How to Browse for Space

There is a feature in EMS that will let you select a specific day and see what spaces are available. Please follow the steps below to get to this feature.

I. Log into your Virtual EMS account

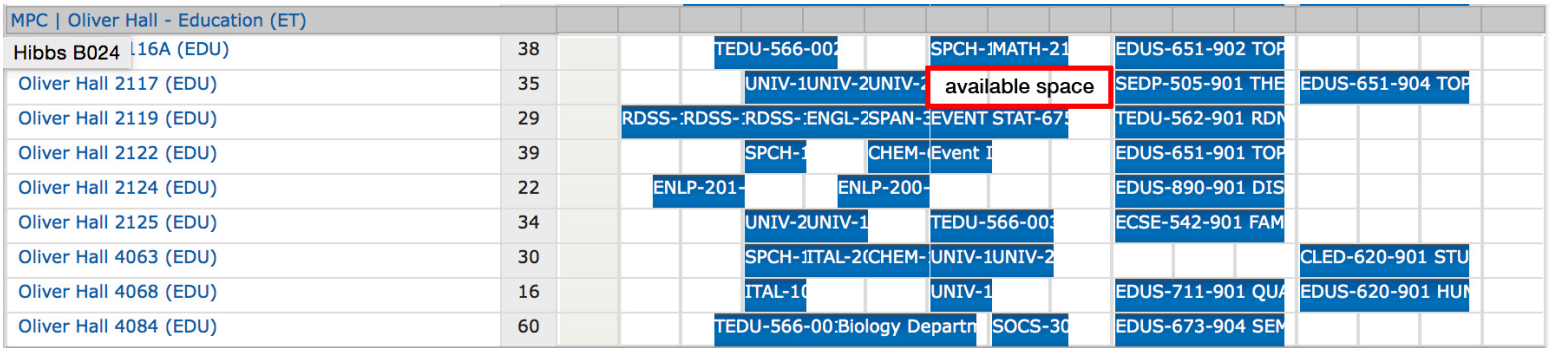
II. Scroll down to Browse and select Space Availability Grid
A GRID WILL APPEAR

III. Select Filter in the upper right hand corner
A CALENDAR WILL APPEAR

IV. Select the date you wish to see space availability

V. When done, select Apply

VI. On the grid, Locate the space you desire
Please make sure to focus on the white open spaces. This means that space is available. The colored boxes means that the space is unavailable



For issues or concerns, please contact VCU Conference and Scheduling Services

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