**Redesigned Georgia Tech (GT) Events Reservation Portal - available April 24, 2017**

Welcome to the redesigned version of the GT Events reservation portal! The reservation request portal has been completely revamped with a new look and feel making the reservation request process more streamlined.

The intent of this document is to provide an overview of the new portal and how to make a reservation request.

Beginning April 24, 2017, access to the redesigned GT Events reservation portal will be at [space.gatech.edu/event-scheduling](http://space.gatech.edu/event-scheduling).

Click on “Reserve Space (GT Events)” under RESOURCES.

**GT Events Logon Screen**

Log into the GT Events Reservation System by using your standard GT account and password.
GT Events HOME page

Below is a brief explanation of the key functions and features found on the GT Events HOME page.

Click CREATE A RESERVATION to begin the reservation request process.

Click HOME to return to the home menu screen.

Click MY HOME to display your Reservation Templates and Bookings. Creating reservation requests can be initiated from this screen.

Click MY EVENTS to view your current or past reservations and bookings.

Click EVENTS or LOCATIONS to BROWSE:
- EVENTS – View of all scheduled events by day, week or month.
- LOCATIONS – View of scheduled events by building and room.

Request links – Direct links to reservation templates used to create a reservation request.

Links to helpful information:
- Event By Type: – View Public Lectures and Outdoor Events.
CREATE A RESERVATION process

Step 1: Click on **CREATE A RESERVATION**. You may also start the reservation process by clicking **MY HOME** or by using one of the request direct links below, depending on what type space you need.

Step 2: Choose the appropriate reservation template based on the type space you require by clicking **book now**.

View details about the reservation template by clicking **about**.

The **INFORMATION** tab displays guidance information when booking space. The **BOOKING RULES** tab displays specific information such as:

- Max number of bookings allowed per reservation
- Maximum length of booking allowed
- Only allow new bookings within this number of days
- Max number of bookings per day
- New booking cutoff hours

The Room Request screen will display with the available reservation templates based on access rights.
CREATE A RESERVATION process (continued)

* Optional 1 - Use the Add/Remove option to include or exclude Locations from the search. To search all locations on the reservation template, leave the Locations as (all).

* Optional 2 - Use the Add/Remove option to specify certain Setup Types. To search all setup types, leave the Setup Type as (no preference).

* Optional 3 - Enter the number of attendees in the Number of People field. This will eliminate rooms of lower capacity from the search results. To search for all available rooms, leave the Number of People field at 1.

Step 3: Select the date, start and end time of your event. Select the “Recurrence” button to enter multiple dates for a recurring event.

Step 4: Click the Search button to search for all available rooms.

The selected Reservation Template will display.
CREATE A RESERVATION process (continued)

The available rooms based on your search criteria will display.

Step 5: Select the desired room by clicking on the + symbol. To see additional information click on the room name or building name.

Step 6: Enter the number of attendees and select the setup type. Click Add Room.
CREATE A RESERVATION process (continued)

The selected room will appear under Selected Rooms.

Step 7: Click **Next Step** to proceed to the Services page.

The Services page will appear displaying available services, setup notes and any terms and conditions that are applicable.

Step 8: Select any services required (i.e. DVD Player in this example) by clicking the item name on the left and entering the quantity and any Special Instructions in the pop up box. Once completed, the selected item will show on the right under Services Summary.

Step 8 (continued): Enter setup notes and check that you have read and agree to the terms and conditions.

Step 9: Click **Next Step** to proceed to the Reservation Details page.
CREATE A RESERVATION process (continued)

The Reservations Details page will display.

Step 10: Complete all Event Details, Group Details and Additional Information fields. Note: 2nd contact information is not required.

Click Create Reservation once all field are completed.
CREATE A RESERVATION process (continued)

The Reservation Created page will display and an email is sent outlining your request for space.

NOTE: The event manager of the space requested will send an approval (Confirmed) or rejection (with explanation) regarding your request.

Click HOME to return to the home screen.

Click MY EVENTS to view your reservations. You may view or edit a reservation by clicking on the reservation name.

Questions about the GT Events reservation system? Please email info@emscampus.gatech.edu.

Issues with the GT Events reservation system? Please email support@emscampus.gatech.edu.