

## HOW TO USE GT EVENTS

### General Notes:

- Red asterisks (\*) indicate required fields
- The system will time out after a period of inactivity and you will have to log back in
- Special announcements can be found at [gtevents.gatech.edu](https://gtevents.gatech.edu) under the **Request Campus Space** heading.

### To Login:

- Point a web browser to <https://gtevents.gatech.edu/VirtualEms/Login.aspx>
- Enter your GT account information and hit
- Click Login

### To Browse for Space Availability:

- Under Browse, select Browse for Space
- To view availability for a particular space, click Filter (top right of screen):
  - If desired, select the Date to browse by clicking the calendar icon
  - Under Facilities, select the building and click Apply
  - Use the <> arrows to change the Date (top left of screen)
  - Use the <> arrows to change the Time (top right of screen)

### To Reserve a Space:

- Under Request Space, select the appropriate Request form and the reservation screen will open
- In the When and Where box:
  - Select the Date of the event by clicking the calendar icon or typing in the date (Note: You can schedule a recurrence of the event by clicking the Recurrence icon.)
  - Select the Start Time and End Time of the event by typing the time or by clicking the clock icon (Note: Rooms that have a default setup and tear down time will automatically calculate in your room reservation.)
  - Select the Facilities where the event is to be held by clicking the dropdown menu or magnifying glass

- In the Setup Information box:
  - Enter the number you expect to Attend your event (if applicable)
  - If applicable, select Setup Type (event forms only)
  - Click Find Space - If a room is available, it will appear in the Availability window.
- Click the green plus sign + for space that you would like to reserve. The space will then move to the *Selected Locations window above*
- Click Continue or Submit Reservation (*you may need to scroll down on the page*)
- In the Event Details box:
  - Enter the Event Name and select the Event Type
- In the Group Details section:
  - Select your Group from the dropdown menu.
  - The groups that you are an authorized member of will be listed (Note: If you are a student and not a part of a chartered organization the group name will be Student).
  - The group you selected will now appear in the group dropdown list.)
  - Select 1st Contact from the drop down list (If you are selecting group "Student" add your information under temporary contact.
  - If applicable, select 2nd Contact from the drop down list
  
- If applicable, in the Other Information Section, answer questions as appropriate
- If applicable, in the Equipment section, select any equipment needed
- If applicable, in the Setup Notes section, enter any pertinent setup info
- If applicable, in the Billing Information section, enter the billing info
- Click Submit. The Bookings window will appear and your booking should have a status of Web Request until confirmed. (*Instant reservation space will have a status of WEB CONFIRMED*). You have successfully entered your request for the space.
- ***You will receive an email summary of what you submitted for web request.***

#### **To View Current or Historical Bookings:**

- Under Request Space, select View My Requests
- Click the Current or Historical tab

#### **To Cancel a Reserved Space:**

- Under Reservations, select View My Requests
- Click the Current tab
- Click on the **NAME** of the event
- Click the red X under Actions and when the dialog box "Are you sure you want to cancel this booking?" pops up, select OK
- The Status of the reservation will change to Web Canceled

**To Change the date of your reservation**

- Under Request Space, select View My Request
  - Click on booking tools from the listed menu
  - Select the pull down menu under date to change the date of your reservation
  - Select the pull down menu under time to change the time of your reservation
  - Add a check in the box of the booking date/time you would like to change.

**To Logout:**

- Select Log Out