Using the new Scheduling System

(Note: This does not seem to be working on the “Chrome” browser on the Mac)

The first time you log in, you will not have access to the College of Music rooms. It could take at least 48 hours before you will have access. You should receive an email with confirmation by then. If you do not, please contact music-scheduling@colorado.edu.

1. Log in using your identikey (not email address) and password at https://vems1.colorado.edu/Login.aspx

2. Click the “Reservations” button. Then click on the “MUSIC Faculty/Staff Request” button.
3. Start with a date/time (you can change this at the next step as well) or use the “Recurrence” button for weekly/monthly booking. If you want, you can also use the “Availability Filters” to narrow the list down to, for example, just rooms with pianos. Once you’re ready, click the “Find Space” button.

4. If there is an available room that works for your event, click the green “+” sign next to that room.

You can also change the date and time to the left. As you see below, you can use this method to select different times, dates and rooms for the same event (for example, rehearsals taking place on different days/times).

Once you are satisfied with your room selections, click the “Details” tab.
5. Enter the title of your event in the “Event Name” box. Change the “Event Type” if necessary. Enter your full name, phone number and email address. Click the “Submit” button.

6. Once your request has been received and processed, you will receive a confirmation email. If you want to view all your requests, you can click the “View My Requests” link under the “Reservations” tab.

Send an email to music-scheduling@colorado.edu if you have any questions.

Other Useful Scheduling Links

Room Schedules can be viewed on our website at:
http://www.colorado.edu/music/rooms

The Faculty Planning Calendar can be viewed on our website at:
http://www.colorado.edu/music/planning

Recital information can be found on our website at:
http://www.colorado.edu/music/recitals

If you have a Guest Artist coming, you must complete the online form located on our website at:
http://www.colorado.edu/music/guests