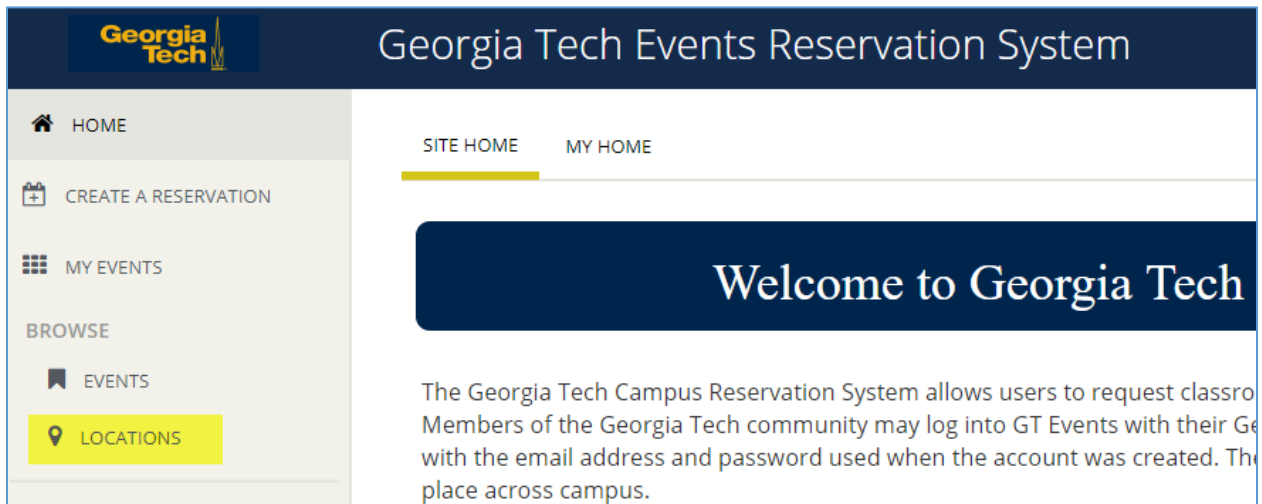
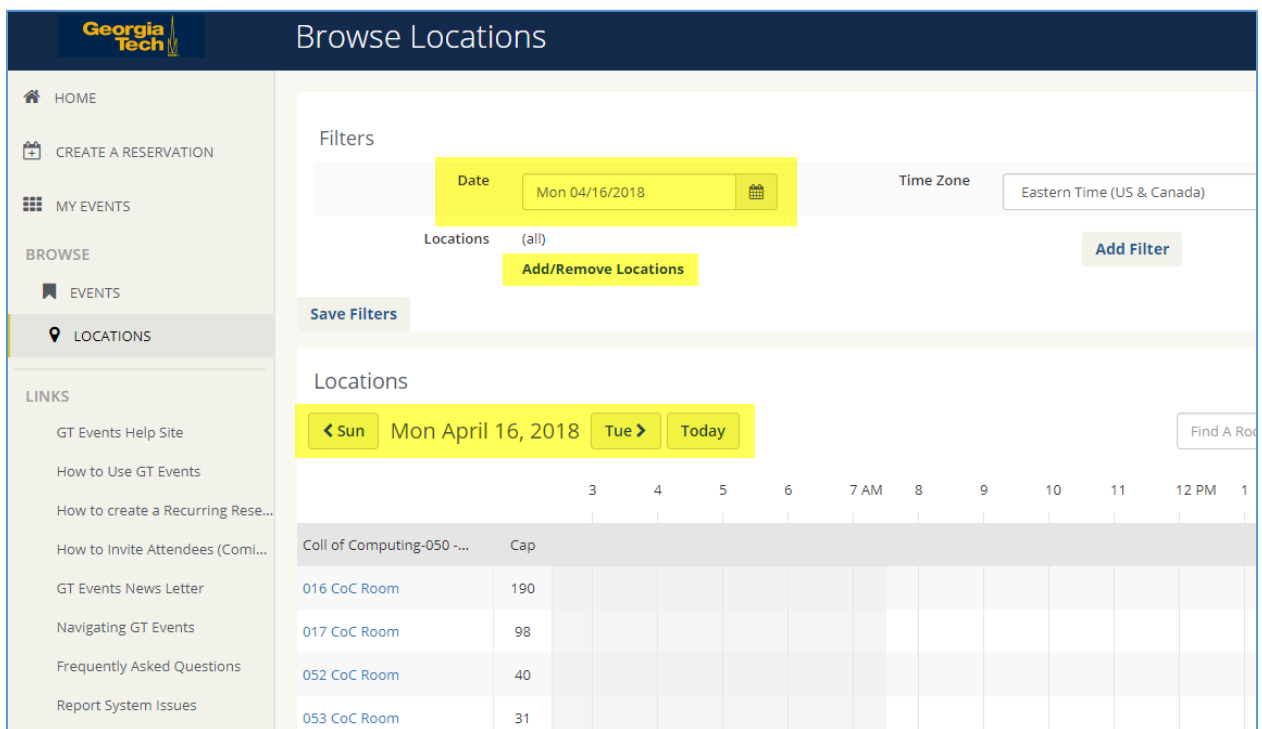


Creating a reservation request from the Browse Locations.

From the GT Events Site Home page, choose Locations under Browse.



The Browse Locations screen will display.



Select the date you are interested in viewing.

Locations can be added or removed by clicking the "Add/Remove Locations" link.

The calendar grid will display listing the rooms for the selected building(s).

To start a reservation, click in the grid on the hour block you desire. Make sure you are on the line corresponding with the room you require.

Locations	Cap
016 CoC Room	190
017 CoC Room	98
052 CoC Room	40
053 CoC Room	31
101 CoC Room	60

The “Create A New Reservation” box will appear.

NOTE: If a date is selected that violates the first allowable reservation date, usually earlier than 48 to 72 hours from the current date and time, the system will automatically move you to the first allowable future date without notifying you of the change in date.

Mon April 16, 2018 In 052 CoC Room

Start Time: 9:00 AM

End Time: 10:00 AM

Template: Request Classroom space (availat)

Continue Cancel

You can adjust the time as necessary as the duration defaults to one hour. Click “Continue” to advance into the reservation process.

For a refresher on the reservation process, see [How to use GT Events](#).