

VIRGINIA WESTERN EVENTS CALENDAR

(?)

Please complete the form below to submit your state vehicle reservation request. Fields marked with an * are required to complete the form submission. Your request will be forwarded to the appropriate administrator for review and approval. You will receive email notifications when your request is approved.

* Indicates a Required Field

Event Information	
<i>This information will be included in the Event Details.</i>	
* Event Name:	Reason for travel (name of conference/workshop/training/meeting, etc)
* Event Description:	City, state traveling to/from
Event Categorization:	State Vehicle Reservation
Submitter Information	
* First Name:	Tara
* Last Name:	Nepper
* Email Address:	tnepper@virginiawestern.edu
<input checked="" type="radio"/> My Event Contact Information is the same as above <input type="radio"/> My Event has different Contact Information	

1. EVENT INFORMATION

Event Name:

Enter the name of the reason for your travel. For example, *VCCA Conference*.

Event Description:

Enter the city and state you are traveling to/from. For example, *Lynchburg, VA*

Event Categorization:

Select State Vehicle Reservation

Submitter Information:

Name and email of person who will be driving the vehicle.

PLEASE NOTE: Drivers may be required to show valid driver's license when picking up keys.

Add Info

Click "ADD INFO" before proceeding

Schedule Information

I KNOW THE DATE/TIME OF MY EVENT NOT SURE I AM FLEXIBLE

Event Date(s)

*Start Date: *End Date:

Start Time: End Time: All Day

This event occurs only once

2. SCHEDULE INFORMATION

Enter the start and end dates that you need to reserve the vehicle.

The times refer to the time you want to pick up and the time you anticipate returning the vehicle.

DO NOT enter all day. FMS must know the time you need to pick up the vehicle.

PLEASE NOTE: Drivers may be required to show valid driver's license when picking up keys.

Choose Schedule

Click "CHOOSE SCHEDULE" before proceeding

Room Information

I NEED A ROOM FOR MY EVENT I NEED DIFFERENT ROOMS FOR DIFFERENT DATES I DON'T NEED A ROOM FOR MY EVENT

Advanced Search [View Room Availability](#)

Keyword Search: [Search](#)

Locations [Clear Selections](#) [Show Advanced](#)

(+) <input checked="" type="checkbox"/>	State Vehicle Reservation
---	---------------------------

Look Up Availability

Resource Information

I NEED A ROOM FOR MY EVENT

3. ROOM INFORMATION - Think of each vehicle as a room.

Click the box beside State Vehicle Reservation. All available vehicles will show up once you **click LOOK UP AVAILABILITY**.

Any vehicles not showing up are not available.

Click "LOOK UP AVAILABILITY" before proceeding

Room Information

I NEED A ROOM FOR MY EVENT

I NEED DIFFERENT ROOMS
FOR DIFFERENT DATES

I DON'T NEED A ROOM FOR MY EVENT

Availability Level: Matching All Occurrences

Change Facility Filter

Location - Building: [State Vehicle Reservation](#) - [College Vehicles for Use](#)

Select	Room	Room Type	Setup Option	Capacity	Setup	Tear Down
<input type="checkbox"/>	Chevy Impala - Car - Seats 4	State Vehicle				
<input type="checkbox"/>	Chevy Malibu - Car - Seats 4					
<input type="checkbox"/>	Chevy Uplander - Van - Seats 6					
<input type="checkbox"/>	Dodge Caravan #1 - Van - Seats 6					
<input type="checkbox"/>	Dodge Caravan #3 - Van - Seats 6					

Setup Time: Tear Down: Setup Count:

Setup Notes:

Choose Rooms

3. (cont) ROOM INFORMATION - Think of each vehicle as a room.

Place a check beside the vehicle(s) you wish to reserve.

If the vehicle you are requesting does not show up, it is not available.

Select CHOOSE ROOMS before proceeding.

**Click "CHOOSE ROOMS"
before proceeding**

Room Information

I NEED A ROOM FOR MY EVENT
 I NEED DIFFERENT ROOMS FOR DIFFERENT DATES
 I DON'T NEED A ROOM FOR MY EVENT

Availability Level: Matching All Occurrences Change Facility Filter

Location - Building: [State Vehicle Reservation](#) - [College Vehicles for Use](#)

Select	Room	Room Type	Setup Option	Capacity	Setup	Tear Down
<input type="checkbox"/>	Chevy Impala - Car - Seats 4	State Vehicle				

Setup Time:
 Tear Down:
 Setup Count:

Setup Notes:

Choose Rooms

3. (cont)

Check the box as indicated.

Select **CHOOSE ROOMS**

Click "CHOOSE ROOMS"
before proceeding

Room Information

I NEED A ROOM FOR MY EVENT I NEED DIFFERENT ROOMS FOR DIFFERENT DATES I DON'T NEED A ROOM FOR MY EVENT

The facility selection has been saved for your event schedule.

[Clear All Rooms](#) [Add Room To All](#)

2/11/2015 9:00:00 AM

Room	Setup	Teardown	Capacity	Notes	Actions
Chevy Impala - Car - Seats 4	0	0	0		Change Add Room X

[Confirm Room Selection](#)

3. (cont) If more than one vehicle is needed for your reservation, select ADD ROOM and select the additional vehicle(s) needed.

Be sure to click CONFIRM ROOM SELECTION before proceeding.

Click "CONFIRM ROOM SELECTION" before proceeding

Resource Information

I NEED A RESOURCE FOR MY EVENT

I DON'T NEED A RESOURCE FOR MY EVENT

Resource Category:

GPS

Resources/Items in Selected Category/Subcategory:

Qty

Resource Name

Notes

1

GPS

ADD

Qty

Resource Name

Notes

1

GPS

DELETE

Choose Resource(s)

Resources/Items Selected for your Event:

4. RESOURCE INFORMATION – If no GPS is needed, skip this step.

Select GPS from the drop down menu.

Put "1" in the QTY box

Click **ADD**

Click **CHOOSE RESOURCE(S)**

VIRGINIA WESTERN EVENTS CALENDAR

(?)

Please complete the form below to submit your state vehicle reservation request. Fields marked with an * are required to complete the form submission. Your request will be forwarded to the appropriate administrator for review and approval. You will receive email notifications when your requests have been processed.

* Indicates a Required Field

Event Information

EVENT NAME : Reason for travel (name of conference/workshop/training/meeting, etc)
DESCRIPTION : City, state traveling to/from [\[EDIT\]](#)
CATEGORIES : State Vehicle Reservation

Schedule Information

I KNOW THE DATE/TIME OF MY EVENT NOT SURE, BUT I'M FLEXIBLE
YOUR DATE SELECTIONS : 2/11/2015 9:00 AM to 2/20/2015 1:00 PM [\[EDIT\]](#) [\[DETAILS\]](#)

Room Information

YOUR ROOM SELECTIONS : Chevy Impala - Car - Seats 4 [\[EDIT\]](#)

Resource Information

I NEED A RESOURCE FOR MY EVENT I DON'T NEED A RESOURCE FOR MY EVENT

This information will not appear with the Event Details.

Click "SUBMIT REQUEST" to complete your reservation.

[Submit Request](#) [Cancel](#)

5. CHECK OVER THE INFORMATION TO BE SURE YOUR RESERVATION IS CORRECT.

You can change any information by selecting **EDIT**

Use **CTRL+P** to print a copy of the reservation for your files.

Select **SUBMIT REQUEST** to send your reservation request for approval.

You will receive an email confirming your request and another once your request is approved. **PLEASE KEEP THE SECOND EMAIL** and use the option to delete your reservation if your travel plans change.

Please note that drivers may be asked to present a valid driver's license when picking up keys.

Use the Calendar link on the FMS webpage to check vehicle availability.