

GT Events News Letter



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Spring 2018 Edition

Georgia Tech Campus Reservation System adds ability to start a reservation from the browse feature

Georgia Tech Campus Reservation System (GT Events) users are now able to start the reservation process from the BROWSE LOCATIONS page.

When browsing by locations for room availability, users are able to click on any room's free space (in hour increments) from the calendar grid and start a new reservation. This eliminates the need of having to leave the location browse in order to select the correct reservation template to start the reservation process.

After clicking on a room's free space, the correct reservation template is automatically selected and populated with the selected room, date and times.

Visit the GT Events Training Materials webpage < <http://space.gatech.edu/gt-events-training-material>> for information on using this feature.

Georgia Tech Campus Reservation System adds ability to invite Outlook room calendars

Faculty and staff who reserve space using the Georgia Tech Campus Reservation System are now able to invite Outlook departmental room calendars to their events.

If your department uses Outlook room calendars for departmental meeting rooms and you are reserving the same room in the GT Events reservation system, you are able to invite the room calendar as a meeting attendee as part of creating a reservation.

Visit the GT Events Training Materials webpage < <http://space.gatech.edu/gt-events-training-material>> for information on using this feature.

Georgia Tech Campus Reservation System offers Weekend and School Breaks Classroom Reservations

Georgia Tech Campus Reservation System (GT Events) faculty and staff users are now able to request classrooms on the weekend and school breaks for two semesters in advance. This feature is available for classrooms in Clough, Instructional Center, Klaus and West Village Music Annex buildings.

This functionality is available using the "Request Classroom space-weekend & breaks use only" reservation template. Currently, these classrooms are available on the weekend and school breaks through December 31, 2018. Beginning on April 2, these classrooms will be available through April 28, 2019.

Questions may be directed to:

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LINKS!

Links!

- [GT Events Reservation System](#)

- [GT Events Training Materials](#)

[Resources](#)