TO CREATE AN ACCOUNT:
Registered Student Organizations are able to have 2 registered users within the vEMS system

1. Visit 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
2. Select ‘Reservations’ on the left → select ‘RSO’ on the next page
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).

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).
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’

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

STEP 2: SERVICES:

1. Select any services you will need for the room
2. Review your ‘Service Summaries’ → Select “Next Step”

STEP 3: RESERVATION DETAILS:

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

2. CREATE RESERVATION!

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

John T. Bernhard Center | Reservations | 269-387-4860 | wmich.edu/studentcenter