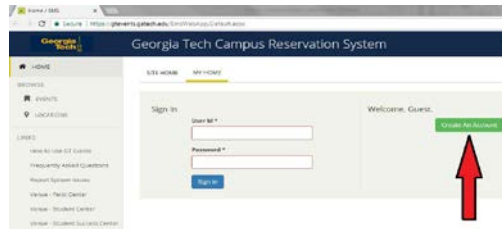
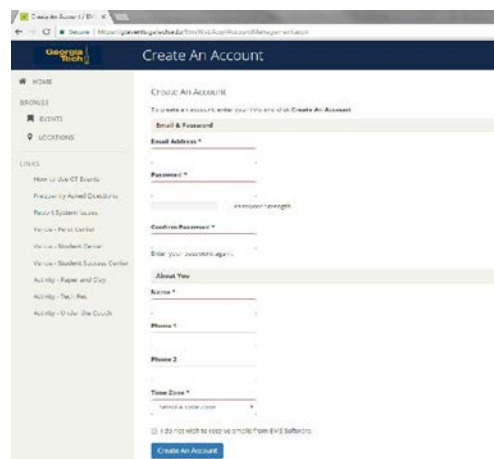


GTevents Account Instructions

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**.



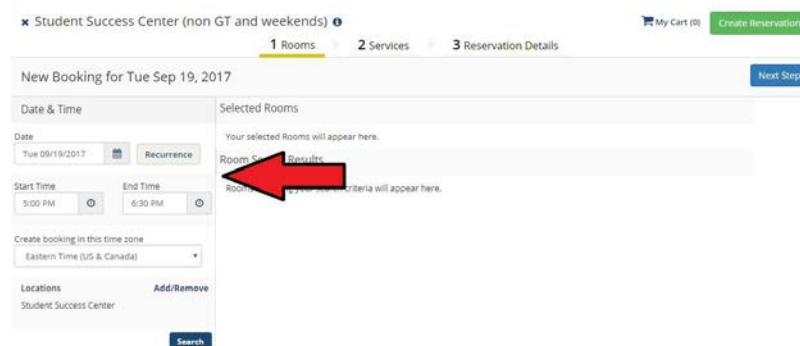
3. Complete the required fields. (Your email address will be your user name in the future.)



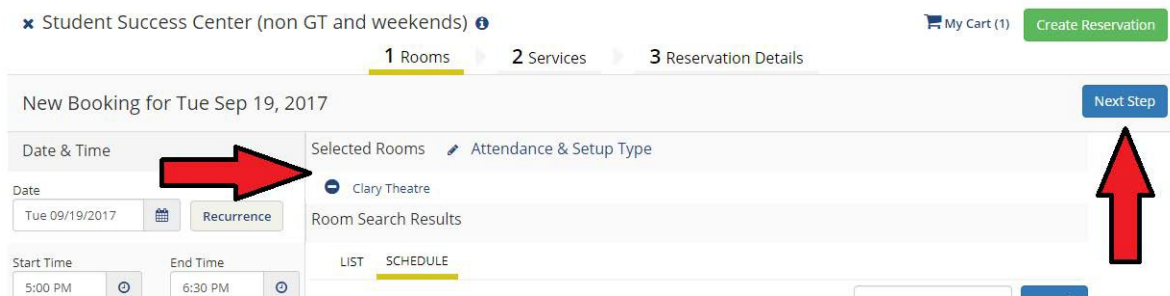
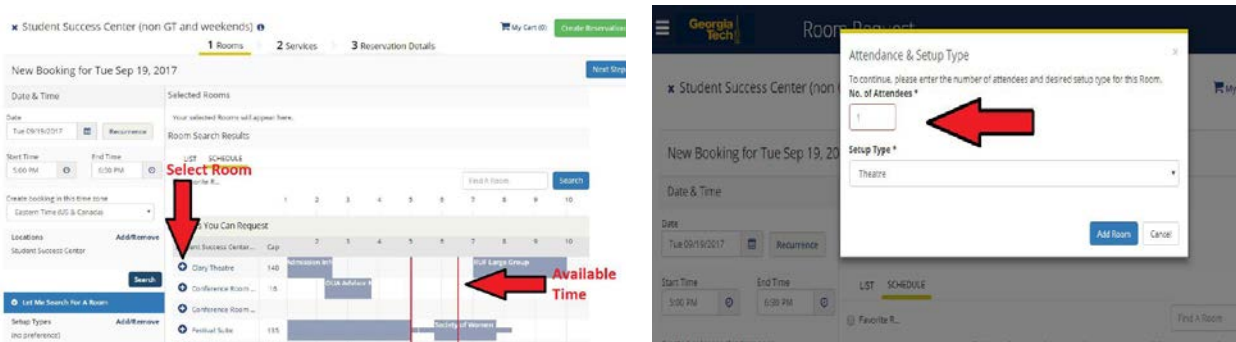
4. Once logged in, please Select **Create A Reservation** and choose the **Student Success Center (non GT and weekends) "Book Now"** option.



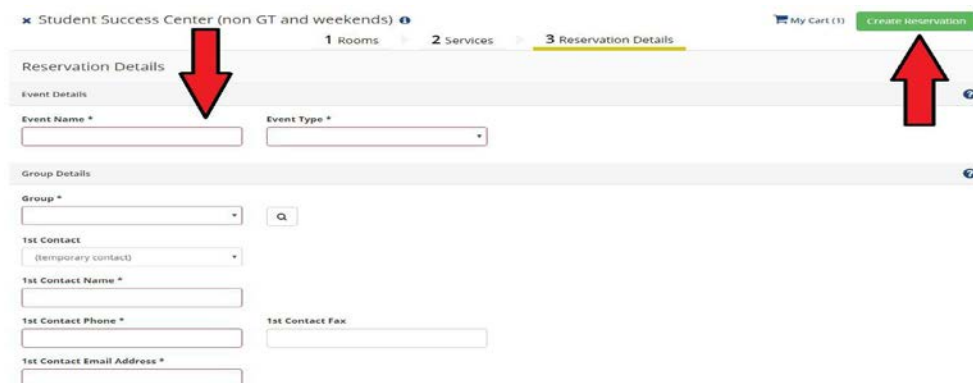
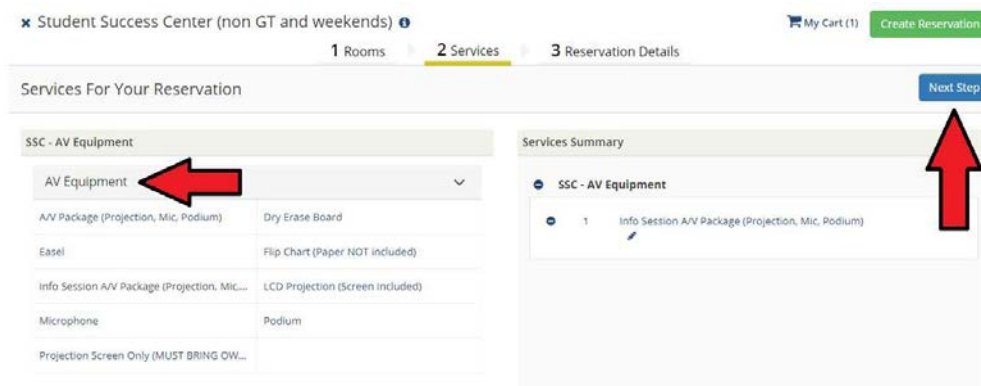
5. Choose the Event Date, Event Start Time, & Event End Time.



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.**

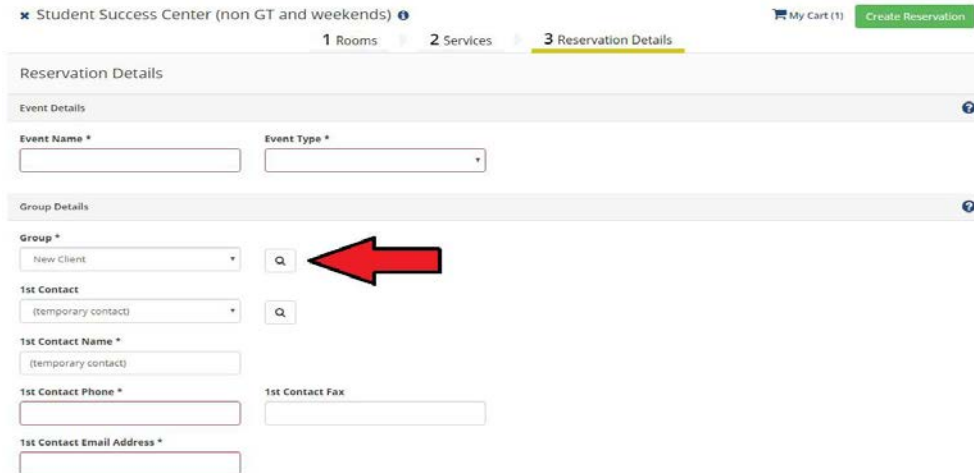


7. Select any required **AV Equipment** and continue to the **Next Step.** Complete the additional **Reservation Detail Fields** (See below for **Group Details** Instructions) and select **Create Reservation.**



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's a breadcrumb trail: "1 Rooms", "2 Services", and "3 Reservation Details". Below this, there are sections for "Event Details" and "Group Details". In the "Group Details" section, there is a dropdown menu for "Group*" with "New Client" selected. To the right of this dropdown is a magnifying glass icon, which is highlighted by a red arrow. Below the "Group*" dropdown are fields for "1st Contact" (a dropdown menu), "1st Contact Name*", "1st Contact Phone*", and "1st Contact Email Address*". To the right of the "1st Contact" dropdown is another magnifying glass icon. Further right are fields for "1st Contact Fax" and "1st Contact Email Address*".

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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Go Jackets! 