

HOW TO VIEW ROOM AVAILABILITY IN EMS

Updated: April 2019

Go to uvm.edu/ems

Log into the EMS Portal

Click on "LOCATIONS"

Click on the calendar to change to the date you would like to view

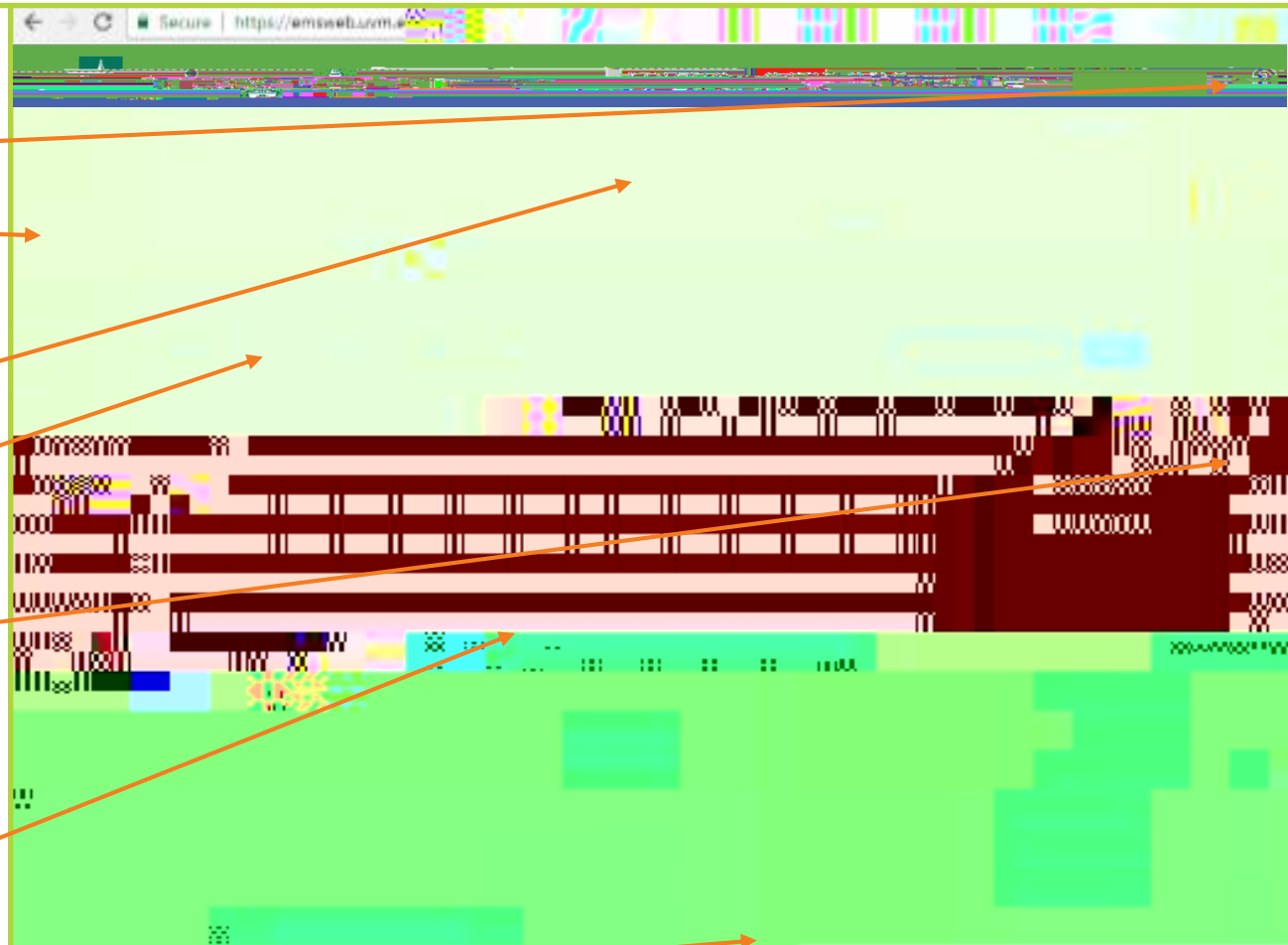
Use the arrow tabs to advance day by day

Scroll down to view the different spaces. Don't use the large scroll bar, as this only moves the page on the screen and doesn't actually scroll down the list.

Rooms are listed in alphabetical order.

The thick gray lines are event times.

The skinny gray lines are the setup and breakdown times for the event.



Tip: If you can't view the full name of the room, hover over the room name and a box will pop up.