

Georgia Tech Campus Reservation System (GT Events)

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 system and how to make a reservation request.

Access to the redesigned GT Events reservation system can be found at space.gatech.edu. Click on "Reserve Space" at the bottom of the page.

GT Events Logon Screen

The screenshot shows the Georgia Tech Campus Reservation System logon screen. The page has a dark blue header with the Georgia Tech logo and the text "Georgia Tech Campus Reservation System". Below the header, there are navigation tabs for "SITE HOME" and "MY HOME". The main content area is divided into two sections: "Sign In" and "Welcome, Guest.". The "Sign In" section contains two input fields: "User Id *" and "Password *", both with red borders. A blue "Sign In" button is positioned below the password field. The "Welcome, Guest." section includes a green "Create An Account" button. A yellow callout box with black text and arrows pointing to the input fields contains the instruction: "Use standard GT account and password to log on." The left sidebar contains a "BROWSE" section with "EVENTS" and "LOCATIONS" options, and a "LINKS" section with various navigation links.

Log into the GT Events Reservation System by using your standard GT account credentials.

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

Click here to Sign out.

Click **HOME** to return to the home menu screen.

The screenshot shows the Georgia Tech Campus Reservation System homepage. At the top, there is a navigation bar with 'HOME', 'SITE HOME', and 'MY HOME'. Below this is a large blue banner with the text 'Welcome to Georgia Tech Campus Reservation System (GT Events)'. To the left is a sidebar menu with options like 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', and 'LINKS'. The main content area includes a welcome message, a description of the system, and several quick links. A prominent 'Request a Classroom Space' section is visible, detailing rules for students and faculty. Callout boxes are overlaid on the page, pointing to specific elements like the 'HOME' button, 'CREATE A RESERVATION' button, 'MY HOME' button, 'MY EVENTS' button, 'EVENTS' and 'LOCATIONS' buttons, the 'Request a Classroom Space' section, and the 'GT Quick Links' section.

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

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

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.

Links to helpful information:
GT Quick Links: – View Campus Maps, Construction Projects, Parking and Transportation.
Event By Type: – View Public Lectures and Campus 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.

Events By Type:

- Today's Public Lectures
- Campus Events This Week

GT Quick Links:

- Campus Map
- Current Construction Projects
- Parking and Transportation

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 48 hours prior to the event start date. A maximum of 100 bookings per reservation will be allowed.
- Dates for requesting Classroom spaces for Events:**
Summer Semester: Beginning on April 1, of each year.
Fall Semester: Beginning on August 1, of each year.
Spring Semester: Beginning on December 1, of each year.

Classroom Space (Student)
Classroom Space (Staff/Faculty)
Classroom Details

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

My Reservation Templates

Request Event Space	book now	about
Request Classroom space (available AS IS only)	book now	about
Clough - Breakout Rooms - Instant Reservation	book now	about
Request Event Space - 3wks Required	book now	about
Request Event Space - 3wks Required	book now	about

CREATE A RESERVATION process (continued)

The selected Reservation Template will display.

Request Event Space **1 Rooms** **2 Services** **3 Reservation Details** My Cart (0) Create Reservation

New Booking for Tue Apr 11, 2017 Next Step

Date & Time Selected Rooms

Date Tue 04/11/2017 Recurrence Your selected Rooms will appear here.

Start Time 8:30 AM End Time 9:30 AM Room Search Results Rooms matching your search criteria will appear here.

Create booking in this time zone Eastern Time (US & Canada)

Locations Add/Remove (all) Optional 1 *

Search Optional 2 *

Let Me Search For A Room

Setup Types Add/Remove (no preference)

Number of People Optional 3 * 1

* **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.

CREATE A RESERVATION process (continued)

The available rooms based on your search criteria will display.

Request Event Space My Cart (0) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Tue Apr 11, 2017 Next Step

Date & Time

Date: Tue 04/11/2017 Recurrence

Start Time: 4:30 PM End Time: 5:30 PM

Create booking in this time zone: Eastern Time (US & Canada)

Locations: Student Center Rooms Add/Remove

Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favori...

Find A Room Search

Room	Location	Floor	TZ	Cap	Match	
Rooms You Can Reserve						
<input type="checkbox"/>	Cypress Room	Student Center Rooms	Second Floor	ET	14	<input type="checkbox"/>
<input type="checkbox"/>	Juniper Room	Student Center Rooms	Ground Floor	ET	10	<input type="checkbox"/>
Rooms You Can Request						
<input type="checkbox"/>	Crescent Room	Student Center Rooms	(none)	ET	60	<input type="checkbox"/>
<input type="checkbox"/>	Peachtree Room	Student Center Rooms	First Floor	ET	150	<input type="checkbox"/>

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

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

1

Setup Type *

Boardroom Style

As Is

Boardroom Style

Add Room Cancel


Step 6: Enter the number of attendees and select the setup type. Click **Add Room**.

CREATE A RESERVATION process (continued)


The screenshot shows the 'Room Request' interface. At the top, there's a navigation bar with the Georgia Tech logo and the title 'Room Request'. Below it, a progress indicator shows '1 Rooms' selected, '2 Services', and '3 Reservation Details'. A green 'Create Reservation' button is visible. The main content area is titled 'New Booking for Tue Apr 11, 2017'. It features a 'Date & Time' section with a date picker set to 'Tue 04/11/2017' and a 'Recurrence' button. Below that, 'Start Time' is set to '4:30 PM' and 'End Time' to '5:30 PM'. The 'Selected Rooms' section shows 'Cypress Room' selected. To the right, there's a 'Next Step' button. A yellow callout box at the top right says 'The selected room will appear under Selected Rooms.' with an arrow pointing to 'Cypress Room'. Another yellow callout box on the right says 'Step 7: Click **Next Step** to proceed to the Services page.' with an arrow pointing to the 'Next Step' button.

The screenshot shows the 'Services For Your Reservation' page. The progress indicator now shows '1 Rooms' and '2 Services' selected, with '3 Reservation Details' next. A green 'Create Reservation' button is still present. The main content area is titled 'Services For Your Reservation' and includes a 'Next Step' button. There are two main sections: 'Setup Notes' and 'Services Summary'. The 'Setup Notes' section has a text area containing 'I will provide table cloths.' Below it, there's a 'Student Center Equipment' section with a checkbox 'I have read and agree to the terms and conditions' which is checked. Underneath, there's an 'AV Equipment' dropdown menu with 'DVD Player' and 'Karaoke Machine' visible. The 'Services Summary' section shows 'Student Center Equipment' with a sub-section for 'DVD Player' (quantity 1, price \$5.00) and a note 'I have tested my DVD.'. A yellow callout box at the top right says 'The Services page will appear displaying available services, setup notes and any terms and conditions that are applicable.' with an arrow pointing to the 'Next Step' button. A yellow callout box at the bottom right says '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.' with arrows pointing to 'DVD Player' in the AV Equipment list and the 'DVD Player' entry in the Services Summary. Another yellow callout box below it says 'Step 8 (continued): Enter setup notes and check that you have read and agree to the terms and conditions.' with arrows pointing to the 'Setup Notes' text area and the 'I have read and agree to the terms and conditions' checkbox. A final yellow callout box at the bottom right says 'Step 9: Click **Next Step** to proceed to the Reservation Details page.' with an arrow pointing to the 'Next Step' button.

CREATE A RESERVATION process (continued)


 Room Request

The Reservations Details page will display.


Request Event Space  My Cart (1) [Create Reservation](#)

1 Rooms | 2 Services | **3 Reservation Details**

Reservation Details

Event Details 

Event Name * Event Type *

Group Details 

Group *

1st Contact


1st Contact Phone * 1st Contact Fax

1st Contact Email Address *

2nd Contact (GA Tech Advisor Name)

2nd Contact (GA Tech Advisor Name) Phone 2nd Contact (GA Tech Advisor Name) Fax

2nd Contact (GA Tech Advisor Name) Email Address

Additional Information 

Is this event cosponsored with an outside group/company? *

Will Alcohol Be Served? *

Will you be having food at this event? *

Would you like for this event to show on the GT Events Calendar? *

Collecting fees *

Departments: Please enter your PeopleSoft number if you have selected chargeable items

[Create Reservation](#)

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 screenshot shows the 'Room Request' page with the 'Reservation Created' status. The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS). The main content area displays a confirmation message and options to 'Add to my calendar' or 'Edit this reservation'. A yellow callout box on the right contains the following text:

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.

The screenshot shows the 'My Events' page with a list of reservations. The left sidebar includes HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS), and LINKS (Report System Issues, Venue - Ferst Center, Venue - Paper and Clay, Venue - Tech Rec). The main content area has tabs for 'RESERVATIONS' and 'BOOKINGS', a search bar, and a table of reservations. A yellow callout box on the right contains the following text:

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.

Name	Event Dates	Location	Status	Room Number	Confirmation
TEST - DO NOT PROCESS	Fri Apr 7, 2017 (single booking)				
Test event	Tue Apr 11, 2017/ Tue Apr 11, 2017 (single booking)	Student Center Room	Capit...	7482...	Web Confirmed
TEST Reservation	Thu Apr 20, 2017/ Thu Apr 20, 2017 (single booking)	Student Success Cent	Capit...	7481...	Confirmed

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.