

[Service Excellence](#)

[Service Obstacle System](#)

[Strategic Planning](#)

[Veteran & Military Affairs](#)

[Tech Links](#)

[Computer Labs](#)

[IT](#)

[Print Services](#)

[R-Card](#)

[Crummer Graduate School of Business](#)

[Mediasite](#)

[OnBase](#)

[OneDrive for Business](#)

[PageUp Portal](#)

[Reviewsnap](#)

[Sharepoint Online](#)

[Qualtrics](#)

[TimeClock Plus WebClock](#)

[TimeClock Plus WebManager](#)

[Virtual EMS](#)

[WebEx](#)

[Tutoring/Writing](#)

[Xitrac Assessment Portal](#)

[Directory](#)

Academics

[Academic Advising](#)

[Academic Calendar](#)

[Academic Honor Code](#)

[Academic Internships](#)

[Bookstore](#)

[Canvas](#)

[Course Catalog](#)

International

[International Programs](#)

[International Student & Scholar Services](#)

Housing and Dining

[Dining Services](#)

[Meal Plans](#)

[Residential Life & Explorations](#)

# How Can I Reserve a Study Room?

**PLEASE NOTE:** This reservation system is NOT mobile friendly and MUST be done on a laptop or desktop.

Virtual EMS can be accessed through Rollins' R-net, towards the bottom of the panel on the right-hand side.

Or you can copy and paste the site's homepage [events.rollins.edu/emswebapp](https://events.rollins.edu/emswebapp) into your web browser.



HOME

SITE HOME MY HOME

LINKS

- Event Categories
- Scheduling & Event Services We...
- Rollins.edu Home Page
- Accessibility Services Guide to E...

### Sign In

Sign into your account by using your Foxlink ID (without @rollins.edu) and your Foxlink password.

User Id \*

mjoyner

Password \*

\*\*\*\*\*

Sign In

# How do I login to Virtual EMS?

Enter your Rollins username and password.

Remember: **do not** include @rollins.edu in your username.

## LINKS

- Event Categories
- Scheduling & Event Services We...
- Seating Setup Examples
- Catering Menu & Processes
- First Right of Refusal Form
- Rollins.edu Home Page
- Accessibility Services Guide to E...
- Crowd Manager Training -- Free

## Create An Account

To create an account, enter your info and click **Create An Account**.

### Email & Password

**Email Address \***

### About You

**Name \***

**Phone 1 \***

**Phone 2**

**Time Zone \***

### Additional Information

**test \***

# First time logging into EMS?

If this is your first time logging into EMS you will be prompted to create an account.

Fill out the following information boxes:

- Email Address
- Name
- Phone 1
- Test\*
  - For this section simply put the word **test** in this field

Select: Create An Account



HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

- Event Categories
- Scheduling & Event Services W
- Seating Setup Examples
- Catering Menu & Processes
- First Right of Refusal Form
- Rollins.edu Home Page

SITE HOME MY HOME

### My Reservation Templates

Department/Faculty/Staff Request Form

book now about

Student/Student Organization Request Form

book now about

Room Self Check-Out for F/S and Students

book now about

### My Bookings

AUGUST 12, 2021 SEARCH

Eastern Time [ET]

Day Month Date

Previous Today Next

There are no bookings for August 12, 2021

# Starting a Reservation

To start a reservation, select **Book Now** in the shaded box labeled “Room Self Check-out for F/S and Students.”

EMS Room Request

Megan Joyner

Room Self Check-Out for F/S and Students

My Cart (0) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Thu Aug 12, 2021 Next Step

Date & Time Selected Rooms

Date: Thu 08/12/2021 Recurrence

Start Time: 2:30 PM End Time: 3:30 PM

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

Create booking in this time zone: Eastern Time

Locations (all) Add/Remove

Search

# Date, Time, & Location

- **Enter the date of your reservation.** Reservations are available from the first day to the last day of the semester (CLA/Holt).
- **Enter the Start and End Time.** Please ensure you are making your reservation at least 15 minutes before its start time.
- **Recurrence:** Select this if you have an event meeting at the same time daily, weekly, monthly, or random occurrence.
- Select **Add/Remove** to the right of Locations.

## Locations ×

**BUILDINGS**

Find locations 🔍

Select All Buildings

Kathleen W Rollins Hall

Olin Library

**Selected Locations**

➖ Olin Library

**Update Locations** Close

# Selecting Location

- Select: Olin Library
- Select: Update Locations

New Booking for Fri Feb 18, 2022

Date & Time  
 Date: Fri 02/18/2022  
 Start Time: 9:00 AM  
 End Time: 10:00 AM  
 Create booking in this time zone: Eastern Time

Locations: Olin Library

Number of People: 1

Selected Rooms  
 Your selected Rooms will appear here.

Room Search Results  
 LIST SCHEDULE  
 Favorite Rooms only  
 Find A Room Search

Rooms You Can Reserve	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Olin Library (ET)																		
+ Room 119 - Small ...	1														Closed			
+ Room 219 - Small ...	1														Closed			
+ Room 304 - Small ...	1														Closed			
+ Room 305 - Small ...	1														Closed			
+ Room 307 - Small ...	1														Closed			
+ Room 315 - Small ...	1														Closed			
+ Room 316 - Small ...	1														Closed			
+ Room 317 - Small ...	1														Closed			
+ Room 353 - Group...	6														Closed			

Availability Legend

# Select Room

- Time requested is visible through the red lines. If it is grayed out, the room is not available.
- Select desired room(s) using the +.
- In the pop-up screen, indicate approximate number of guests and desired setup. *Please note, the room will remain setup as-is.*

Click ADD ROOM.

**Attendance & Setup Type**

To continue, please enter the number of attendees and desired setup type for this Room.

**No. of Attendees**

**Setup Type**

**Add Room** Cancel

# Select Room...

h Request

nd Students ⓘ

My Cart (1) Create Reservation

1 Rooms 2 Reservation Details

Next Step

Selected Rooms Attendance & Setup Type

Room 119 - Small Group Study Room

Room Search Results

LIST SCHEDULE

Favorite Rooms only. Find A Room Search

7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

Rooms You Can Reserve

Olin Library (ET)	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Room 119 - Small ...	1												Closed					
Room 219 - Small ...	1												Closed					

Once you have added a room, it will show up under Selected Rooms at the top of the page.

Click **NEXT STEP** in the top right-hand corner to continue to reservation details.



## Reservation Details

## Event Details

<b>Event Name *</b> <input type="text" value="Study"/>	<b>Event Type *</b> <input type="text" value="Meeting"/>
---	---

## Client Details

<b>Client *</b> <input type="text"/>	<input type="text" value="Q"/>
<b>1st Contact</b> <input type="text" value="(temporary contact)"/>	
<b>1st Contact Name *</b> <input type="text" value="Tommy Tar"/>	
<b>1st Contact Phone *</b> <input type="text" value="555-555-5555"/>	<b>1st Contact Fax</b> <input type="text"/>
<b>1st Contact Email Address *</b> <input type="text" value="ttar@rollins.edu"/>	
<b>2nd Contact</b> <input type="text" value="(none)"/>	
<b>2nd Contact Phone</b> <input type="text"/>	<b>2nd Contact Fax</b> <input type="text"/>
<b>2nd Contact Email Address</b> <input type="text"/>	

## Additional Information

<b>Event Description*</b> <input type="text" value="Study"/>
---

# Reservation Details

Fill out the following information boxes:

- Event Name
- 1<sup>st</sup> Contact Name
- 1<sup>st</sup> Contact Phone
- 1<sup>st</sup> Contact Email Address
- Event Description

Select the  to the right of the Client information box.

# Reservation Details...

- If this is your first time using Virtual EMS, the drop-down selection may be blank. Begin typing in the FULL name of the program you are enrolled in:
  - College of Liberal Arts (CLA)
  - Hamilton Holt School
  - Crummer Graduate School

Select your program from the drop-down menu.

Once you have added your program, Select Close.

Clients you can book for

Client	Client type	City
--------	-------------	------

Close

Clients you can book for

Client	Client Type	City
College of Liberal Arts (CLA)	Department	Winter Park

Close

### Reservation Details

**Event Details**

Event Name \*  Event Type \*

**Client Details**

Client \*

1st Contact

1st Contact Phone \*  1st Contact Fax

1st Contact Email Address \*

2nd Contact

2nd Contact Phone  2nd Contact Fax

2nd Contact Email Address

**Additional Information**

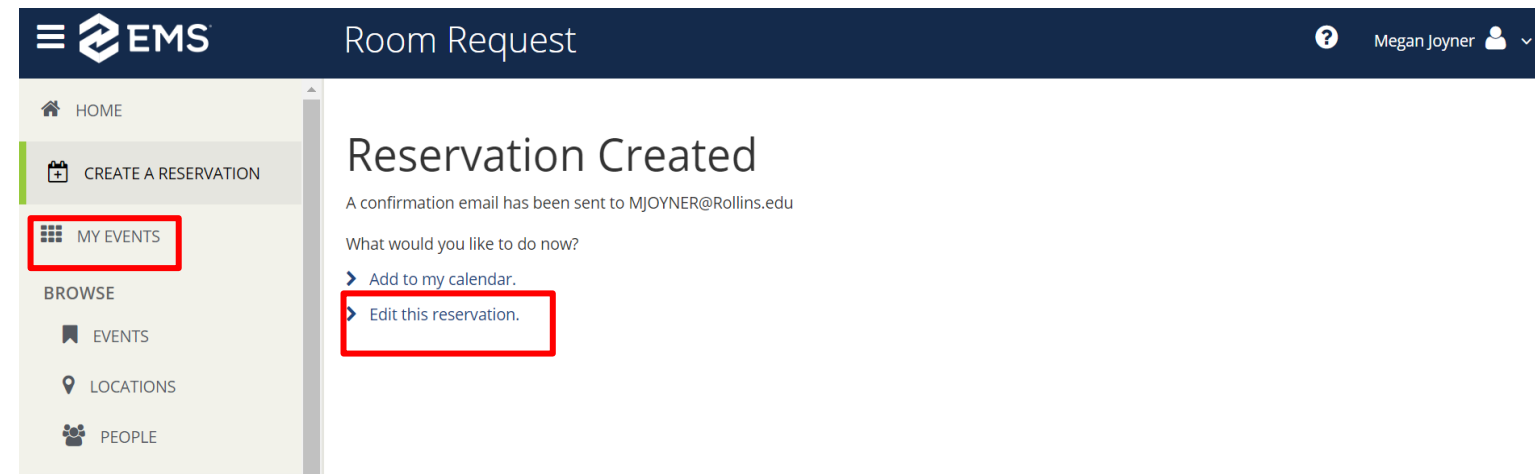
Event Description\*

# Completing Reservation

Ensure all information is correct and compete, then **Select Create Reservation** on the top right-hand corner.

# Confirming Your Event & Editing Your Event Once it is Submitted

- Once you arrive at this page, your reservation is automatically confirmed.
- From this page, you can edit your event further using **Edit This Reservation** or add it to your Rollins Outlook Calendar.
- You may also edit it later by searching for it under **My Events**.



The screenshot displays the EMS (Event Management System) interface. At the top, the header shows the EMS logo, the page title 'Room Request', and the user's name 'Megan Joyner'. The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS (highlighted with a red box), and BROWSE (with sub-options: EVENTS, LOCATIONS, PEOPLE). The main content area shows a 'Reservation Created' message, stating that a confirmation email has been sent to MJOYNER@Rollins.edu. Below this message, there are two options: 'Add to my calendar.' and 'Edit this reservation.' (highlighted with a red box).

EMS My Events Megan Joyner

Event Name Meeting

Event Type Meeting

Client College of Liberal Arts (CLA)

1st Contact Name Megan Joyner

Phone 4076462673

Booking Tools

- Cancel Reservation
- View Reservation Summary
- Send Invitation
- Add to My Calendar

Bookings

CURRENT PAST  Include cancelled bookings

Cancel Bookings Booking Tools [New Booking](#)

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Thu Aug 12, 2021	2:30 PM	3:30 PM	ET	Kathleen W Rollins Hall - Room 131 - Conference Room - CCLP Area	1	(none)	Confirmed
Thu Aug 12, 2021	5:00 PM	6:00 PM	ET	Kathleen W Rollins Hall - Room 131 - Conference Room - CCLP Area	1	(none)	Confirmed

# Editing or Cancelling Your Event

- Select MY EVENTS.
- Click the blue name of the event you would like to edit.
- Most tasks can be accomplished in the Reservation Tasks panel or the area above your booking(s).
- Please cancel your room reservation if you do not end up needing the room!

# ANY QUESTIONS?

Contact Olin Library Circulation

P: 407-646-2521

E: [Circ@rollins.edu](mailto:Circ@rollins.edu)