Creating an Account in Virtual EMS

- Visit events.pdx.edu
- Click Sign in, and enter your ODIN Credentials to complete sign up.

Making Reservation Requests

- Sign in to Virtual EMS.
- Select "Book Now" from the navigation bar. This will send you to the reservation portal.

- In the portal, you will have multiple options to view rooms. Set your date and time parameters in this area (if this is for a reoccurring event, click "recurrence").
Making Reservation Requests Cont.

- From this point, the current availability calendar/list will appear under search results.
- To refine your search for a certain configuration or for a specific room, follow the prompts below:
  
  **Search by Set-Up Type**
  - Click Add/Remove under Setup Types
  - This will prompt a new window to open, allowing you to select a number of different arrangements.
  - Select your desired configuration in this window.
  - Once your configuration is selected, input the attendance number under "Number of People".
  - Click "Search" to view all available rooms.
  - In the availability calendar, click the Plus Button to add the room(s) you want. To remove, press the Minus Button.
EMS ONLINE PORTAL GUIDE

- **Search by Specific Room**
  - Expand the "I Know What Room I Want" bar.
  - Search for your desired room number or name in the search bar.
  - Click your desired result.
  - A new window will appear where you can input your desired configuration for this room.
  - Input configuration, and press click room. Follow the same protocol to add or remove rooms as shown above.

Making Reservation Requests Cont.

- Once you have selected your rooms, click "Next Step" located in the right hand corner of the availability calendar/list.

- A new page will load, prompting you to input the "reservation details.
- Complete all required fields:
  - Event Name, Type, Organization, All Additional Information, and the Billing Reference

⚠️ Reservations Cannot Be Made For Events Less Than 72 Hours In Advance Of Start Time

Continue ➤
Making Reservation Requests Cont.

- If you need to add any information that you do not see prompted in the above fields, enter it in the final space provided.
- Once all fields are completed, click "Create Reservation" to submit.

I Submitted My Request, Now What?

- Once you submit, you’ll see a screen that the reservation has been created. This sends the request to the Conference & Event Services Office (CESO) to review and process a confirmation. Your reservation is **NOT** confirmed until you receive the confirmation from CESO directly to your email.
- To review the status of your request, you can visit the “my events” section to see all of your request details.

Questions, Comments, Concerns?

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