Virtual Event Management System – How to Guide

Issue logging in?

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

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*

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!

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

Send an e-mail to events@hmc.edu

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.

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.

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.

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> 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 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.

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

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