

Virtual Event Management System – How to Guide

Issue logging in?

Use your HMC credentials
(without the @hmc.edu)

How do I request resources
in hallways, lobbies, and
other common areas?

Send an e-mail to
events@hmc.edu

How do I cancel a request I
made? What if I didn't make
the reservation?

To cancel your
web reservation,
go to 'My
account' - 'View
my Reservations';
select the
reservation name
and click the red
X under 'Actions'.
If you did not
make the
reservation,
please email
events@hmc.edu
to request your
reservation be
canceled.

How do I find the room I
am looking for?

Once you log in, select 'Submit a
Request', and choose a type of space.
*Each page will describe the rooms
included in that type*

Why should I not choose
'Search ALL space' every time
I begin a reservation?

The Hoch-Shanahan PDRs are now
automatically confirmed when
you choose the 'Hoch-Shanahan
PDRs' option. If you use the
'Search ALL Space' option you will
need to wait for a confirmation
email.

Would you like VEMS to tell
you where your event could
be accommodated? Need
Ideas?

This would be a great time to use the 'Search
ALL Space' option. Make sure to enter an
accurate attendance count, date, and times,
then you will be given a list of all available
spaces that could host your event. This is great
for brainstorming!

What do I need to reserve a
van?

To reserve an HMC or DOS Van, you need to provide an
approved driver name and an account number to cover
the charges.

Virtual Event Management System – How to Guide

I would like to book an event with several locations. What is the best way to do this?

The classroom for tomorrow looks available but I am unable to reserve the space, is there a problem with VEMS?

When you would like to place a reservation less than 48 hours before your event, or less than 4 hours before your event for a PDR, please contact events@hmc.edu or call x74559

When planning a larger event, e.g. a meeting with several meeting rooms and a luncheon, it is best to use the 'Search ALL Space' option and then 'Add to the reservation'.

Once the first location is booked, go to 'My Account' – 'View my Reservations' and click on the name of the reservation you would like to add to. Then on the right hand side, click 'Add to Booking'. It is helpful to have all reserved locations in one reservation number when planning larger events.

For any questions or assistance please contact
Elizabeth Lawrence, Facilities Use Coordinator, x74559 or events@hmc.edu