Follow the **pink** boxes to guide you through Abrahamson House reservations

WILLIAM & MARY | William & Mary Reservations

Sevelow-Lee, Jade

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

A/V Requests

Registrar Controlled Public Clas...

SITE HOME   MY HOME

Welcome to EMS (Event Management System), William & Mary's online reservation system for campus spaces, facilities, equipment and events.

Sign in with your W&M Username and password on the W&M CAS login page. Click here if you are not automatically directed to CAS.

Browse current reservations by clicking the **EVENTS** option from the menu on the left. Please login to make, request, edit, or cancel a reservation.   Return to the main menu by clicking on the **HOME** option at the top of the page.

Instructions

Make a Reservation

Edit a Reservation

Cancel a Reservation

Reservations for:

Athletics

Conferences

Law School

Miller Hall

School of Education

VIMS

William & Mary Washington Center

HOME

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My Reservation Templates

To Reserve a Small Vessel	book now	about
To Reserve a VIMS Vehicle	book now	about
To Reserve Lodging at VIMS	book now	about
To Reserve Space at VIMS	book now	about

✕ To Reserve Lodging at VIMS ⓘ

🛒 My Cart (0)   **Create Reservation**

1 Rooms   **2** Reservation Details

New Booking for Tue Jun 4, 2024

Next Step

Date & Time

Date *

Tue 06/04/2024   📅   **Recurrence**

Start Time *   End Time *

1:00 PM   🕐   10:00 AM   🕐   **DO NOT TOUCH THE TIME**

Create booking in this time zone

Eastern Time ▲▼

Locations   **Add/Remove**

Abrahamson House

Search

⊘ Let Me Search For A Room

Number of People

1   ▲▼

Search

⊘ I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

Sevelow-Lee, Jade

Recurrence

Repeats	Daily	Remove Recurrence

○ Every `1` day(s)

○ Weekdays Only

Start Date   `Tue 06/04/2024` 📅

● End Date   `Wed 06/05/2024` 📅   (2 occurrences)

○ Number Of Occurrences   `1` occurrence(s)

Start Time   `1:00 PM` 🕐   End Time   `10:00 AM` 🕐

Create booking in this time zone

`Eastern Time`

Apply Recurrence	Close

Choose your check in and check out dates and select apply recurrence.

DO NOT TOUCH THE TIME

✖ To Reserve Lodging at VIMS ⓘ

🛒 My Cart (0)   **Create Reservation**

New Booking for Tue Jun 4, 2024

Next Step

Date & Time

Date *
`Tue 06/04/2024` 📅   **Recurrence**

Start Time *   End Time *
`1:00 PM` 🕐   `10:00 AM` 🕐

Create booking in this time zone
`Eastern Time`

Locations	Add/Remove

Abrahamson House

Search

Selected Rooms

Your selected Rooms will appear

Room Search Results

Rooms matching your search crit

○ **Let Me Search For A Room**

Number of People

`1`

Search

○ **I Know What Room I Want**

🛒 My Cart (0)   Create Reservation

1 Rooms   **2** Reservation Details

New Booking for Mon Jul 15, 2024   Next Step

Date & Time

Occurs every day, effective Mon Jul 15, 2024 until Fri Jul 19, 2024 from 1:00 PM to 10:00 AM Eastern Time. (5 occurrences)

Recurrence

Locations   **Add/Remove**

Abrahamson House

Search

Select search

⊘ Let Me Search For A Room

Number of People

1 ⇕

Search

⊘ I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

✕ To Reserve Lodging at VIMS ⓘ

🛒 My Cart (0)   **Create Reservation**

1 Rooms   **2** Reservation Details

New Booking for Mon Jul 15, 2024

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Date & Time

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Recurrence

Locations	Add/Remove
Abrahamson House	

Search

⌄ Let Me Search For A Room

Number of People

1 ⌃⌄

Search

⌃ I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST

☐ Favorite Rooms only.

Find A Room   **Search**

Room	Available ⌄	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Reserve							
⊕ Abrahamson 201 Master, Double Bed	5/5	Abrahamson House	Second Floor	ET	1	25 per Unit	▬▬▬
⊕ Abrahamson 203, Double Bed	4/5	Abrahamson House	Second Floor	ET	1	25 per Unit	▬▬▬

Choose 1 room (or more if you are booking multiple rooms) by clicking the add (+) button.

The numbers here tell you how many days that room is available in the dates you chose. 5/5 means it is available all of the days.

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Attendance & Setup Type ✕

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees

[1]

[Add Room] [Cancel]

✕ To Reserve Lodging at VIMS ⓘ

🛒 My Cart (0) [Create Reservation]

New Booking for Mon Jul 15, 2024

[Next Step]

Date & Time

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[Recurrence]

Locations	Add/Remove

Abrahamson House

[Search]

⊘ Let Me Search For A Room

Number of People

[1]

[Search]

⊘ I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST

☐ Favorite Rooms only.

[Find A Room] [Search]

Room	Available ⌄	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Reserve							
⊕ Abrahamson 201 Master, Double Bed	5/5	Abrahamson House	Second Floor	ET	1	25 per Unit	
⊕ Abrahamson 203, Double Bed	4/5	Abrahamson House	Second Floor	ET	1	25 per Unit	

Create A Reservation   My Events   Events   Locations   People

❓ Sevelow-Lee, Jade

✕ **To Reserve Lodging at VIMS** ℹ

🛒 My Cart (1)   **Create Reservation**

1 Rooms ▸ 2 Reservation Details

New Booking for Mon Jul 15, 2024

Next Step

Click here once you have chosen your room.

Date & Time

Occurs every day, effective Mon Jul 15, 2024 until Fri Jul 19, 2024 from 1:00 PM to 10:00 AM Eastern Time. (5 occurrences)

Recurrence

Locations   **Add/Remove**

Abrahamson House

Search

⚙ **Let Me Search For A Room**

Number of People

1

Search

⚙ **I Know What Room I Want**

Selected Rooms   ✏ **Attendance & Setup Type**

⊖ Abrahamson 201 Master, Double Bed (5 of 5 occurrences)

This is your selected room, clicking the minus (-) button will remove the room..

Room Search Results

LIST

☐ Favorite Rooms only.

Find A Room   **Search**

Room	Available ⌄	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Reserve							
⊕ Abrahamson 203, Double Bed	4/5	Abrahamson House	Second Floor	ET	1	25 per Unit	▬▬▬

☰ WILLIAM & MARY | Create A Reservation

❓ Sevelow-Lee, Jade

✖ To Reserve Lodging at VIMS ⓘ

🛒 My Cart ( )   **Create Reservation**

1 Rooms ▸ **2** Reservation Details

THEN, click here.

Reservation Details

Event Details

Event Name *

ADD YOUR GUEST'S NAME HERE

Event Type *

Private Use ⬍

Group Details

Group *

YOUR DEPARTMENT ⬍   🔍   Add your department and name here.

1st Contact

YOUR NAME ⬍

Add an index number AND that index number's budget approver if it is not yourself.
If the stay is being paid for by the guest you MUST write external AND the guest's email address.

Failure to provide this information may result in cancellation of your reservation.

Billing Information

Index Number or "External" REQUIRED *

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Registrar Controlled Public Clas...

Reservation Created

A confirmation email has been sent to jsevelowlee@wm.edu

What would you like to do now?

> Add to my calendar.

> Edit this reservation.

PLEASE NOTE YOU MAY NOT RECEIVE AN AUTO CONFIRMATION EMAIL AS THE EMS SYSTEM IS NOT ALWAYS COOPERATIVE. I WILL SEND A CONFIRMATION EMAIL FOR SIGNATURE WHEN I REVIEW NEW RESERVATIONS.

Your reservation has now been created.

Check in is at 1:00pm
Check out is at 10:00am

Please remember that you are responsible for picking up keys for you or your guests during business hours on the door of Waterman's 228.