

# Help Requesting Capitol Room Reservation

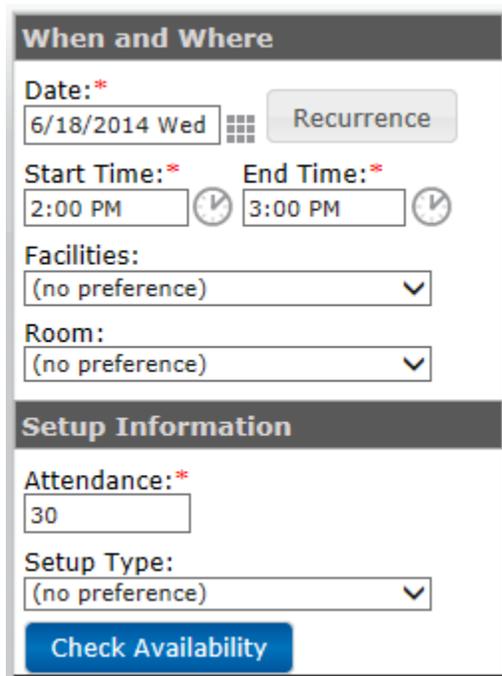
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## Purpose

This document is to assist the public in using the Event Management website to request a room reservation at the capitol.

## Instructions

1. Goto <https://apps.leg.state.or.us/virtualems/> A link is also available on the Public website under Citizen Engagement – Scheduling an Event.
2. Select the **Reservations** tab
3. From the Reservations drop down select **Request a Room Reservation or Performance Time**
4. From the *When and Where* box fill in the: **Date**, **Recurrence**, **Start Time**, **End Time**, and choose a **Facilities**, (location: Capitol, or Capitol Steps and Outside Areas),

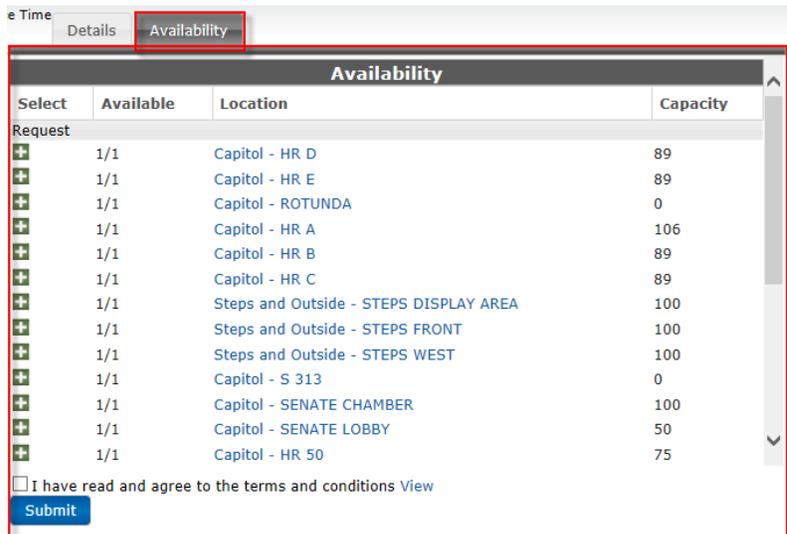


The screenshot shows a web form with two main sections: 'When and Where' and 'Setup Information'.  
**When and Where** section includes:  
- **Date:** A text box containing '6/18/2014 Wed' and a calendar icon, followed by a 'Recurrence' button.  
- **Start Time:** A text box containing '2:00 PM' and a clock icon.  
- **End Time:** A text box containing '3:00 PM' and a clock icon.  
- **Facilities:** A dropdown menu with '(no preference)' selected.  
- **Room:** A dropdown menu with '(no preference)' selected.  
**Setup Information** section includes:  
- **Attendance:** A text box containing '30'.  
- **Setup Type:** A dropdown menu with '(no preference)' selected.  
At the bottom of the form is a blue button labeled 'Check Availability'.

5. From the Setup Information menu enter the number of attendees in **Attendance** and optionally specify a **Setup Type**.
6. Click **Check Availability**.
7. From the list of Available rooms, select one by clicking this icon . If no rooms show up, try adjusting the parameters of your search. (parameters are date, times, facilities, attendance, setup type)

# EMS External - New Reservation Job Aid

8.



**Note:** For more information about each room, click on the Name in the **Location** column.

Example picture below:



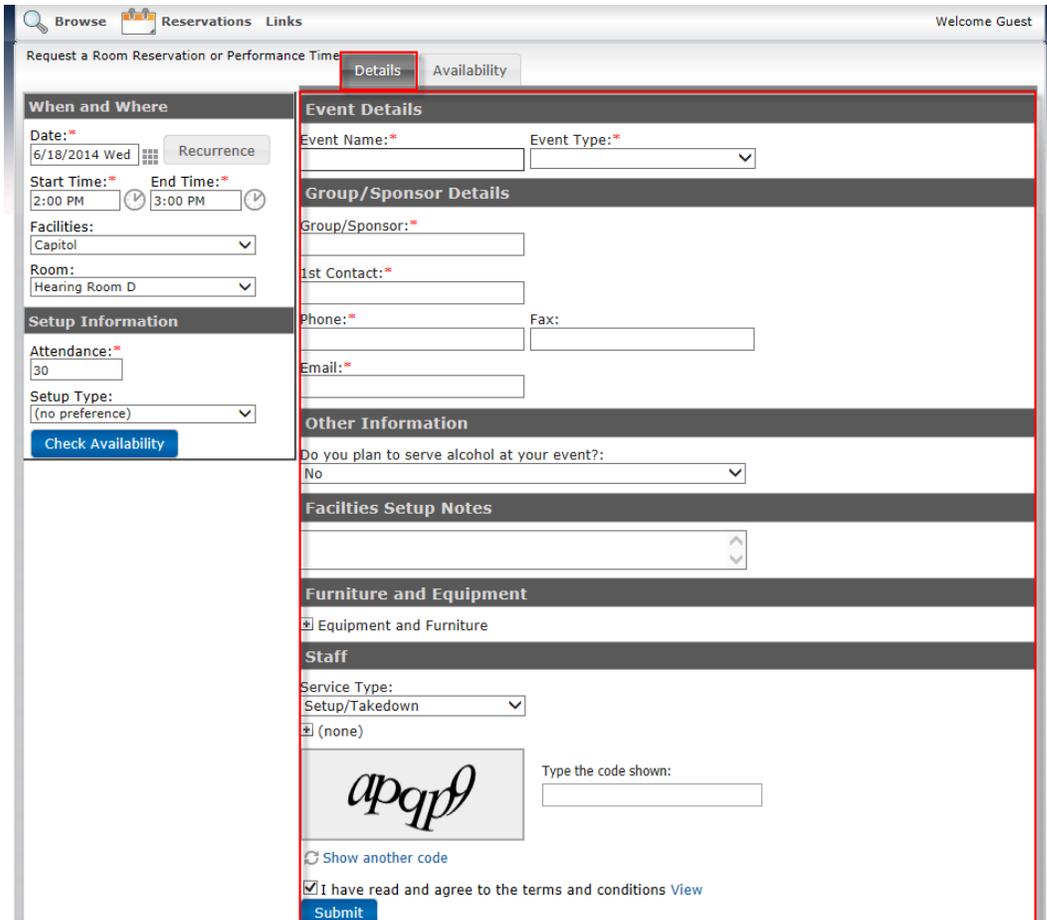
9. Once a room is selected, fill in the the Details tab, and complete the event information: Event Details, Group/Sponsor Details, Other Information, Facilities Setup Notes, Furniture and Equipment, and staff.

# EMS External - New Reservation Job Aid

## Note:

- Fields with a red \* next to them have to be filled in.
- Click the  icon to expand, or  to close groups.
- Once complete, click *I have read and agree to the terms and conditions* check box

10. Click the **Submit** button when finished



The screenshot shows the 'Details' tab of a reservation form. The 'When and Where' section includes fields for Date (6/18/2014 Wed), Start Time (2:00 PM), End Time (3:00 PM), Facilities (Capitol), and Room (Hearing Room D). The 'Event Details' section has Event Name and Event Type fields. 'Group/Sponsor Details' includes Group/Sponsor, 1st Contact, Phone, Fax, and Email. 'Setup Information' has Attendance (30) and Setup Type (no preference). 'Other Information' includes a checkbox for 'Do you plan to serve alcohol at your event?' (No). 'Facilities Setup Notes' is a text area. 'Furniture and Equipment' has a checkbox for 'Equipment and Furniture'. 'Staff' includes Service Type (Setup/Takedown) and a checkbox for '(none)'. A CAPTCHA image is shown with the text 'Type the code shown:' and a 'Show another code' link. At the bottom, there is a checked checkbox for 'I have read and agree to the terms and conditions' and a 'Submit' button.



The screenshot shows the Oregon State Legislature Capitol Events Scheduling page. The header includes the Oregon State Legislature logo and the text 'Oregon State Legislature Capitol Events Scheduling'. The page displays a 'Thank You' message: 'Thank you for submitting a request to reserve a meeting time or performance time at the Oregon Capitol. We will contact you within 48 hours to discuss additional details and confirm your reservation. If you have any questions, please contact the Capitol Events Desk at 503.986.1384 or [capitol.events@state.or.us](mailto:capitol.events@state.or.us) .