Georgia Tech (GT) Events Reservation Portal

Welcome to the GT Events reservation portal! As of April 24, 2017, the reservation portal was 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 reservation request portal and how to make a reservation request.

Access to the redesigned GT Events reservation portal can be found at 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.
- Click **HOME** to return to the home menu screen.
- Click here to Sign out.

[Image of the GT Events HOME page]

**GT Quick Links:**
- View Campus Maps
- Construction Projects
- Parking and Transportation

**Event By Type:**
- View Public Lectures and Outdoor Events

**Request a Classroom Space**
- **Students:**
  - A request must be submitted through GTEvents 72 hours prior to the event start date. A maximum of 40 bookings per reservation will be allowed.
- **Faculty and Staff:**
  - A request must be submitted through GTEvents 24 hours prior to the event start date. A maximum...

**GT Quick Links:**
- Campus Map
- Current Construction Project
- Parking and Transportation

**Links to helpful information:**
- **GT Quick Links:** – View Campus Maps, Construction Projects, Parking and Transportation.
- **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.

The Room Request screen will display with the available reservation templates based on access rights.

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
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.
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)

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

The selected room will appear under Selected Rooms.

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 fields are completed.
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.