Campus Event Request Form
Faculty and Staff Departmental Requests
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University Information
Technology Services

Campus Event Request Form
Faculty and Staff Departmental Requests

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Introduction
The KSU Virtual Event Management System (VEMS) is a web-based application that provides efficient facilities and services management by allowing faculty and staff departments to submit online requests for event space using a standard Internet browser to view real-time calendars and event schedules.

Learning Points
By following the instructions in this booklet, you will be able to:

- Log into VEMS and gain access to the system for your Faculty/Staff Department
- Understand how to search for available rooms
- Understand the difference between Requesting a Room and Reserving a Room
- Know how to add/remove a room(s) to your request
- Know how to check the details of a room
- Create an event with recurring dates and times
- Check on the status of your room request
- Follow the proper procedure for editing and/or canceling room requests
- Know the contact information for University Events

This guide was created using Mozilla Firefox. The instructions and screenshots in this guide will be from the Firefox web browser.

Simple Meetings vs. University Event

A simple meeting is a meeting that does not require any type of setup, special audio/visual needs, an audio/visual technician, parking, food/catering, or additional support from any other campus entity. The rooms are booked “as-is.” When booking a simple meeting, there is no need to contact the room approver.

If you are submitting a request that requires any kind of setup, special audio/visual needs, an audio/visual technician, parking, or food/catering, please fill out the Campus Event Request form, which can be found on the VEMS Website.
Logging in to VEMS

You can access VEMS by using your KSU ID and Password as your log-in information. If you are experiencing problems with logging into VEMS, please contact the Service Desk at 770-423-6999 or email at service@kennesaw.edu.

The following explains how to log into VEMS:

1. Using your web browser, navigate to https://reservations.kennesaw.edu (See Figure 1).

2. Place your mouse over My Account. Log In will appear (See Figure 2).

3. Click on the Log In link.

4. The Authentication Required window will appear. Enter your User Name and Password (See Figure 3).

Note: From a campus computer using Internet Explorer as your browser, you will be automatically logged in. Firefox and Chrome will prompt you to login, unless you save your information.
5. Click on **OK**. The *Main Page* of the VEMS system will appear and additional *Toolbar Dropdown Menus* will be available (See Figure 4).

![Toolbar Dropdown Menus](image)

**Figure 4 - Toolbar Dropdown Menus**

**Requesting an Event**

If you are planning an event on campus (e.g. conference, simple meeting, information tables, etc.), you will need to *Request an Event*. This section will explain how to conduct a search for available rooms, add multiple rooms to your request, set multiple times/dates for recurring events, find additional information on rooms, and enter the details regarding your event. For example, your department needs to reserve space for a general meeting.

*Note: Requests* are for requesting the use of facilities across campus, while *Reservations* are for reserving rooms that you oversee, or have permission to book, in your building (See Figure 5).

![Request Vs. Reservation](image)

**Figure 5 - Request Vs. Reservation**

**Accessing Campus Event Requests**

The following explains how to access *room requests*:

1. In the *Toolbar Dropdown Menu*, place your cursor over **Requests**. A dropdown menu will appear (See Figure 6).

2. Place your cursor over *I’d Like to Request*. A side menu will appear to the right (See Figure 6).

3. Click on **Request a campus event** (See Figure 6).

![Request an Event](image)

**Figure 6 - Request an Event**
4. The Room Request screen will appear (See Figure 7).

![Image of Room Request screen]

**Figure 7 - Room Request Screen**

*Note: Fields marked with a red asterisk (*) are required by the system. These fields must be filled out where indicated in order to proceed.*

### Searching for Available Rooms

The following explains how to use VEMS to search for available rooms:

1. Under **When and Where** on the Room Request screen, enter the **date for your event** in the date field (See Figure 8).

![Image of When and Where: Date]

**Figure 8 - When and Where: Date**
Note: Clicking on the icon will display a calendar which you can use to select a date (See Figure 9).

Figure 9 - Accessing the Calendar

2. In the Start Time and End Time fields, enter the start time and end time for the event (See Figure 10).

Figure 10 - Start & End Time

Note: Clicking on the icon will display dropdown menu with times that you can select (See Figure 11).

Figure 11 - Accessing the Clock

3. Choose the campus Kennesaw Campus (A) or Marietta Campus (M) on which you would like to hold your event from the areas dropdown. In the Facilities dropdown, choose the location where the event will take place (See Figure 12).

Figure 12 - When and Where
Note: To add multiple locations to your search, click the search icon to the right of the Facilities field. Click on the locations you want to include in your search (See Adding Multiple Locations to your Search).

4. In the Attendance field under Setup Information, enter the number of people you estimate will attend your event (See Figure 13).

![Figure 13 - Setup Information: Attendance](image1)

Note: The attendance number you enter is applied as the setup count to your bookings. Rooms that do not have the capacity to accommodate your request will be excluded from your search.

5. Click on the Find Space button. The system will display all available rooms based off your search parameters as a list on the right side under Availability (See Figure 14).

![Figure 14 - Availability](image2)

Note: Clicking on Grid will display a room schedule for the location you selected; showing all rooms for the selected area and any events currently scheduled for your event date (See Figure 15).
6. Click on the **green box** (👇) next to the room you wish to request for your event (See Figure 16).

![Figure 16 – Selecting a Room](image)

7. Your room will be added above **Availability** in the **Selected Locations** area (See Figure 17).

![Figure 17 - Selected Locations](image)

*Note: Only select the number of rooms you need to book for your event. Every selection will hold the room and prevent others from reserving that room while your request is pending.*

**Checking Room Details**

Once your search results for available rooms have been displayed (See [Searching for Available Rooms](#)), you can access additional information regarding a room, its set-up type, any available features, and an availability calendar by checking the **Location Details**. The following explains how to check the details on a room:

1. In your search results under **Availability**, click on the **name of the room**. (See Figure 18).

![Figure 18 - Accessing Room Information](image)
2. The Location Details window will appear and provide additional information on the room (See Figure 19). 
   2.1. Room Details will show information about the room location, type, contact info for the room, etc. (See Figure 19).

![Figure 19 - Location Details: Room Details]

2.2. Setup Types will list available seating arrangements for this room and the max capacity they can accommodate (See Figure 20).

![Figure 20 - Location Details: Setup Types]

2.3. Features will list any additional technology and/or equipment that is available in the room e.g. Speakers, Projector, Podium, etc. (See Figure 21).

![Figure 21 - Location Details: Features]

*Note*: Set-up may be required for any technology and/or equipment in the room. This may require a Technician present for your request (e.g. setting up microphones for speakers in podium). For questions regarding a room, contact University Events at 470-578-6252 or at events@kennesaw.edu.
2.4. *Availability* will display a calendar that will show events currently scheduled for the room (See Figure 22).

![Figure 22 - Location Details: Availability](image)

3. To close the *Location Details* window, click the X in the upper-right of the window (See Figure 23).

![Figure 23 - Location Details: Close](image)

**Entering the Event Details**

Once you have added a room(s) to your request (See [Searching for Available Rooms](#)), you will need to complete the *Event Details* information. It is recommended that you provide as much information as possible, and complete all mandatory sections listed with a red asterisk (*), to improve the chances of your request being approved. The following explains how to complete the *Event Details* section:

1. Once you have added a room(s) to your request, click on the **Continue** button at the bottom of your screen to access the *Event Details* screen (See Figure 24).

![Figure 24 - Continue to Event Details](image)
Note: You can also access the Event Details screen by clicking on the Details tab (See Figure 25).

Figure 25 - Details Tab

2. The Event Details screen will open. Under Event Details, complete the Event Name and Event Type fields (See Figure 26).

Figure 26 - Event Details

3. Under Dept. or Organization Details, select your Dept. or Organization from the dropdown list (See Figure 27).

Figure 27 - Selecting your Dept. or Organization

3.1. If your Faculty or Staff Department does not appear in the Dept. or Organization dropdown list, click the magnifying glass (🔍) to search for your Dept. or Organization (See Figure 28).

Figure 28 - Searching Department

3.2. The Item Lookup window will appear. In the Dept. or Organization name starts with: field, type in the name of your Department or Organization. (See Figure 29).

Figure 29 - Dept. or Organization name search

3.3. Click the magnifying glass to perform your search.
3.4. Your search results will display below. Click on the green box (+) to add your selection to the Dept. or Organization you can book for (See Figure 30).

![Image 1](image1.png)

**Figure 30 - Adding Departments/Organizations**

3.5. Click the X in the upper-right corner to close the Item Lookup window (See Figure 31).

![Image 2](image2.png)

**Figure 31 - Exit**

3.6. You will be brought back to Dept. or Organization Details. You will now be able to select your Dept. or Organization from the dropdown list (See Figure 32).

![Image 3](image3.png)

**Figure 32 - Selecting your Dept. or Organization**

*Note: If your Faculty or Staff Department does not appear in the Dept. or Organization dropdown list, please contact the Service Desk at 470-578-6999 or email at service@kennesaw.edu.*

4. In the 1st contact information dropdown, select the name of the person responsible for planning the meeting or event. Your information will auto-populate for the Name, Phone, Email, and Fax fields. (See Figure 33).

![Image 4](image4.png)

**Figure 33 - Dept. or Organization Details – 1st Contact**
4.1. In the 2nd contact information dropdown, select the **2nd contact’s name** (if applicable). The information will auto-populate for the **Name, Phone, Email, and Fax** fields (See Figure 34).

![Figure 34 - Dept. or Organization Details - 2nd Contact](image)

**Note:** If the required name does not appear in the **1st Contact or 2nd Contact** dropdown(s), select **(Temporary contact)** and manually enter your information into the appropriate fields.

5. Under **Other Information**, answer all questions related to your event with as much detailed information as possible (See Figure 35).

![Figure 35 - Other Information](image)

**Note:** It is recommended to answer all questions in this section with as much detail about your event to improve chances of your request being approved. If a question does not apply to your event or organization, please state **N/A** (if possible).

6. When finished, click the **Submit** button at the bottom of the page (See Figure 36).

![Figure 36 - Submit Button](image)
7. Your request will be submitted and the Reservation Summary page will display (See Figure 37).

![Reservation Summary Page]

*Figure 37 - Confirmation: Room Request*

Your request will show as pending in VEMS. Your requested rooms will be blocked until your request has been accepted or denied. You will receive a confirmation email once your request has been approved or denied.

**Recurring Events**

VEMS will allow you to put down multiple dates for a room request if you have an event that will last for more than one day. For example, your department has a conference that will last for four days, from 9:00am to 12:00pm. The following explains how to set recurring dates for this event:

1. From the Room Request screen, click on the **Recurrence** button under *When and Where* (See Figure 38).

![Recurrence Settings]

*Figure 38 – Recurrence Settings*
2. The *Recurrence* window will appear (See Figure 39).

![Figure 39 - Recurrence Window](image)

3. Under *Time*, enter your **Start Time** and **End Time** (See Figure 40).

![Figure 40 - Start Time/End time](image)

4. Under *Recurrence Pattern*, click on **Daily** (See Figure 41).

![Figure 41 - Recurrence Pattern: Daily](image)

5. Set the frequency of the recurrence to happen **Every Weekday** (See Figure 42).

![Figure 42 - Recurrence Pattern: Frequency](image)

6. In the *Start Date* field under *Range of Recurrence*, enter the **Start Date** for your event (See Figure 43).

![Figure 43 - Range of Recurrence: Start Date](image)
7. For the End date, select End by: and enter the End Date for your event (See Figure 44).

![Figure 44 - Range of Recurrence: End Date](image)

Note: Selecting End after will end the event after the indicated number of occurrences. How many times your event occurs will be affected by the frequency of your recurrence.

8. Click on the Apply Recurrence button to add your recurring dates to your room request (See Figure 45).

![Figure 45 - Apply Recurrence](image)

9. Your recurring dates will appear under When and Where (See Figure 46).

![Figure 46 - Recurrence Applied to Request](image)

**Edit or Remove a Recurrence**

The following explains how to edit or remove a recurrence:

1. From the Room Request screen, click on the Recurrence button (See Figure 47).

![Figure 47 – Recurrence Settings](image)
2. The *Recurrence* window will appear. Edit your settings as desired (See Figure 48).

   ![Recurrence Window: Editing](image)

   **Figure 48 - Recurrence Window: Editing**

3. When finished editing, click on **Apply Recurrence** to save your changes (See Figure 49).

   ![Apply Recurrence](image)

   **Figure 49 - Apply Recurrence**

4. To remove the recurrence, click on the **Remove Recurrence** button (See Figure 50).

   ![Remove Recurrence](image)

   **Figure 50 - Remove Recurrence**
Adding Multiple Locations to your Search

In some instances, your event may require rooms across several buildings. By including multiple locations, you can widen your search and request rooms in additional areas. The following explains how to add multiple locations to your search:

1. **Under When and Where on the Room Request screen**, enter the **date for your event** in the date field (See Figure 51).

![Figure 51 - When and Where: Date](image)

2. **In the Start Time and End Time fields**, enter the **start time** and **end time** for the event (See Figure 52).

![Figure 52 - Start & End Time](image)

3. **Next to the Facilities dropdown**, click on the magnifying glass (See Figure 53).

![Figure 53 - Search Locations](image)

4. The **Buildings window** will open. **Click on the check box next to the locations you want to include in your search** (See Figure 54).

![Figure 54 - Multiple Location Selection](image)
5. Click the **Apply** button. Your locations will be added to your search and the **Facilities** field will display *(Multiple Selected)* (See Figure 55).

![Facilities: (Multiple Selected)](image)

**Figure 55 - Multiple Locations**

**Requesting Multiple Rooms**

If you have a large event that requires the use of multiple rooms, you can add them to the same event request. For example, your department is planning a one day conference with a guest speaker, and will need seating for 100 people, in addition to an area for lunch, and classrooms for breakout sessions. The following explains how to add multiple rooms to your event:

1. From the **Room Request** screen, complete all **fields** under **When and Where** (See Figure 56).

![When and Where](image)

**Figure 56 - When and Where**

2. Click on **Find Space**. Your search results will appear as a **List** on the right side under **Availability** (See Figure 57).

3. Click on the **green box** next to the rooms you wish to request for your event (See Figure 57).
<table>
<thead>
<tr>
<th>SELECT</th>
<th>AVAILABLE</th>
<th>LOCATION</th>
<th>CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1</td>
<td></td>
<td>Prillaman Health Sciences - HS1000 (231) Auditorium</td>
<td>231</td>
</tr>
<tr>
<td>1/1</td>
<td></td>
<td>Prillaman Health Sciences - HS1105 (136) Tiered Classroom</td>
<td>136</td>
</tr>
<tr>
<td>1/1</td>
<td></td>
<td>Prillaman Health Sciences - HS1101 (136) Tiered Classroom</td>
<td>136</td>
</tr>
</tbody>
</table>

**Figure 57 - Select Multiple Rooms**
4. Your requested rooms will be added under *Selected Locations* (See Figure 58).

![Selected Locations](image)

*Figure 58 - Selected Locations*

*Note:* To add additional rooms that did not appear in your search results, conduct a new search by altering your information under the *When and Where* section and clicking the *Find Space* button (e.g. event requires multiple rooms with different attendance numbers).

5. Once you are finished adding rooms to your request, click on the *Continue* button at the bottom of the screen to access the *Event Details* screen (See Figure 59).

![Continue](image)

*Figure 59 - Continue to Event Details*

*Note:* You can also access the *Event Details* screen by clicking the *Details* tab (See Figure 60).

![Details Tab](image)

*Figure 60 - Details Tab*

6. Complete all fields listed under the *Event Details, Dept. or Organization Details, and Other Information* sections as they relate to your event (See *Entering the Event Details*).

7. Click on the *Submit* button at the bottom of the page when finished (See Figure 61).

![Submit](image)

*Figure 61 – Submit*
8. Your request will be submitted and the VEMS system will display the Reservation Summary page (See Figure 62).

![Reservation Summary](image)

Your request will be entered into the VEMS system and be submitted for review. Your request will show as pending in the system, and your requested rooms will be blocked until your request has been accepted or denied. You will receive an email notification once your request has been approved or denied.

**Checking the Status of Room Reservation Requests**

You can check on the status of your room requests, or see summaries of your room requests to verify the information entered when submitting the request.

1. In the **Toolbar Dropdown Menu**, place your cursor over **Requests**. A dropdown menu will appear (See Figure 63).
2. Click on **View My Requests**. The **View My Requests** screen will appear listing all your pending, and confirmed requests (See Figure 64).

3. Click on a **Request's Name**. The **Reservation Details** screen will appear (See Figure 65).

4. Click on **View/Email Reservation Summary**. The **Request Summary** screen will appear (See Figure 66).
**Editing a Room Reservation**
Edits to pending or approved room events should not be made in the VEMS system. To edit a pending or approved room request (e.g. change date, time, or room), contact University Events via email at events@kennesaw.edu. Please be sure to include your reservation number in your email.

**Canceling a Request**
Should it be necessary to cancel a reservation, the original requester must cancel a reservation via email to University Events at events@kennesaw.edu.

*Room cancellations must be made in writing within two (2) business days before the start of your event.*

University Event’s cancelation policy can be found on their website at: http://www.kennesaw.edu/events/policies/cancellations.php

**Additional Help**
For additional help related to making your reservation, please contact University Events in either of the following ways:

- **Phone:** 470-578-6252
- **Email:** events@kennesaw.edu

You can learn more about University Events by visiting their website: http://www.kennesaw.edu/events

For technical issues, please contact the KSU Service Desk:

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu

You can learn more about the KSU Service Desk by visiting their website:

http://uits.kennesaw.edu/