Using the Cypress College Calendar of Events
(Virtual Event Management System, VEMS)

Welcome to the Cypress College Calendar of Events

THE RESERVATION SYSTEM IS FOR DISTRICT EMPLOYEES ONLY
Cypress College • 9200 Valley View St. • Cypress, CA 90630-8897

Please note all requests require advance notification. See below for the details:

**INTERNAL EVENTS:** Must be submitted a **minimum of 14 Business Days** in advance of the activity/event.

**STUDENT CLUB ACTIVITIES / EVENTS:** Please fill out the Club Actvts Request Form (located under the Forms tab) and give the request to your Student Advisor. If approved, the Advisor will submit the request (online) a **minimum of 15 Business Days** in advance of the activity/event.

**OUTSIDE RENTALS:** Contract must be received a **minimum of 6 weeks** in advance of your requested date(s) of rental. All paper work (contract, payment, insurance, permits, etc.) if approved, must be received **one month** prior to the event date/s. Contact Betty Germanero for a rental contract and/or additional information.

**FINE ARTS, the THEATER and THEATER LOBBY:** Due to the many classes, theater productions, technician staffing needs, rehearsals, set building, etc., these rooms cannot be reserved online. In order to request a date, you must submit an Activity and/or Facility Request Form and send it to the Facilities Office in a timely manner for initial processing.

For more information, please contact Betty Germanero in the Facilities Office.

Phone: 714.484.7388; E-mail: bgermanero@cypresscollege.edu

Cypress College ~ Facilities Office

Betty Germanero
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714-484-7388

August 9, 2012
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1. Cypress College Events Website
   - Go to the Cypress College website. The link for the “Calendar of Events” can be found under Quicklinks.
   - The link is: http://event.nocccd.edu/VirtualEMSCampus_CC/
   - The link can also be found on myGateway in the Employee Tab.

2. Creating Your Account
   - Point to “My Account” and click on Create Account.
   - Fill in the User Info.
   - Your E-mail address will be your LOG IN userid.
   - Fill in the rest of the information as shown.
   - Once your account is created, if you ever forget your password, just click on the “E-mail me my password”

3. Calendars
   - ATHLETIC CALENDAR
     The Athletic Calendar takes you to the Cypress College Athletic web page. You can find out all about Athletic events taking place at Cypress.
   - CAMPUS CALENDAR
     The Campus Calendar takes you to the Cypress College News and Events web page that lists all the events taking place at the campus.
   - CLASS CALENDAR
     When you click on this link, the class calendar will open showing you all the classes taking place in a monthly calendar.
   - FUNDRAISER CALENDAR
     This calendar will show you the various fundraisers that are taking place no the campus.
4. **Rentals, General Info, Forms, Maps**

- These tabs will have various information regarding rentals, various forms, etc., that you may need, including the CCFAR, Dining and Catering Services form, and Guidelines.

5. **Reservations**

There are 3 kinds of reservations:
- **Activity/Event with a Fundraiser**
- **Activity/Event without a Fundraiser**
- **Requesting Swap Meet Space.**

When you put in a request, there are "sections" that may, or may not, need to be filled out depending on your activity. Each Reservation Request has the sections of information appropriate for that activity. Below you’ll find each possible section with information on how to fill it out.

PLEASE NOTE: Swap Meet Space is for INTERNAL CAMPUS REQUESTS ONLY. Call the Facilities Office prior to requesting swap meet space. Space is very limited. The Facility Office will request the space with the Swap Meet personnel. If approved, you will be notified and at that time, you can put in the Swap Meet Request. This process replaces the Activity and/or Facilities Request form. It will still be necessary to fill out a CCFAR form.

- **Date, Time, Setup, Building, Room**

This screen is where you input the date(s), start and end times, building and area.

- **Date:** Enter the date(s) of the event.

- If the activity is a **RECURRING** activity (same room and time occurring on multiple dates), click on the **Recurrence button** (located to the right of the date).

- Enter in the start and end times.

- Enter the pattern (daily, weekly, monthly, random). If the date pattern isn’t available, click on RANDOM and select the dates you need.

- **Start / End Times:** Enter the time you need the area. If you need additional time to set up make sure you request that time. Ex: If your activity starts at 2:00 p.m., but you want to get things ready 30 minutes before, you will put the start time as 1:30 p.m. You can click on the clock icon to select a time, or you can enter in the following format: 2p (for 2:00 PM) or 2:30p (for 2:30 PM).
• **Facilities:** Click on the drop down arrow and select the building you’d like to have the activity in.

  NOTE: If the event is a fundraiser and it isn’t in a specific building, select the building called “FUNDRAISERS.”

• **Attendance:** Enter the maximum number of people attending/participating.

• **Setup Type:** If the room requires a special setup, please select from the possible setups listed. Please note that not all setups are available for all rooms.
  - **Square:** Tables setup in a square configuration with chairs on the outside.
  - **Chevron:** Tables are set up in a V-Shape configuration.
  - **Classroom:** Tables are set up facing the front of the room in a standard classroom style.
  - **Rectangle:** Tables are set up in a rectangular configuration with chairs on the outside.
  - **As-is:** The room is taken “as-is.”

• Click on **Find Space.**
  You will see a list of rooms that are available at that time. (If you selected a building you will see only the rooms in that building.)

  Make sure the room you select will hold the number of people for your activity. The capacity is shown to the right of the room name.

  In the example to the right, you can see there is already something scheduled in room 414.

• **To select a room, click on the green “+” sign.**
  This will move the room up to the “Selected Locations.”
• Once the room has been selected, click on the DETAILS tab to continue (located above the room selected).

• **Event /Group Details**

  • Enter in the **Event Name**.
  
  • Enter in the **Event Type** from the choices in the drop down menu.
  
  • **Group**: A group is a department name or the name of an outside group. If you don’t have a group listed when you click on the down arrow, you will need to associate yourself with a group. You only need to do the set up once!
    - Click on the magnifying glass.
    - A search box opens.
    - Enter in the first letter of your department followed by a %. EX:  A%
    - This will show you a list of everything beginning with the letter “A”
    - HINT: Enter % to see all the available groups.
    - Click on the “+” to add your department.

  • **1st Contact**: Click on the drop down arrow. If your name is listed, select it. If it isn’t listed, click on “Temporary Contact” and fill in the information (phone, fax, e-mail). You can contact Betty Germanero to have your information entered under that department.

  • **2nd Contact**: Optional.
• **Other Information**

If your activity/event is partnering with another organization, list the name(s) in the box provided. Please enter in the full name - not just an acronym.

<table>
<thead>
<tr>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are partnering with another organization, enter the NAME/S below.: Yes. Cypress Men's Baseball is partnering with ABD Baseball Academy.</td>
</tr>
</tbody>
</table>

• **Offsite Activity**

- If the activity is taking place offsite, place a check in the SMALL box.

- A box for any “Special Instructions” will appear.

- Enter the NAME AND ADDRESS of the off campus venue. Please note that both name and address are required! If both are not provided the Request cannot be processed and it will be returned to you.

- It is also required that you fill out a Field Trip Cost Sheet and turn it into the Vice President’s office. The form can be located under FORMS on the menu bar of the ‘Calendar of Events’ main web page.

• **Fundraising Information**

<table>
<thead>
<tr>
<th>Fundraising Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are having a fundraiser during your event you will need to fill in the following information.</td>
</tr>
</tbody>
</table>

- **Fundraising**: Place a check in the SMALL box. This will prompt a box for “Special Instructions” you may have.

- Enter in a description of the Fundraising Activity. Ex: Selling candy bars. You **MUST** include the budget number.
• **Bursar’s Office**

If you are receiving any funds from the Bursar Office prior to, you need to:

- Place a check mark in the SMALL box if funds will be needed.
- In the “Special Instructions” box, enter in the budget number and what you need, example: cash box, change, etc.
- **You are still required to fill out the CCFAR request and recap forms.** These are located under **FORMS** on the Event Management main page.

• **Guests / Vendors**

- **When is insurance required?**
  If anyone outside of the campus is participating in the event, proper insurance is required to be filed in the Facilities Office **one month prior** to the event.

• **Will this Event Be Catered?**

- **When is a Health Permit required?**
  If any outside caterer is participating in the event, a Health Permit and Food Handlers Permit is required to be filed in the Facilities Office **one month prior** to the event.

  - Place a check mark in the small box indicating which caterer you are using.
  - If an **outside caterer** is being used, you must:
    - **Enter the name of the caterer.**
    - A copy of the Liability Insurance, a Health Permit and a Food Handlers Permit **MUST** be on file in the Facilities Office **one month prior** to the event.
• Academic Computing Needs

- If you need equipment from Academic Computing, place a check in the small box for the item you need.
- Enter in the quantity needed.
- Enter any special instructions in the box provided.
- If you hold your mouse over the item, a pop up box will tell you additional information. See the sample to the right for additional information about the Multi Media Cart.

• M&O Needs

- If you need items from Maintenance and Operations, place a check in the small box for the item you need.
- Enter in the quantity needed.
- Enter any special instructions in the box provided. (Example: where you need something set up)

• Campus Safety Needs

- Place a check mark in the small box if you have any needs for Campus Safety.
- Put detailed information in the special instructions box provided.
- Note: Special Parking. If you have special needs in regards to parking or reserved areas, put an explanation in the box. Example: needing a drop off/pick up area.
6. Checking Your Request

Once the Request Has Been Submitted: Once your request has been submitted there are several steps that need to happen prior to it being approved.

• The Facilities Office receives the request and reviews it.

• Depending on the space being used, who is asking, what kind of event, etc., the Facilities Office will send out Approval Requests to various people. (Status = Pending Final Approvals)

• Each Approver will sign into EMS (the Calendar of Events) and review the request and approve or deny the request.

• Once the request has been approved, the request goes back to the Facilities Office for final processing.

• Final processing includes confirming the event, sending out notifications for services requested, and a confirmation is sent to the requestor letting them know the event has been approved. (Status = Confirmed)

Checking the Status of Your Request: At any time, you can check your reservation to see where it is in the process.

• Sign in to the online Calendar of Events.

• Point to Reservations, and click on VIEW MY REQUESTS.
Status Definitions

- **Web Request** means that the request was put in via the web and has not been reviewed.
- **Pending Final Approvals** means that the request has been reviewed by the Facilities Office and Requests for Approvals has been sent out.
- **Confirmed** means that the event received all the approvals necessary and the Facilities Office has completed final processing.
- **Cancel** means that the Facilities Office has canceled the event.
- **Web Cancel** means the requestor has canceled the event.

7. Editing an Event

How to Edit an Event
You’ve requested the event, but now you need to edit it. No problem! You can edit, add and cancel just about anything as long as the reservation **has not been confirmed!** Once the event is confirmed you will need to work with the Facilities Office to edit, add or cancel anything.

- Sign into the Calendar of Events (VEMS)
- Point your cursor to ‘Reservations’ and click on ‘My Reservations’
- Select the reservation and click on the name of the event.
- Once the reservation opens you will see **options** to the right.
- **Edit Reservation**: You can edit the event name, the group and contact information.
- **Add Booking**: This allows you to add another date(s), time(s) and room(s) than the original booking. See “Entering an Event That Has Multiple Dates, Rooms, and Times”.
- **Cancel Services** allows you to cancel things you have asked for, such as tables, chairs, equipment, etc.

NOTE: You can also click on the green plus sign to add or edit services to each booking.

- **Cancel Bookings** allows you to cancel a booking.

NOTE: You can also click on the red ‘X’ to cancel a booking, or the pencil to edit a booking.
• **Cancel All Bookings** allows you to cancel the entire reservation. Once the reservation has been confirmed, you will need to contact the Facilities Office to cancel the event.

• **Add booking to personal calendar** allows you to add the event to your personal calendar. A dialog box will open asking if you want to save or open the file. If you “open” it the meeting will be imported into your calendar.

• **Booking Tools** allows you to easily change the date and/or time to multiple events at the same time.

**Entering an Event That Has Multiple Dates, Rooms, and Times**
You can enter a reservation using multiple rooms on multiple dates, but the time is the same. For example, I can book an event that uses room 100A and 100B in the Business Building on April 1st and April 2nd from 10 a.m. to 12 noon (on each of the days). The rooms are being used on the same dates and same times. But what happens if I need different times?

• Enter one part of the event using one (or more) rooms with one time frame.

• Once the first part of the event has been entered and submitted, you need to **add a booking** to your original reservation. You will need to click on the name of the event for the reservation to open and see the option “Add Booking”.

• Click on **Add Booking** and you are able to enter in another date(s), room(s) and a different time than the original request. Please notice that you only need to select the dates, rooms and times. There aren’t options to add services (additional tables, chairs, etc). Repeat “Add Booking” for all of the rooms and different times needed for the event.