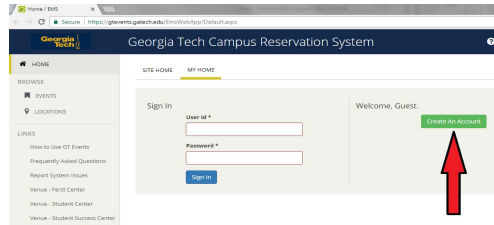
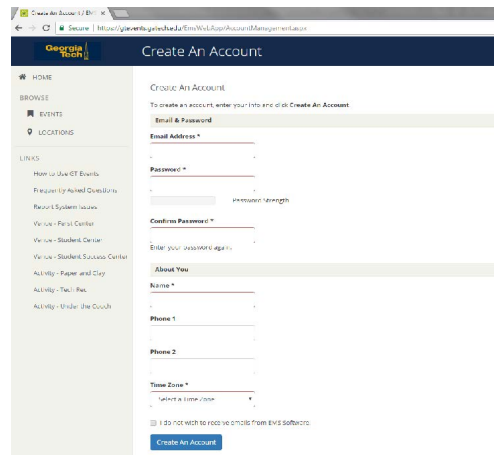


GTevents Account Instructions

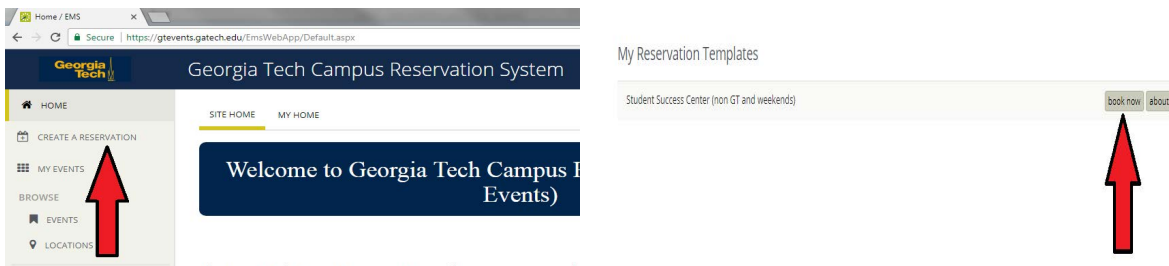
1. Visit <https://gtevents.gatech.edu/EmsWebApp/>
2. **First Time Users: Select Create an Account** as shown below. Returning users will need to **Sign In**.



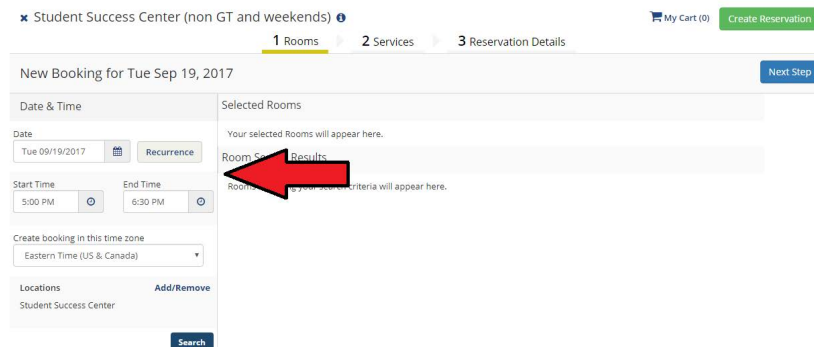
3. Complete the required fields. (Your email address will be your user name in the future.)



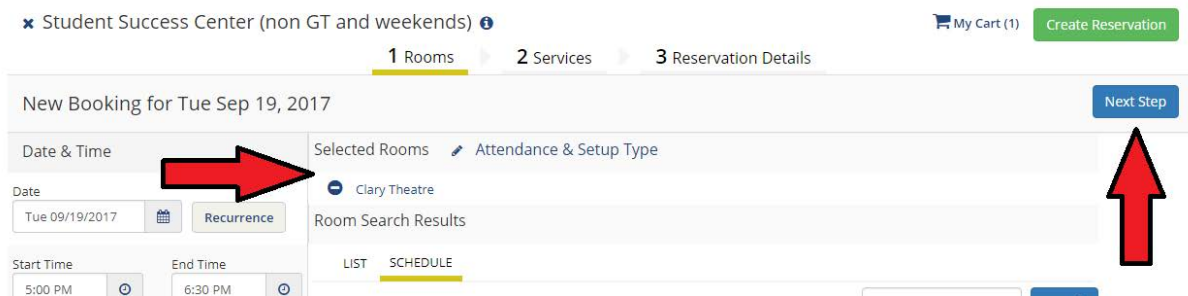
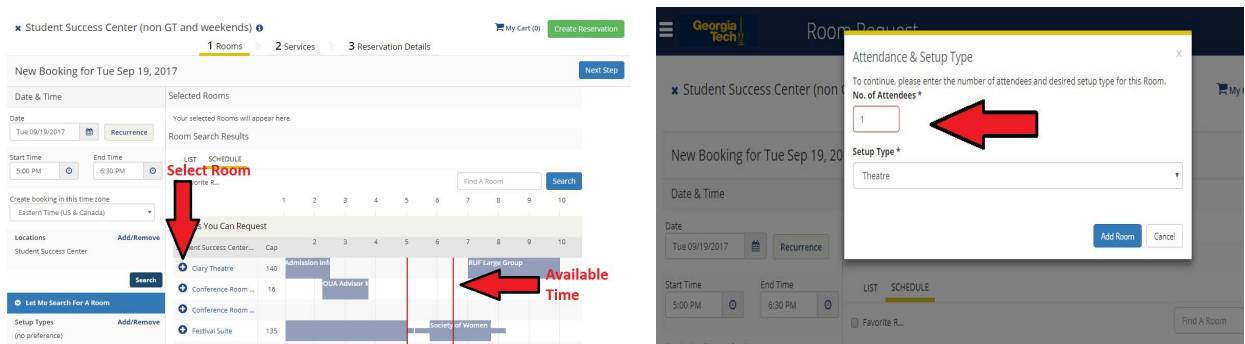
4. Once logged in, please Select **Create A Reservation** and choose the **Student Success Center (non GT and weekends)** "Book Now" option.



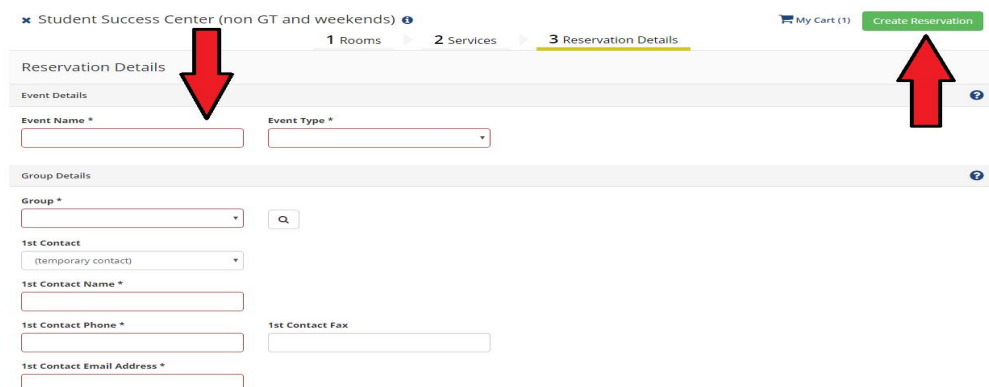
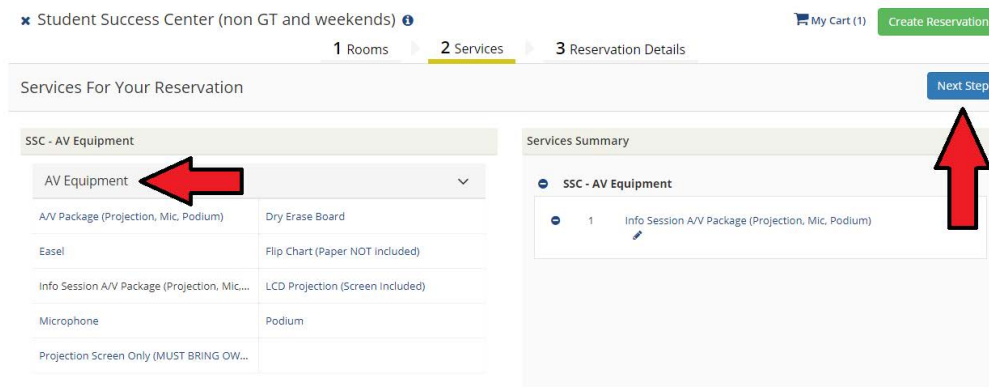
5. Choose the Event Date, Event Start Time, & Event End Time.



- 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.**

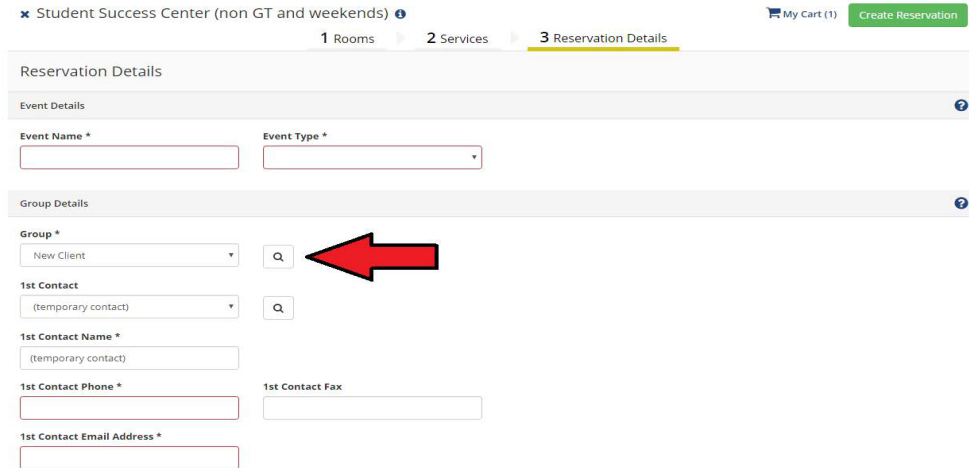


- Select any required **AV Equipment** and continue to the **Next Step.** Complete the additional **Reservation Detail Fields** (See below for **Group Details** Instructions) and select **Create Reservation.**



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.



The screenshot shows a web interface for a reservation system. At the top, there is a breadcrumb trail: "1 Rooms" > "2 Services" > "3 Reservation Details". A "My Cart (1)" icon and a "Create Reservation" button are also visible. The main form is titled "Reservation Details" and is divided into two sections: "Event Details" and "Group Details".

Event Details:

- Event Name * (text input field)
- Event Type * (dropdown menu)

Group Details:

- Group * (dropdown menu with "New Client" selected) and a magnifying glass search icon. A red arrow points to this search icon.
- 1st Contact (dropdown menu with "(temporary contact)" selected) and a magnifying glass search icon.
- 1st Contact Name * (text input field with "(temporary contact)" placeholder)
- 1st Contact Phone * (text input field)
- 1st Contact Fax (text input field)
- 1st Contact Email Address * (text input field)

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

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

Questions?

Please contact us for assistance!

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