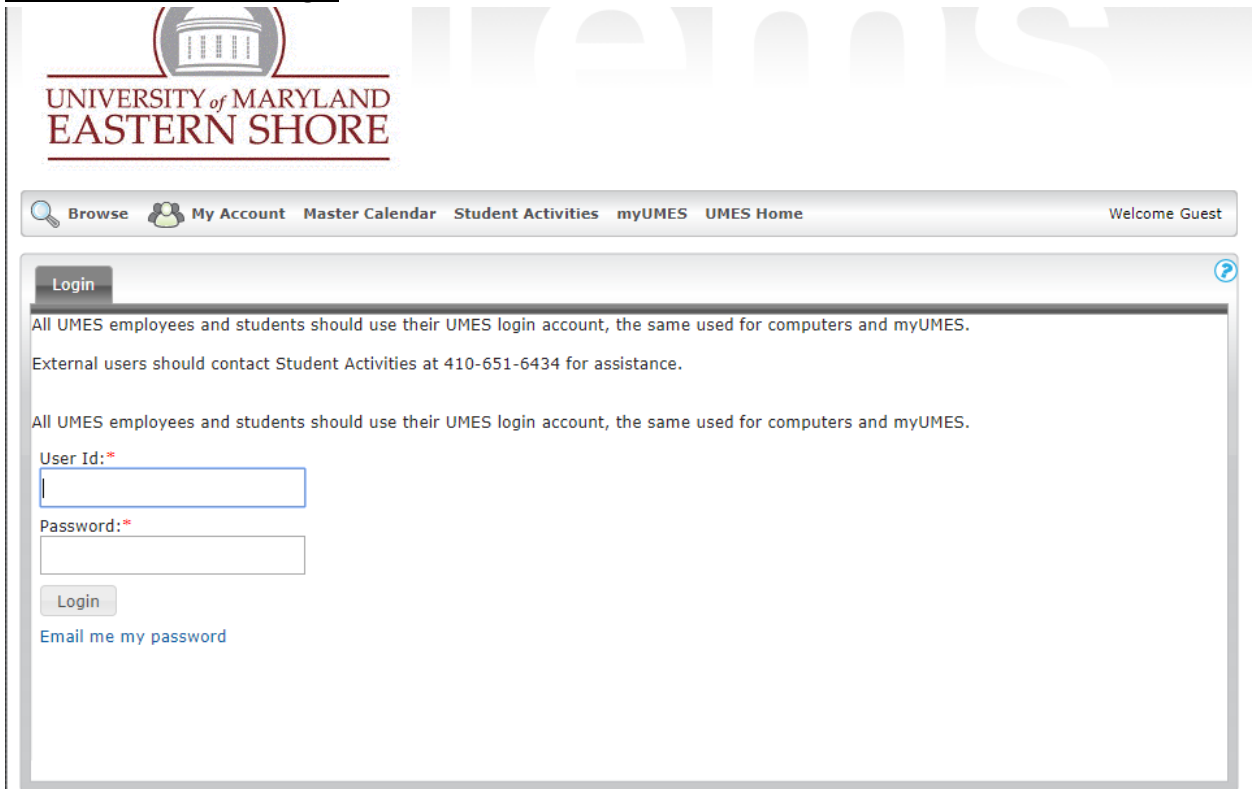


EMS Training

If you do not have an EMS account as a student organization please feel free to apply for one. To apply for an EMS account, please sign into your EMS account and Click on the blue EMS icon located on the right. Then click login and from there you can create a new account if needed or login to your already created account.

1. Create New Account/ Login



The screenshot shows the myUMES login interface. At the top, the University of Maryland Eastern Shore logo is displayed. Below the logo is a navigation bar with links for Browse, My Account, Master Calendar, Student Activities, myUMES, and UMES Home. A 'Welcome Guest' message is visible on the right side of the navigation bar. The main content area is titled 'Login' and contains the following text:

All UMES employees and students should use their UMES login account, the same used for computers and myUMES.
External users should contact Student Activities at 410-651-6434 for assistance.

All UMES employees and students should use their UMES login account, the same used for computers and myUMES.

User Id: *

Password: *

[Email me my password](#)

[My Account](#)
[Master Calendar](#)
[Student Activities](#)
[Help](#)
[myUMES](#)
[UMES Home](#)
Welcome Guest

User Info

Email:*

Name:*

Phone:*

Fax:

Time Zone:*

Notes:

Please list your business or organization affiliation.:*

2. Browse space



- Once the dropdown appear select Browse for space.

3. Master Calendar



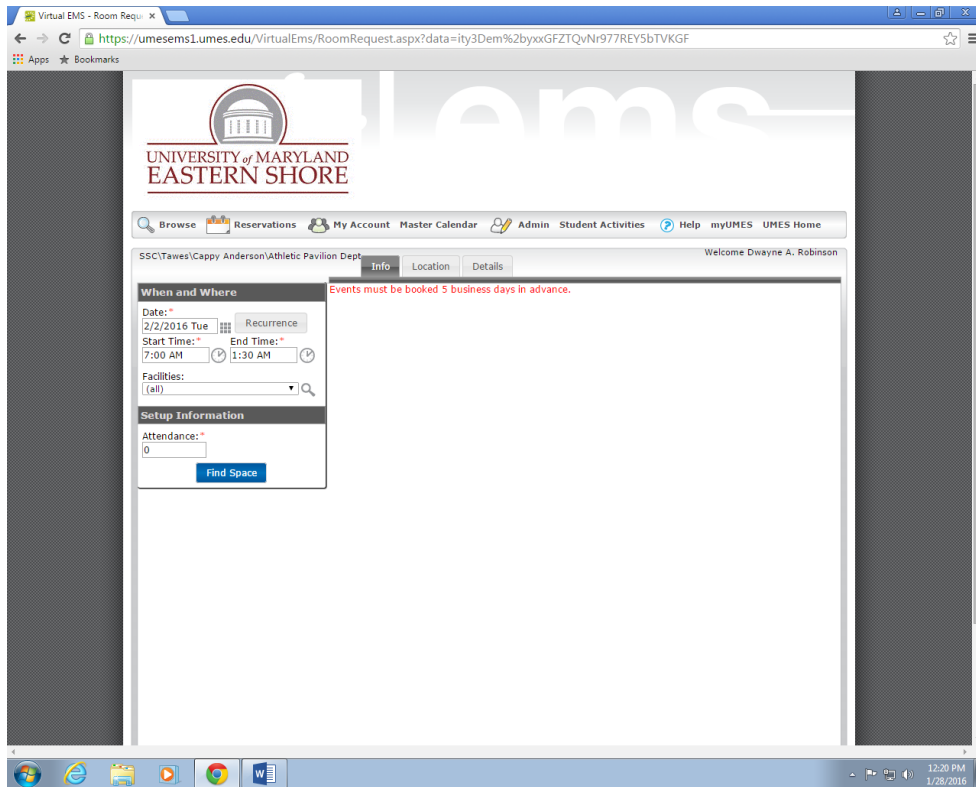
- The master calendar is another way of browsing for space, but using it to browse for space in any building is not recommend.

4. Reservation

The screenshot shows the Virtual EMS Reservations page for the University of Maryland Eastern Shore. The navigation bar at the top includes links for Browse, Reservations, My Account, Master Calendar, Admin, Student Activities, Help, myUMES, and UMES Home. The 'Reservations' link is highlighted with a blue arrow. A dropdown menu is open under 'Reservations', listing various buildings and services. The main content area displays a welcome message and a large graphic with the text 'Welcome back to the Maryland Eastern Shore Management System'.

-

- Once the dropdown appear select the building



- On the page above please change the date and time to your event date and time
- Do not change the facility from all and in the attendance only put 1
(We recommend using 1 and not the count for your event, because some of the rooms may not show up)
- Once all the fields are filled click find space.

The screenshot displays the Virtual EMS Room Request interface. The header includes the University of Maryland Eastern Shore logo and navigation links such as Reservations, My Account, Master Calendar, Admin, Student Activities, Help, myUMES, and UMES Home. The main content area is titled 'SSC(Tawes/Cappy Anderson/Athletic Pavilion Dept)' and includes a 'Welcome Dwayne A. Robinson' message. On the left, the 'When and Where' section contains search criteria: Date (2/2/2016 Tue), Start Time (7:00 AM), End Time (1:30 AM), and Facilities (all). The 'Setup Information' section shows Attendance (1) and a 'Find Space' button. On the right, the 'Selected Locations' section shows 'No rooms currently selected'. Below this is an 'Availability' table with columns for Request, Available, Location, Capacity, and Price.

Request	AVAILABLE	LOCATION	CAPACITY	PRICE
1/1		Cross Country Pavilion - Pavilion	500	
1/1		Hytche Athletic Center - CAPPY ANDERSON STADIUM (OUTDOOR TRACK)	1000	
1/1		Tawes Gym - Tawes Gym Arena	500	
1/1		Tawes Gym - Tawes Gym Classroom	25	

- A list of rooms will appear on the right

Virtual EMS - Room Request

https://umesems1.umes.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr977REY5bTVKGF

UNIVERSITY of MARYLAND EASTERN SHORE

Reservations My Account Master Calendar Admin Student Activities Help myUMES UMES Home

SSC/Tawes/Cappy Anderson/Athletic Pavilion Dept Welcome Dwayne A. Robinson

When and Where

Date: 2/2/2016 Tue Recurrence

Start Time: 7:00 AM End Time: 1:30 AM

Facilities: (all)

Setup Information

Attendance: 1 Find Space

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
2/2/2016 Tue		7:00 AM	1:30 AM	Cross Country Pavilion - Pavilion	Request	1	

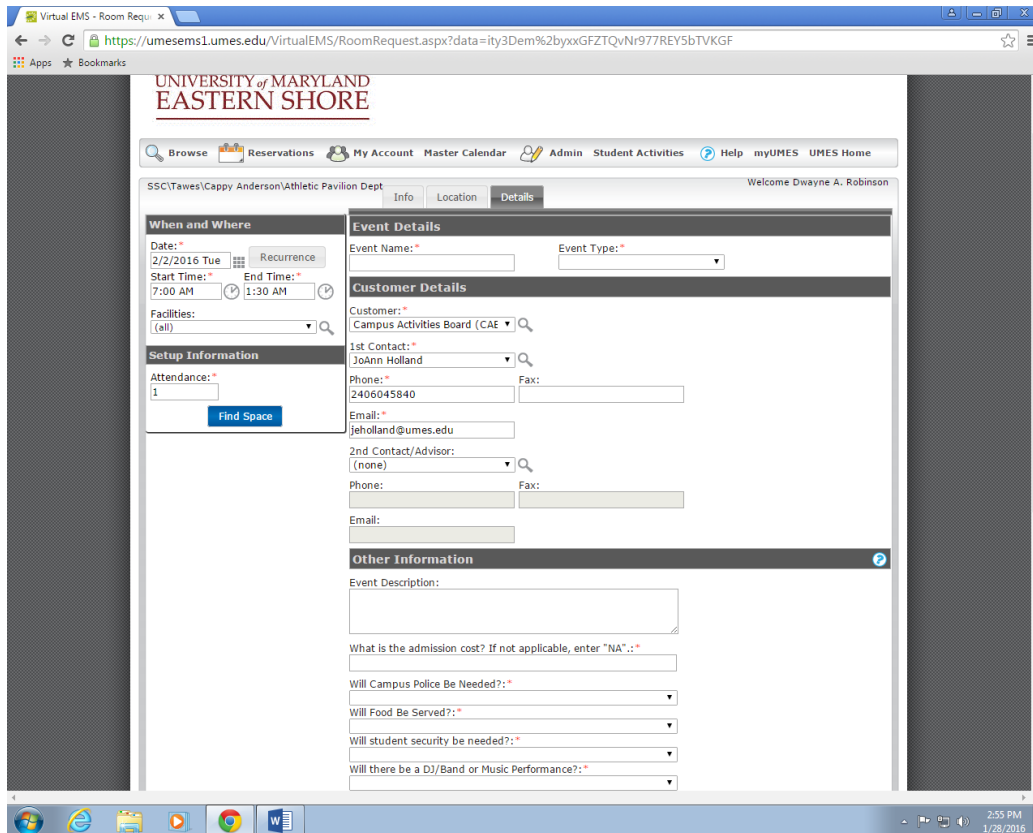
Availability

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
<input type="checkbox"/>	<input type="checkbox"/>	Hytche Athletic Center - CAPPY ANDERSON STADIUM (OUTDOOR TRACK)	1000	
<input type="checkbox"/>	<input type="checkbox"/>	Tawes Gym - Tawes Gym Arena	500	
<input type="checkbox"/>	<input type="checkbox"/>	Tawes Gym - Tawes Gym Classroom	25	

Request

Continue

- Once you have selected the room it will move to the top then click the continue button



- Then fill out the detail page and click submit at the bottom of the page

5. Editing

- Under the Reservation tab select “View My Requests”

The screenshot shows a web browser window displaying the Virtual EMS interface. The page header includes the University of Maryland Eastern Shore logo and navigation links: Browse, Reservations, My Account, Master Calendar, Admin, Student Activities, Help, myUMES, and UMES Home. A user greeting "Welcome Dwayne A. Robinson" is visible. Below the navigation is a "Reservations" section with a table listing reservations. The table has columns for ID, NAME, CUSTOMER, FIRST BOOKING, LAST BOOKING, STATUS, LOCATION, and HAS SERVICES. Two reservations are listed: ID 27900 (Web Request, Cross Country Pavilion) and ID 27899 (Web Request, Tawes Gym Classroom).

ID	NAME	CUSTOMER	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
27900 Test		Campus Activities Board (CAB)	2/2/2016 Tue	2/2/2016 Tue	Web Request	Cross Country Pavilion - Pavilion	No
27899 Test		Campus Activities Board (CAB)	4/1/2016 Fri	4/2/2016 Sat	Web Request	Tawes Gym - Tawes Gym Classroom	Yes

- Then from that list select the event you would like to edit
(You can only edit a request in web request status. Once the status of the event changes, you will no longer be able to make changes and you will have to contact Miss Potter at ext. 6436)

Virtual EMS - Reservation x
 https://umesems1.umes.edu/VirtualEms/ReservationSummary.aspx?data=QH84fHidYD6Apf8Tp2UdeIOPIV7TaY

UNIVERSITY of MARYLAND EASTERN SHORE

Reservations My Account Master Calendar Admin Student Activities Help myUMES UMES Home

Welcome Dwayne A. Robinson
 Back to My Requests

Reservation Details Additional Information Attachments

Reservation Id: 27900
 Event Name: Test
 Event Type: Testing
 FRS Number:
 Customer Name: Campus Activities Board (CAB)
 1st Contact Name: JoAnn Holland
 Phone: 2406045840
 2nd Contact/Advisor Name:
 Phone:

Actions: Add Booking, Cancel Booking, Cancel All Bookings, Service Availability, View/Email Reservation Summary, Add booking to personal calendar, Booking Tools

Bookings

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
		2/2/2016 Tue	10:00 AM - 4:45 PM	Test	Cross Country Pavilion - Pavillion	Web Request	(none) (1)

Powered by

3:19 PM 1/28/2016

- Under the Action tab you can edit or cancel your reservation
- Under the Service tab you can add services to the request if you were unable to do so or found out after that you need it.