Leeds Team Room Reservations in VEMS

1. Browse to VEMS at [https://vems1.colorado.edu](https://vems1.colorado.edu)
   a. Login with your CU Identikey and password:

   
   ![Sign In](image)

   

2. Under the “My Home” section click “book now” next to KOBL Team Room Reservations. **NOTE:** MBA students may also select “KOBL MBA Team Room Reservations.”

   
   ![KOBL Team Room Reservations](image)

   **MBA Students:**
   MBA students may reserve either MBA or non-MBA team rooms, choose the appropriate option below to check availability for your time and date:

   
   ![KOBL MBA Team Room Reservations](image)

   ![KOBL Team Room Reservations](image)

3. Enter Date, Start Time, and End Time and click “Search”:
4. Click the + sign next to the appropriate team room.

<table>
<thead>
<tr>
<th>Rooms You Can Reserve</th>
<th>Cap</th>
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<tbody>
<tr>
<td>Koelbel Business Work...</td>
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<tr>
<td>Koelbel 100M Libr...</td>
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<td>Koelbel 100N Libr...</td>
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<td>Koelbel 100S Libr...</td>
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<tr>
<td>Koelbel 365A Tea...</td>
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<tr>
<td>Koelbel 365B Tea...</td>
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</table>

5. Confirm your selected team room appears under “Selected Location”: 
6. Click the “Next Step” button, you may have to scroll down the page to see the “Continue” button.

7. On the services tab just click “Next Step” since additional services are not available for team rooms.

8. On the Reservation Details page fill in all required information:
   a. NOTE: If the “Customer” and “Requestor” fields below are blank please contact schedule@colorado.edu for assistance.
   b. If your account is activated the “Customer” field will be “STUDENT” and “Requestor” field will be “temporary contact”
   c. Enter the appropriate information for all required fields:
9. Click “Create Reservation” to confirm your reservation. You will also receive an email confirmation that the Team Room has been reserved.

Reservation Created

Reserved!
A confirmation email has been sent to Rex.Headd@colorado.edu
Sample email confirmation:

Mon 10/10/2016 5:45 PM

University of Colorado Room Request <umc-eventsplanning@Colo>

Room Request Summary

To: Rex Headd

If there are problems with how this message is displayed, click here to view it in a web browser.

Bing Maps  Action Items  +  Get more apps

Reservation ID: 264455
Customer: Rex Headd

11/14/2016  12:00 PM  1:00 PM  KOBL Work  Koelbel 365C  Team Room  Confirmed

Your Teamroom reservation is complete, please review the details below:

Please forward this email to any other students you are working with. Your team must vacate the room 5 minutes prior to the end time.

<https://vems1.colorado.edu>

NOTE: Your reservation will also show up under the “My Events” tab on http://vems1.colorado.edu.