How to Edit Reservations in Virtual EMS
Go to [http://virtualems.cca.edu/](http://virtualems.cca.edu/) and log into EMS by selecting My Account

Use your email address minus the @cca.edu
Use your email password as the password
Hover your cursor over Reservations and select View My Requests.
Choose the event you want to edit by clicking on the title.

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>GROUP</th>
<th>FIRST BOOKING</th>
<th>LAST BOOKING</th>
<th>STATUS</th>
<th>LOCATION</th>
<th>HAS SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>18690</td>
<td>Randy's Meeting</td>
<td>Operations</td>
<td>10/26/2011</td>
<td>10/26/2011</td>
<td>Confirmed</td>
<td>SF - Graduate Center 1 - GC6 (Seminar Room)</td>
<td>No</td>
</tr>
</tbody>
</table>
### Editing Options

<table>
<thead>
<tr>
<th>Reservation Id</th>
<th>Group Name</th>
<th>Primary Contact Name</th>
<th>Phone</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>18689</td>
<td>King, Randy</td>
<td></td>
<td>415.551.9206</td>
<td></td>
</tr>
</tbody>
</table>

**Event Details**
- **Event Name**: Randy's Kick Butt Event
- **Event Type**: Meeting Faculty/Staff
- **10 Digit Budget Code**: 0123456789

**Contact Information**
- **Contact present during event Name**: 
- **Phone**: 415.551.9206

**Additional Options**
- **Edit Reservation**
- **Add Booking**
- **Cancel Services**
- **Cancel Bookings**
- **Cancel All Bookings**
- **Add booking to personal calendar**
- **Booking Tools**

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**Bookings**

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>SERVICES</th>
<th>DATE</th>
<th>TIME</th>
<th>TITLE</th>
<th>LOCATION</th>
<th>STATUS</th>
<th>SETUP</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="x" alt="Delete" /></td>
<td><img src="+" alt="Add" /></td>
<td><img src="%F0%9F%94%8D" alt="View" /></td>
<td>11/9/2011 Wed PM</td>
<td>Randy’s Kick Butt Event</td>
<td>SF - 80 Carolina - Carolina 101</td>
<td>Web Request Pending</td>
<td>Academic Setup (20)</td>
</tr>
</tbody>
</table>

- **View Selected Services (Furniture and/or AV)**
- **Add/Edit Services (Furniture and/or AV)**
- **Change Event Name, Date, Time Location and/or Attendance**
- **Cancel Event**
Change Event Name, Date/Location and/or Attendance

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Randy’s Kick Butt Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Tuesday, November 15, 2011</td>
</tr>
<tr>
<td>Location</td>
<td>SF - 80 Carolina - Carolina 101</td>
</tr>
<tr>
<td>Event Time</td>
<td>12:00 PM - 5:00 PM</td>
</tr>
</tbody>
</table>

**Group Name**: Operations  
**Primary Contact Name**: King, Randy  
**Contact**: 415.551.9206

After clicking the 🔄 button, editing your event is as simple as re-submitting your request.
Add or Edit Services

After clicking on the plus icon, you will have the option to add or edit services. If you already have services requested, clicking the pencil icon will allow you to edit quantities or add notes. Clicking the minus icon will delete your requested services. To add additional services, you’ll need to click the service category (the arrow above is showing you where you would click).
After clicking 🔄 you are able to view the services that you have selected along with any special instructions you indicated.