

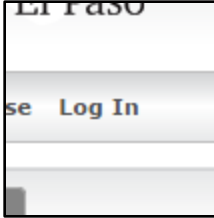
# Reserving Non-TechLink Rooms in Virtual EMS

## Step One:

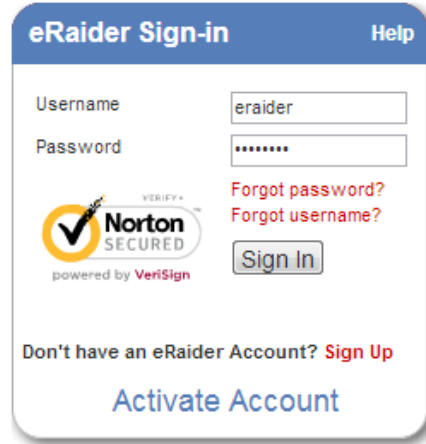
Access EMS by 1 of 2 methods:

\* Directly at <http://elpappems01.ttuhs.edu/VirtualEms/>

\* From [WebRaider](#) - Select the HSC Employee tab **HSC Employee** and then “Event Management System (EMS)” under the Important Texas Tech Links – HSC on the right hand side.

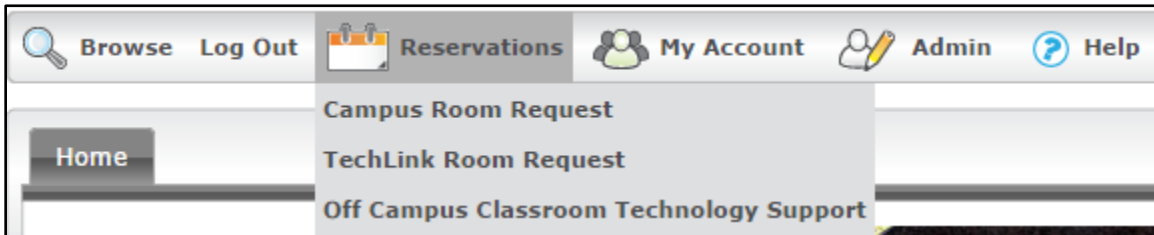


Log in using e-raider credentials.



## Step Two:

Once logged in, select on the type of reservation needed.



**Campus Room Request** – Events requiring public non-Techlink rooms located at main campus.

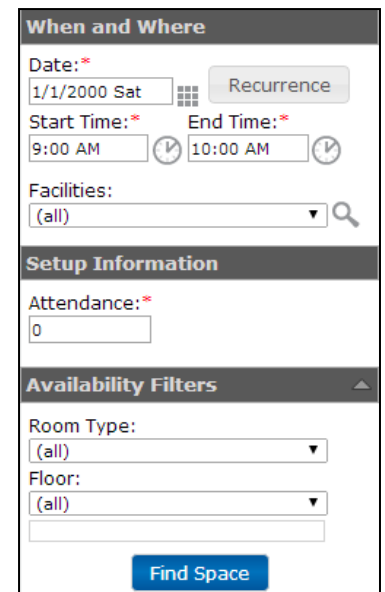
**Techlink Room Request** – Events requiring public Techlink rooms located at main campus.

**Off Campus Classroom Technology Support** – Events occurring off campus.

## Step Three:



Enter the required information, that is indicated with a red asterisk (\*).


If your event is recurring then click on the **Recurrence** tab to enter the start and end dates and select “Find Space”



## Step Four:

From the list of available rooms displayed, select the desired room by clicking on the green plus (+) next to the listed room. The selected room will then appear in the Selected Locations section of the screen.

Selected Locations								
	DATE	HOLIDAYS	START ^	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
	1/1/2000 Sat		9:00 AM	10:00 AM	MEB 1200	Request	5	

Select  at the bottom and complete the information found within the “Details” tab.

## Step Five:

As indicated with a red asterisk (\*), please enter the required information in the Event and Group Details sections.

Event Details	
Event Name: *	Event Type: *
<input type="text"/>	<input type="text"/>
Group Details	
Group: *	<input type="text"/>
1st Contact: *	<input type="text"/>
Phone: *	Fax: <input type="text"/>
Email: *	<input type="text"/>

## Step Six:

Attach any relevant files to the reservation.

Attachments
<input type="button" value="Attach File"/>




## Step Seven:

Please indicate if your room reservation will require a setup or assistance from Classroom Technology.

Do you require equipment setup and/or assistance from Classroom Technology?: *
<input type="text"/>

### Step Eight:

If you do require A/V setup, please indicate what equipment is needed and at what time.

**A/V**  
Start Time:   End Time:   Service Type:    
 Equipment  
 Additional Screen Package  
    1 Portable Projector  
    1 Portable Projector Screen  
 CD Recorder  
 Laptop  
 Podium Setup  
    1 Handheld Microphone  
    1 In-Room Projector  
    1 In-Room Speaker  
    1 Laptop  
    1 Lavalier Microphone  
    1 Presentation Laser Pointer/Clicker

### Step Nine:

Include any relevant notes in the following section.

**Notes**

### Final Step:

Once all required information has been supplied, and necessary equipment has been selected click on "Submit".

**Submit**

Immediately after submitting your reservation, a message will pop-up acknowledging the reservation. You should also receive an email that contains the basic information of your reservation. Within 24-48 hours, you will receive a final confirmation via email.