

VIRTUAL EVENT MANAGEMENT SYSTEM (VEMS) USER GUIDE

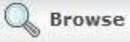
Logging in:

- 1) Login at <http://uscschedule.usc.edu/login.aspx>

Your username will be your entire USC email address including the @usc.edu suffix. If you don't already have a user name or password, place a [request](#) [insert link to place a scheduling request] with Technical Services and Operations.

Viewing the VEMS Calendar, Browsing for Space:

Viewing available space: VEMS provides a useful chart indicating all of the available spaces within an Annenberg facility on a specific day. To access this chart, please do the following:

1. Under  click "**Browse for Space.**"
2. Click  in the upper right corner. Choose a date you want to browse.
3. Choose the building you want to view: "**Annenberg School for Communication**" or "**Wallis Annenberg Hall**" from the drop down list, under "**Facilities**".
4. You will now have an overview of all the rooms and scheduled reservations happening in those rooms for that day.



5. To gather more information for any of the previously scheduled functions, hover your cursor over the reservation name.

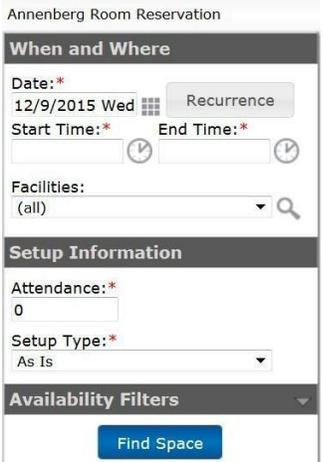
Reserving Space:

VEMS allows you to reserve available space in an ASCJ facility during building open hours. The

system will not offer spaces that conflict with the parameters of your search. For example: Rooms that are already scheduled will not be available for booking. Also, if you request a room that seats 50 people, it will only show rooms that have this seating capacity.

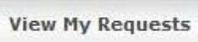
Making an Online Reservation:

1. Click  and  select
2. Under **“When and Where”** and **“Setup Information”** fill out the form with the date, time, facility and other required details. Fields that are required have a red asterisk.
3. Click **“Find Space.”** You will see a list of available rooms on the right of that menu under **“Availability.”**
4. To see the features of a room, click the name under **“Location”** and a pop up will appear listing the room’s features.
5. When you find the room you want to reserve, click  under **“Select”**. This will add it to your **“Selected Locations”** area.



- i. You can select more than one room if needed. To release a selected room and choose another, click  in the upper left corner, next to the event information, and then go back to the available room selection below.
6. Once you have selected your room, click  at the bottom or click the  tab and fill out all required information.
 - i. Fields that are required have a red asterisk next to them .
 - ii. Select your department and name from the drop down menu.
7. When you are done, click 

To view your reservations and the status of your requests:

Click  in the upper right corner. This provides all of the information pertaining to your request, including location, and service information.

a. To edit or cancel a reservation, click on the name or your function to enter the **“Reservation Details”**.

- i. To cancel a reservation, click . To edit a reservation click [Edit Reservation](#)

For any other inquiries, please call us at (213) 740-5297, or visit one of Technical Services and Operations’ offices, located at ASC 124 and ANN L103.