

You can go out to VEMS (<https://ems.drake.edu/EmsWebApp/>)

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Select the appropriate action from this page

- **To Cancel the Entire Reservation** – Select the “**X CANCEL RESERVATION**” option from the Reservation Tasks menu
- **To Cancel Specific Bookings w/in the reservation**
  - Select the “**CANCEL BOOKINGS**” button and you can select multiple books at once OR
  - Click on the **RED CIRCLE w/ WHITE LINE** to the left of each booking
- **To Add Additional Bookings to your reservation**
  - Click the “**NEW BOOKING**” button
- **To Change the date / time / location / set-up / attendance for a Specific Booking** – click the **PENCIL** icon to the left of the booking
  - You can also change the attendance & set-up type directly from the main event page
- **To Add Technology or Additional Event Information** – select the “**ADD SERVICES**” option from the Reservation Task menu
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Make sure you save your changes by clicking **SAVE RESERVATIONS DETAILS.**

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