EMS
Making A Reservation - Computer

To login from your computer: [https://vems1.colorado.edu/login.aspx](https://vems1.colorado.edu/login.aspx)

- If you have not used EMS, please “Sign In” using your **IDENTIKEY**. Once your account is created, the admin of the EMS system will add you to the THDN Scheduling page. **This could take up to 24 hours.** If you have not been added after that, please email thdnreservations@colorado.edu
- Once added to the THDN scheduling page, follow the steps below.

  - Log in using your **IDENTIKEY**

  ![Login Screen](image1.png)

  - At the right side of the page, click “book now” to start your reservation.

![Reservation Screen](image2.png)
- Fill out the “Date”, “Start” and “End Time”. Click “search”. The calendar you see on the right, is the day that you have picked. This makes it easy to see what is available that day.

- The time you requested shows up between the red lines. Click on the blue “+” sign to select the room you want. Keep in mind; studios are restricted by degree program. To view restrictions, please visit our website at http://www.colorado.edu/theatredance/about-us/calendars.
Your room choice will show at the top of the page. Click “Next Step” on the right hand of the page.

Ignore the next screen. We do not have set up options for any of our rooms.

Fill out everything with an asterisks (*). If your name is not listed under “requestor”, use “temporary contact”.

The “Customer” will always be Theatre and Dance.
• Click on “Create Reservation” to submit

3 Reservation Details

• When you submit your request, you will get a confirmation page and the status will say “requested”. Once the request is approved, the status will change to confirmed. If unable to confirm reservation, the booking will be denied.

Reservation Created

Reserved!
A confirmation email has been sent to kameron.stavin@colorado.edu

What would you like to do now?
> Add to my calendar.
> Edit this reservation.

• To cancel a reservation, click “Cancel Bookings”. You may also cancel bookings from the reservations tab – “View My Requests”

*You will receive an email confirmation once the booking has been confirmed*

To request more than one day at a time

• Log in using your Identifier.
• At the right side of the page, click “book now” to start your reservation.
• Click on “Recurrence” to select multiple dates.
• Pick between a daily, weekly, monthly or random recurrence.
• Click on “Apply Recurrence”

![Recurrence Image]

• You will be given a list of spaces that best fit your request. Keep in mind; studios are restricted by degree program. To view restrictions, please visit our website at http://www.colorado.edu/theatredance/about-us/calendars.

![Room Search Results Image]

• Your room choice will show at the top of the page. Click “Next Step” on the right hand of the page
• Fill out everything with an asterisks (*). If your name is not listed under “requestor”, use “temporary contact”.
• The “Customer” will always be Theatre and Dance
• Click on “Create Reservation” to submit

*You will receive an email confirmation once the booking has been confirmed*

Updated 10/7/16