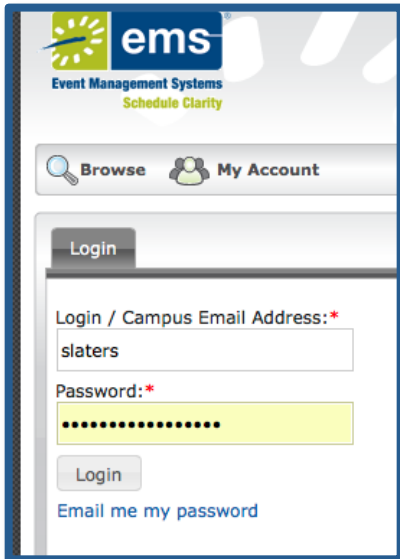


Using the new Scheduling System

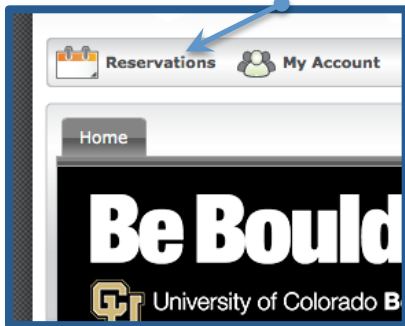
(NOTE: THIS DOES NOT SEEM TO BE WORKING ON THE "CHROME" BROWSER ON THE MAC)

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>

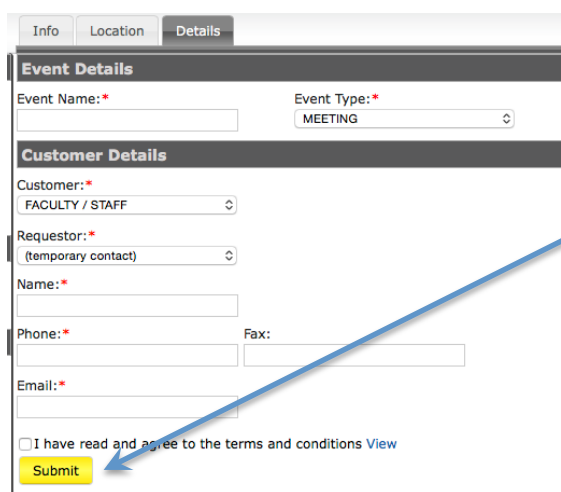


2. Click the "Reservations" button. Then click on the "MUSIC Faculty/Staff Request" button.



Using the new Scheduling System

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.



The screenshot shows a web form with three tabs: 'Info', 'Location', and 'Details'. The 'Details' tab is active. The form is divided into two sections: 'Event Details' and 'Customer Details'. In the 'Event Details' section, there is a text input for 'Event Name:' and a dropdown menu for 'Event Type:' with 'MEETING' selected. The 'Customer Details' section includes a dropdown for 'Customer:' (set to 'FACULTY / STAFF'), a dropdown for 'Requestor:' (set to '(temporary contact)'), a text input for 'Name:', and two text inputs for 'Phone:' and 'Fax:'. Below these is an 'Email:' text input, a checkbox for 'I have read and agree to the terms and conditions' with a 'View' link, and a yellow 'Submit' button. A blue arrow points from the top right towards 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>