VEMS

- Go to [www.salisbury.edu/reserve](http://www.salisbury.edu/reserve). Click the yellow button that says “click to begin” on the right hand side. The site might already know who you are if you already signed in. If it does not recognize you, go ahead and fill out your info on the home page.

- After you fill out your information and the system confirms everything was saved successfully, please close the webpage. Once you open your browser return to the web page you will automatically be signed in and will be able to choose the appropriate form and complete your request.

  - Click on request space and choose the form that fits what kind of event you are requesting. If you are unsure which form to use, please reference the form definitions on the home page.

  - Once you choose the form you want, fill out your date, time and attendance then click “find space.”

  Hint: The blue bars indicate when a room is not available.

  - When you find the room or rooms you want to book, click on the little green plus sign beside them. Your chosen rooms will start to appear at the top of the list.

  Hint: If you have chosen the multi-room form, you can change your date and time. Then click “find space” again. The multi-room form will only allow you to add resources at the booking details page that at the end. They will not show up below your event details.

  - Once you choose your other rooms for the other dates and times, you can either click “continue” at the bottom or click the “details” tab at the top. Fill out your event name and type.

  - If this is your first time requesting in the new system, click the magnifying glass beside the customer field to look up the customer or department the event should be under. Click the green plus sign to choose the customer you want. Close that window and your chosen customer will appear in the drop down of the customer menu. If you have put in a request before, the customers that you are associated with will show in the drop down choices.
-Please choose “temporary contact” in the contact drop down if you do not already see your name. Fill out your name, phone number and email. If you have requested space before your name will appear in the drop down menu and you will be able to choose your name and it will auto-fill your information.

-Fill out the rest of your event info then click “submit.” The form will now go to a booking details page. If you have forgotten to add anything or need to change something, you can do it here. If everything is the way you want it you can click “back to my requests” at the top right, you can go and fill out another type of form or exit.

Hint: If you need to go back in to edit or cancel anything, go to “my account” then choose “my requests.” Click on the event name of the request you want. This will bring you to the booking details page as well.

Adding Resources/Services (Booking Details in VEMS)

Adding Resources/Services (Booking Details in VEMS)

-Once you come to the booking details page click on the green plus sign under services. Choose the services type you want to add. Then choose the item in that service or resource then click save.

-If you need to edit the location or cancel a booking or edit other aspects of your request, click on the little pencil and paper icon under actions. Or use any of the selections on the upper right hand side as well.

If you have any questions please contact the Facilities Reservations office at 410-548-3344.