## **GTevents Account Instructions**

- 1. Visit <a href="https://gtevents.gatech.edu/EmsWebApp/">https://gtevents.gatech.edu/EmsWebApp/</a>
- 2. First Time Users: Select Create an Account as shown below. Returning users will need to Sign In.

Georgia Tech (	Georgia	Tech Campus Res	ervation System	•
HOME	SITE HOME	MY HOME		
ROWSE				
EVENTS				
9 LOCATIONS	Sign In	User id *	Welcome, Guest.	
		Geeria -	Crea	te An Account
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How to Use GT Events		Password *		
Frequently Asked Questions				
Report System issues		Sign in		77

3. Complete the required fields. (Your email address will be your user name in the future.)

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4. Once logged in, please Select Create A Reservation and choose the Student Success Center (non GT and weekends) "Book Now" option.

← → C ▲ Secure   https://gtevents.gatech.edu/EmsWebApp/Default.aspx		My Reservation Templates	
Georgia Tech	Georgia Tech Campus Reservation System	wy reservation remplates	
HOME	SITE НОМЕ МУ НОМЕ	Student Success Center (non GT and weekends)	book now about
CREATE A RESERVATION			
	Welcome to Georgia Tech Campus I		
	Events)		11

5. Choose the Event Date, Event Start Time, & Event End Time.

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	1 Rooms 2 Services 3 Reservation Details		
New Booking for Tue Sep 19, 20	117		Next Step
Date & Time	Selected Rooms		
Date	Your selected Rooms will appear here.		
Tue 09/19/2017	Room See Results		
Start Time End Time	Rooms agy your accord criteria will appear here.		
5:00 PM O 6:30 PM O			
Create booking in this time zone			
Eastern Time (US & Canada)			
Locations Add/Remove			
Student Success Center			
Search			

6. A calendar of the building will be displayed. The white space indicates when a room is available. Click on the blue (+) sign to select the space. After selecting a room, you will be prompted to enter the Number of Attendees & select a Setup Type. Once this information has been entered, the event space will then be displayed under your Selected Rooms, and you can move on to the Next Step.

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astern Time (US & Canada)	e You Can Request	3 4 5 6 7 8 9 10	Date Tue 09/19/2017		Add Room Cancel
Search	Clary Theatre 140 <sup>2dmission in</sup>	Available	Start Time End Time	LIST SCHEDULE	
Let Me Search For A Room tup Types Add/Remove o preference)	Conference Room  Festival Suite 135	Society of Women	5:00 PM O 6:30 PM O	Favorite R	
× Student Su	uccess Center (non	GT and weekends) ① 1 Rooms 2 Services	<b>3</b> Reservation Details	े My Cart (1)	Create Reservation
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102 09/19/2017					
Start Time	End Time	LIST SCHEDULE			

7. Select any required **AV Equipment** and continue to the **Next Step**. Complete the additional **Reservation Detail** Fields (See below for **Group Details** Instructions) and select **Create Reservation**.

	1 Rooms 2 Services	3 Reservation Details	
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SC - AV Equipment		Services Summary	
AV Equipment	~	SSC - AV Equipment	1
A/V Package (Projection, Mic, Podium)	Dry Erase Board	<ul> <li>Info Session A/V Package (Projection, Mic, Podium)</li> </ul>	
Easel	Flip Chart (Paper NOT included)		
Info Session A/V Package (Projection, Mic,	LCD Projection (Screen Included)		
Microphone	Podium		
Projection Screen Only (MUST BRING OW			
Student Success Center (non			Create Reservation
	GT and weekends) <b>o</b> 1 Rooms 2 Services	F My Cart (1) C 3 Reservation Details	Create Reservation
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## **Group Details/Company Affiliation**

8. To locate your **Group/Company**, select the **Magnifying Glass** Icon & search for your affiliated organization. If your Company is not listed, please select **New Client** and proceed to enter your Contact Information.

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	1 Rooms 2 Services 3 Reservation Details	
Reservation Details		
Event Details		
Event Name *	Event Type *	
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Group Details		
Group *		
New Client 🔻		
1st Contact		
(temporary contact)	٩	
1st Contact Name *		
(temporary contact)		
1st Contact Phone *	1st Contact Fax	
1st Contact Email Address *		

<u>Congratulations! Your Reservation Request has now been sent to the GT Student Success Center</u> <u>Event Coordinator for review and approval.</u>

## \*\*\*DO NOT ADVERTISE YOUR EVENT UNTIL AN OFFICIAL CONFIRMATION & APPROVAL HAS BEEN RECIEVED\*\*\*

## **Questions?**

Please contact us for assistance!



Event Coordinator - Student Success Center

Georgia Institute of Technology

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