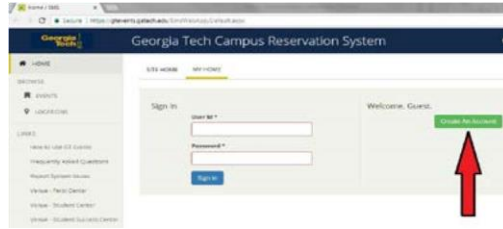
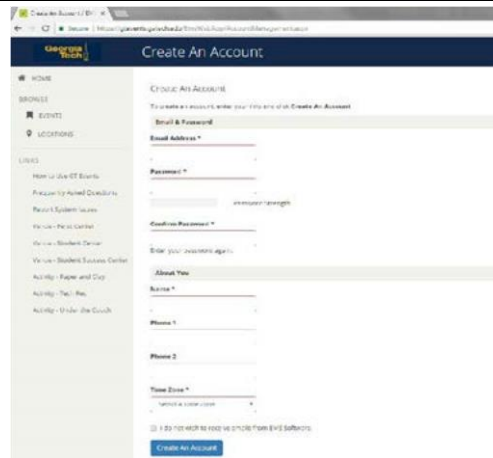


GTevents Account Instructions

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**.



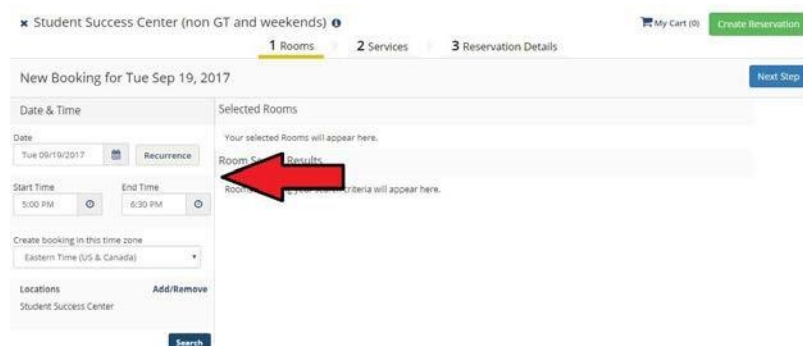
3. Complete the required fields. (Your email address will be your user name in the future.)



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

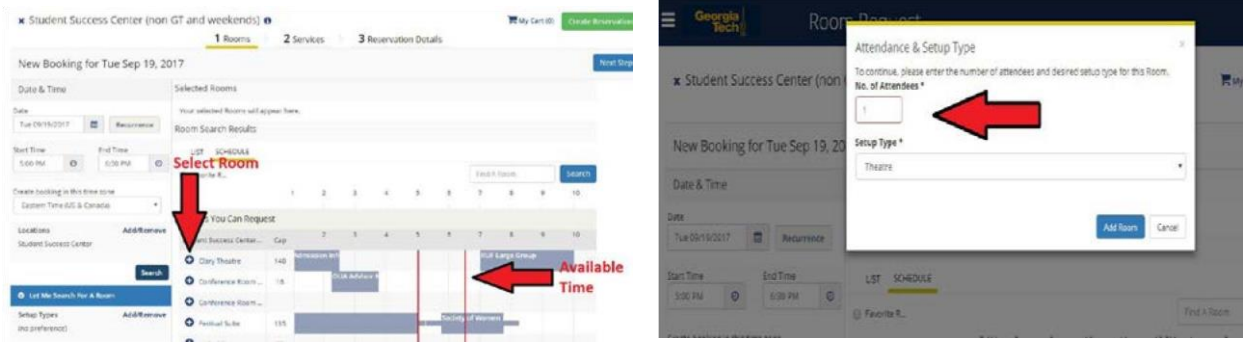


5. Choose the Event Date, Event Start Time, & Event End Time.

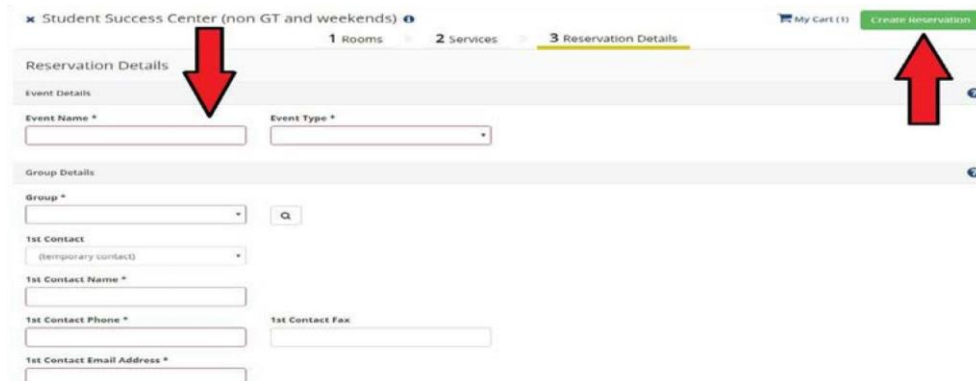
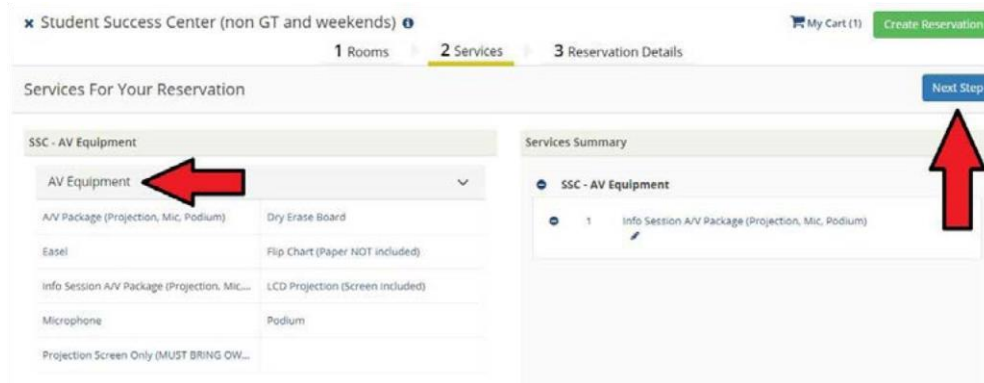


6. A calendar of the building will be displayed. The white space indicates when a room is available. **Click on the blue (+) sign to select the space.** After selecting a room, you will be prompted to enter the **Number of Attendees & select a Setup Type.** Once this information has been entered, the

event space will then be displayed under your **Selected Rooms**, and you can move on to the **Next Step**.

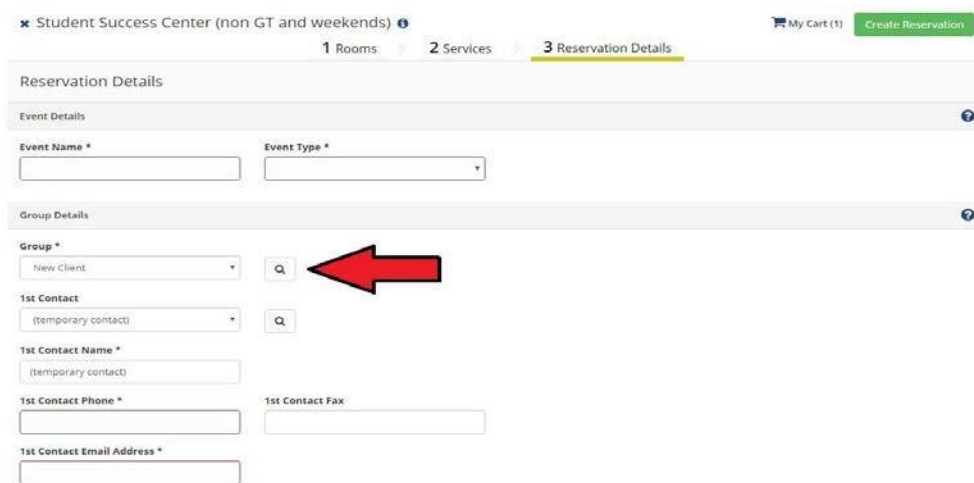


7. Select any required **AV Equipment** and continue to the **Next Step**. Complete the additional **Reservation Detail Fields** (See below for **Group Details Instructions**) and select **Create Reservation**.



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 is a breadcrumb trail: "Student Success Center (non GT and weekends) > 1 Rooms > 2 Services > 3 Reservation Details". A "My cart (1)" icon and a "Create Reservation" button are also visible. The main content area is titled "Reservation Details" and is divided into two sections: "Event Details" and "Group Details". In the "Event Details" section, there are input fields for "Event Name" and a dropdown menu for "Event Type". 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 search icon, which is highlighted by a red arrow. Below the "Group" dropdown are input fields for "1st Contact" (with "(temporary contact)" below it), "1st Contact Name" (with "(temporary contact)" below it), "1st Contact Phone", "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!

Nyasha Farrington

Meeting & Event Manager – Student Success Center

Georgia Institute of Technology

Nfarrington6@ssc.gatech.edu

Phone: 404-385-3495

Go Jackets! 