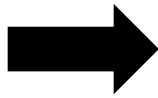


# Bernhard Center Virtual EMS (vEMS) Guide

Create an account



Submit room requests



Check account for reservation status

## TO CREATE AN ACCOUNT:

*Registered Student Organizations are able to have 2 registered users within the vEMS system*

1. Visit [wmich.edu/studentcenter/reservation](http://wmich.edu/studentcenter/reservation) and select 'first time vEMS user'
2. Login using your Bronco NetID and password
3. Complete the required fields, including which RSO you would like to represent and request room reservations on behalf of. As a reminder, RSO's can have 2 registered users within the system
4. Allow up to 3 business days for account activation

## TO REQUEST A RESERVATION:

*After your vEMS account has been activated, RSO representatives are able to request 1 reservation per week for regular organizational meetings*

1. Visit [wmich.edu/studentcenter/reservation](http://wmich.edu/studentcenter/reservation)
2. Select 'Reservations' on the left → select 'RSO' on the next page



ABOUT A-Z CONTACT FIND F

ACADEMICS ADMISSIONS

## Bernhard Center

HOME  
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PARKING  
POLICIES  
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DIRECTORY  
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# Reservations

The Bernhard Center reservations office manages and oversees meeting and event reservations for the Bernhard Center, KIVA Room on the lower level of Faunce and outdoor spaces. Choose the best button option below to get started.



RSOS

DEPARTMENTS

OUTDOOR SPACE

KANLEY CHAPEL ROOM REQUESTS

The Registrar's office manages RSO requests for academic spaces:

RSO ACADEMIC CLASSROOMS

For more information about room reservations contact the Bernhard Center located in room 150 or call (269) 387-4860.

3. Select **'Registered vEMS User'** → log in with your Bronco Net ID and password

## Bernhard Center Reservations for RSOs

RSO who reserve Bernhard Center space for regular organizational meetings (weekly, bi-weekly, monthly, etc.) are required to use the Bernhard Center's online reservations process, virtual EMS. If you are interested in planning a one-time event or program (not regular meetings), please contact the reservations office directly (Bernhard Center room 150) or use this the [online reservation form](#).

REGISTERED VEMS USERS

FIRST TIME VEMS USERS

 [vEMS User Guide](#)

If you wish to request academic space for RSO meetings or programs, visit the [Registrar's reservation request page](#).

4. Home → Create A Reservation
5. Under **'My Reservation Templates'** reads **"Registered Student Organizations (RSO) Room Request"** → Select **"Book Now"** on the right

## STEP 1: ROOMS:

1. Two Options: single day or reoccurring reservations
2. Choose the dates you would like to request - Please note certain dates may **NOT** be available
3. If you wish to hold regular organizational meetings please select '**Recurrence**', fill in the appropriate end date and specify the number of times of reoccurrences (i.e. weekly, monthly, or randomly).

New Booking for Wed Oct 23, 2019

Date & Time

Date: Wed 10/23/2019

Start Time: 9:00 AM End Time: 11:00 AM

Create booking in this time zone: Eastern Time

Locations: Bernhard Center

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

Rooms You Can Request		7 AM	8
Bernhard Center (ET)	Cap	7 AM	8
+ President's Dining...	88		
+ 105	44		

4. Finally, select the time(s) of your reservation: START - END → Select “Apply Recurrence”
5. Select a Location
6. Please list the **correct number of people attending** → click ‘Search’ under ‘Let Me Search For A Room’. Please note the capacities and make your selections based as closely as possible to your anticipated attendance (i.e. if you are holding a meeting for 15 people, please do not book a room that holds 40).

Let Me Search For A Room

Number of People

10

I Know What Room I Want

7. Click on the green '+' to select your desired room → 'Attendance & Setup Type' → Make sure you have the correct number of people attending → Select 'Next Step'

+ 212	50
+ 213	50
+ 215	10
+ Brown Old Roo...	70
+ Faculty Dining Roo...	30
+ Faculty Lounge	40

Room 215 has been selected for this example because 10 people are attending. RM 215 holds up to 10 people.

New Booking for Wed Oct 23, 2019

Date & Time Selected Rooms Attendance & Setup Type

Date: Wed 10/23/2019 Recurrence

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

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

### STEP 2: SERVICES:

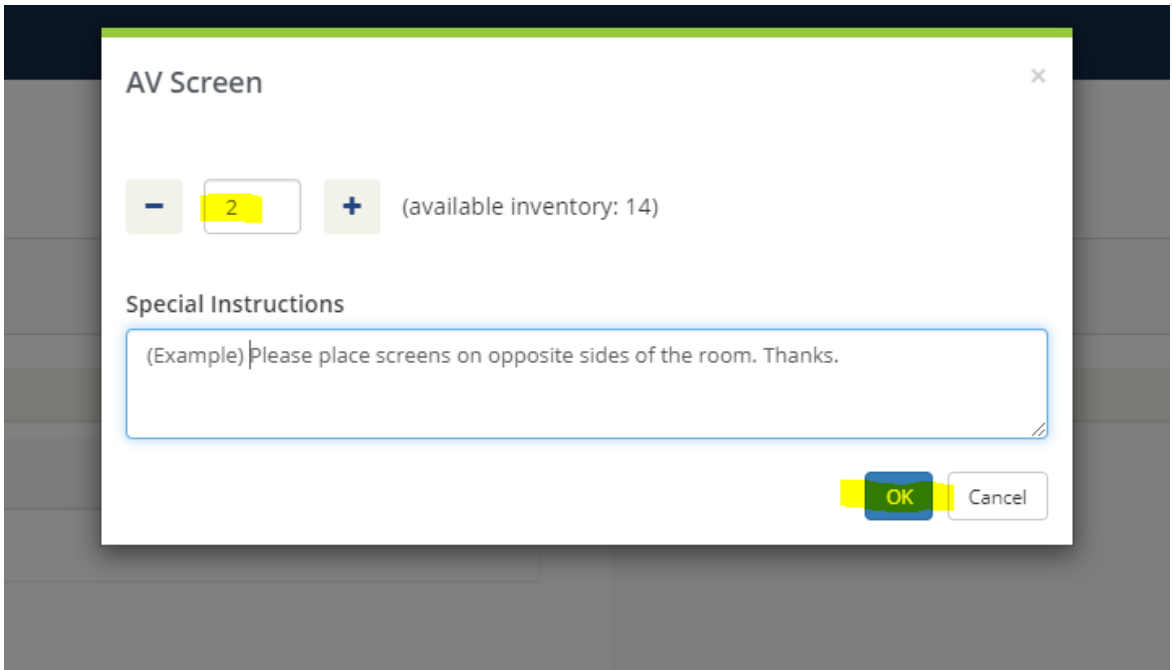
1. Select any services you will need for the room

Services For Your Reservation

RSO AV

RSO AV

AV Screen Data Projector



2. Review your 'Service Summaries' → Select "Next Step"

### STEP 3: RESERVATION DETAILS:

1. Fill out the details of the event and your booking information

✕ Registered Student Organization (RSO) Room Request ⓘ

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

#### Reservation Details

##### Event Details

Event Name *	Event Type *
<input type="text" value="Test"/>	<input type="text" value="Meeting"/>

##### Group Details

Group *	<input type="text" value="Bernhard Center Student Staff"/>	<input type="text" value="Q"/>
1st Contact	<input type="text" value="Bernhard Center Student Staff"/>	
1st Contact Phone *	<input type="text" value="(***)-***-****"/>	1st Contact Fax <input type="text"/>
1st Contact Email Address *	<input type="text" value="_____. _____.@wmich.edu"/>	

Please enter a valid email address.

I have read and agree to the terms and conditions

2. **CREATE RESERVATION!**

3. Please allow up to 48 hours for your Reservation Request to be reviewed.

