

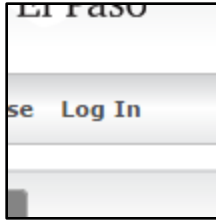
# Reserving Non-TechLink Rooms in Virtual EMS

## Step One:

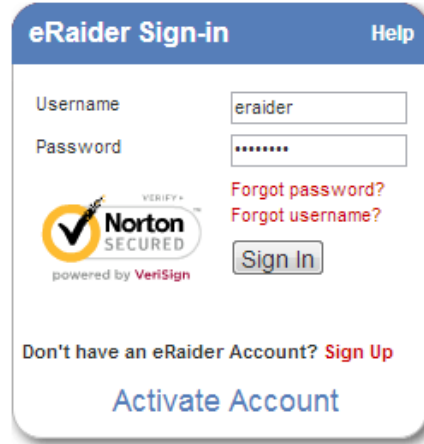
Access EMS by 1 of 2 methods:

\* 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.

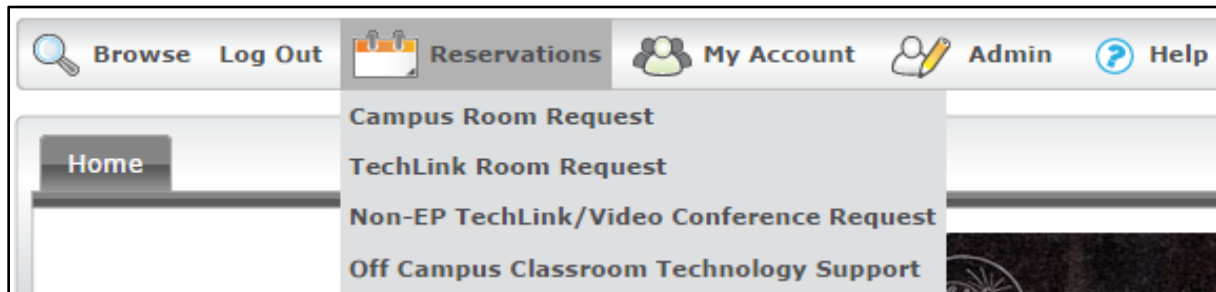


Log in using e-raider credentials.



## 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.

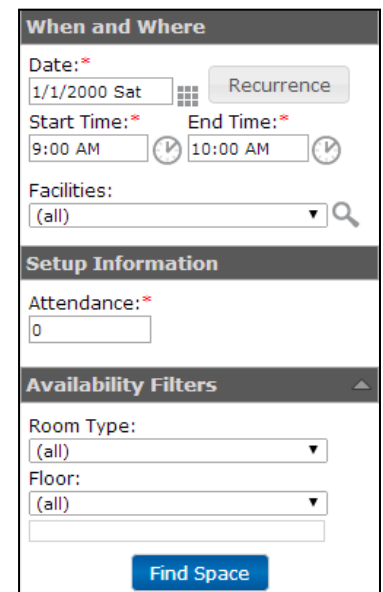
**Non-EP TechLink/Video Conference Request** – Events requiring public Techlink rooms outside of El Paso.

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

## Step Three:



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

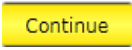
If your event is recurring then click on the **Recurrence** tab to enter the start and end dates and select “Find Space”



### 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"/>	<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.

Other Information 
Will your event 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.