

## Georgia Tech Campus Reservation System (GT Events)

Welcome to the GT Events reservation portal!

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 GT Events reservation system can be found at [space.gatech.edu](http://space.gatech.edu). Click on “Reserve Space” at the bottom of the page.

The GT Events help website can be found at [space.gatech.edu/gt-events](http://space.gatech.edu/gt-events).

### 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 for "User Id \*" and "Password \*", and a "Sign In" button. The "Welcome, Guest." section contains a "Create An Account" button. A yellow callout box with the text "Use standard GT account and password to log on." has arrows pointing to the "User Id \*" and "Password \*" input fields.

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)'. The main content area includes a paragraph about the system, a section for 'Request a Classroom Space' with a list of bullet points, and two columns of quick links: 'Events By Type' and 'GT Quick Links'. A sidebar on the left contains a menu with options like 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', and 'LINKS'. A user profile icon and a question mark are visible in the top right corner.

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

Georgia Tech Campus Reservation System

HOME | CREATE A RESERVATION | MY EVENTS | BROWSE | LINKS

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.

Welcome to Georgia Tech Campus Reservation System

The Georgia Tech Campus Reservation System allows users to reserve many buildings and outdoor venues on campus. Members of the Georgia Tech community may log into GT Events with their Georgia Tech user ID and password. External users may log into GT Events with the email address and password used when the account was created. The site also offers a list of academic classes, lectures, and events taking place across campus.

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

Georgia Tech Room Request

HOME | CREATE A RESERVATION | MY EVENTS | BROWSE | LINKS

My Reservation Templates

- Request Event Space
- Request Classroom space (available AS IS only)
- Clough - Breakout Rooms - Instant Reservation
- ...g,Table, Banner, Tech WW space
- Large Event Spaces - 3wks Required
- ...est Form

Step 2: Choose the appropriate reservation template based on the type space you require by clicking **book now**.

The Room Request screen will display with the available reservation templates based on access rights. See [Creating a Reservation from Browse Locations](#) for details on creating reservations by browsing locations.

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)

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

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

Locations Add/Remove Optional 1 \* (all) Search

Let Me Search For A Room

Setup Types Add/Remove Optional 2 \* (no preference)

Number of People Optional 3 \* 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. (see [Creating a Recurring Event](#) for details)

Step 4: Click the Search button to search for all available rooms.

Faculty and Staff – see [How to Invite Attendees](#) for information on the Outlook calendaring feature.

\* **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					
+ Cypress Room	Student Center Rooms	Second Floor	ET	14	<input type="checkbox"/>
+ Juniper Room	Student Center Rooms	Ground Floor	ET	10	<input type="checkbox"/>
Rooms You Can Request					
+ Crescent Room	Student Center Rooms	(none)	ET	60	<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)

# 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 provides instructions and a note.

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 points to the 'MY EVENTS' link and a reservation name.

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.

RESERVATIONS	BOOKINGS
<input type="text"/> <input type="button" value="Search Reservations"/> <input type="checkbox"/> Include cancelled reservations	
CURRENT PAST	
Name	
TEST - DO NOT PROCESS	
Test event	Tue Apr 11, 2017/ Tue Apr 11, 2017 (single booking)
TEST Reservation	Thu Apr 20, 2017/ Thu Apr 20, 2017 (single booking)

Questions about the GT Events reservation system? Please email [info@emscampus.gatech.edu](mailto:info@emscampus.gatech.edu).

Issues with the GT Events reservation system? Please email [support@emscampus.gatech.edu](mailto:support@emscampus.gatech.edu).