Georgia Tech Campus Reservation System (GT Events)

Creating a Recurring Event Reservation Request

The intent of this document is to provide an overview of how to make a recurring reservation request.

Access to the 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

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 **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:
- **GT Quick Links:** – View Campus Maps, Construction Projects, Parking and Transportation.
- **Event By Type:** – View Public Lectures and Outdoor Events.
Create a RECURRING reservation request

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 RECURRING reservation request (continued)

The selected Reservation Template will display.

Step 3: Select the “Recurrence” button to enter multiple dates for a recurring event.
Create a RECURRING reservation request (continued)

Step a: Select the recurrence frequency – Weekly or Monthly. Complete the necessary fields based on the chosen recurrence period.

The Recurrence box will display.

Step b: Select the start date of the recurrence. Select the ending by choosing either the end date or the number of occurrences desired.

Step c: Select the start and end time for the event.

Step d: Click the Apply Recurrence button.
Create a RECURRING reservation request (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 4: Click the Search button to search for all available rooms.

The Recurrence information will display to including the number of occurrences.
Create a RECURRING reservation request (continued)

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Selected Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occurs every week on Tuesday, effective Tue Aug 8, 2017 until Fri Sep 29, 2017 from 1:00 PM to 2:00 PM Eastern Time (US &amp; Canada)</td>
<td>Room Search Results</td>
</tr>
<tr>
<td></td>
<td>Room</td>
</tr>
<tr>
<td></td>
<td>Available</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference Room 292</td>
</tr>
<tr>
<td></td>
<td>Hall of Success</td>
</tr>
<tr>
<td></td>
<td>Press Room B</td>
</tr>
<tr>
<td></td>
<td>President’s Suite C</td>
</tr>
</tbody>
</table>

The available rooms based on your search criteria will display.

The Available column will indicate how many times each room is available based on the number of occurrences. For this example, we will choose the President’s Suite C, which is only available for 7 of the 8 occurrences. Later in the process, we will have the option to choose another room for the remaining occurrence.

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 RECURRING reservation request (continued)

The selected room will appear under Selected Rooms. Note that the room is available for 7 of the 8 occurrences.

A list of available rooms for the remaining occurrence is displayed. Step 7: Select the desired room by clicking on the + symbol.

Step 8: Enter the number of attendees and select the setup type. Click Add Room.
Create a RECURRING reservation request (continued)

Step 8: Click **Next Step** to proceed to the Services page.

The selected rooms will appear under Selected Rooms. Note that the President’s Suite C is available for 7 of the 8 occurrences and Conference Room 292 is available for the other 1 occurrence.

Step 9: Select any services required (i.e. A/V Package 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 9 (continued): Enter setup notes.

Step 10: Click **Next Step** to proceed to the Reservation Details page.
The Reservations Details page will display. Step 11: 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 RECURRING reservation request (continued)

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

Issues with the GT campus reservation system? Please email support@gtevents.gatech.edu.