**QUICK GUIDE**

VIRTUAL EVENT MANAGEMENT SYSTEM (VEMS)

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**Step 1:** Go to [www.cedarville.edu/eventrequest](http://www.cedarville.edu/eventrequest). Use your Cedarville University login credentials.

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**Step 2:** Under the Reservations menu select the form based on your relationship to Cedarville University.

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**Step 3:** Fill out all of the **RED asterisk (*)** and click find space.

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**Step 4:** Select the room by clicking on the **GREEN PLUS**. To remove a room (after you have selected it) click on the **RED X**. Click continue at the bottom of the screen.

![Image of the VEMS interface](image1)

**Step 5:** Fill out the detail tab and then click **SUBMIT**.

![Image of the VEMS interface](image2)

**IMPORTANT:** When choosing student/organization/department details choose the magnify glass and search for it. If it is not there let us know by emailing rooms@cedarville.edu or choose faculty/staff/student. Once you do this the first time it will be there for future use. If your name does not come up in the 1st contact list choose the temporary contact and finish the form.

As a reminder you must have a room reserved before you secure other services on campus.

Event Services – Room Reservations – rooms@cedarville.edu or 766-4474