Georgia Tech Campus Reservation System (GT Events)

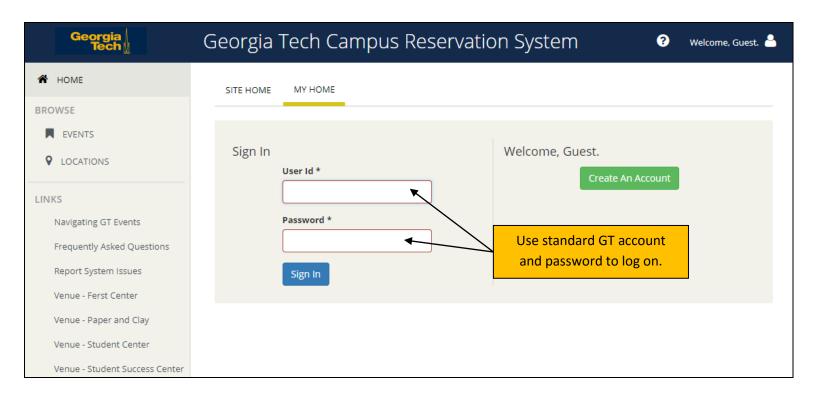
Welcome to the GT Events reservation portal!

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 <u>space.gatech.edu</u>. Click on "Reserve Space" at the bottom of the page.

The GT Events help website can be found at space.gatech.edu/gt-events.

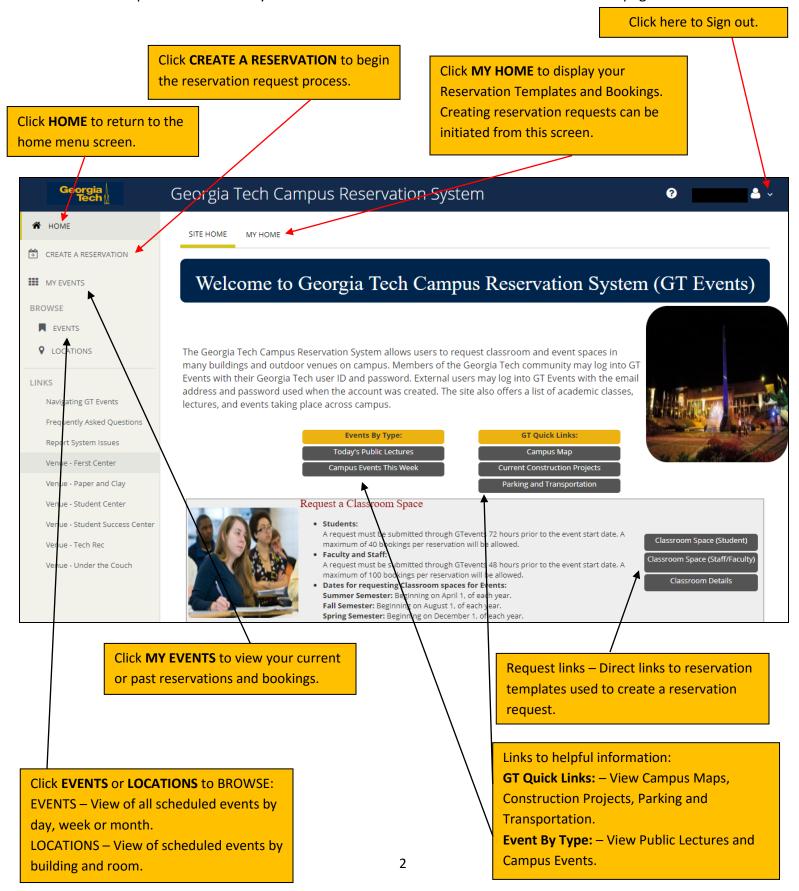
GT Events Logon Screen



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

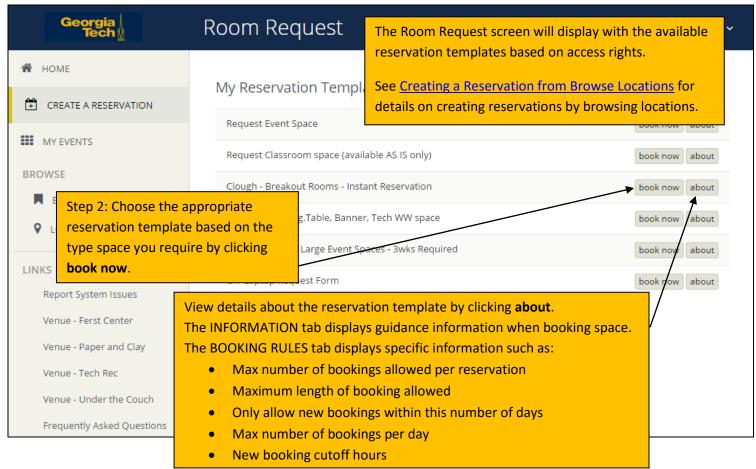
GT Events HOME page

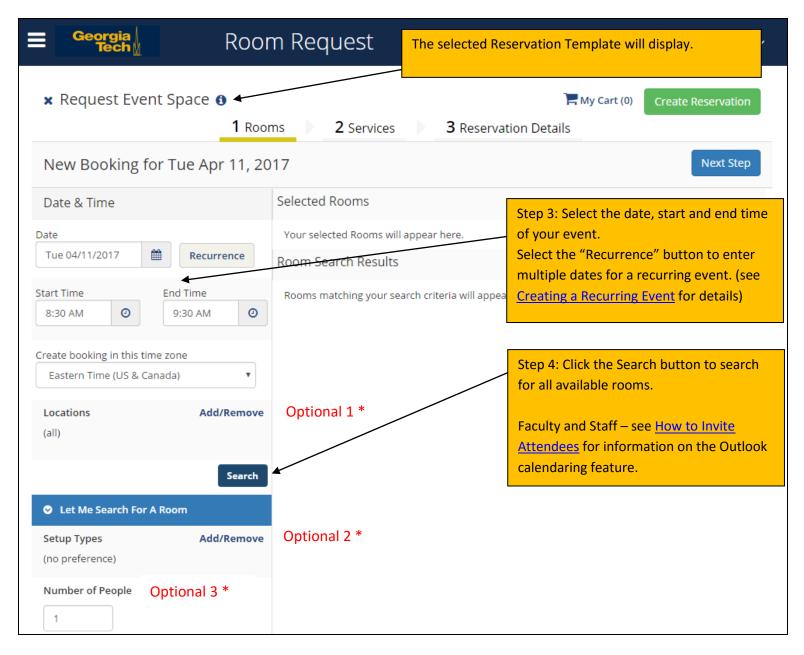
Below is a brief explanation of the key functions and features found on the GT Events **HOME** page.



CREATE A RESERVATION process







* 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).

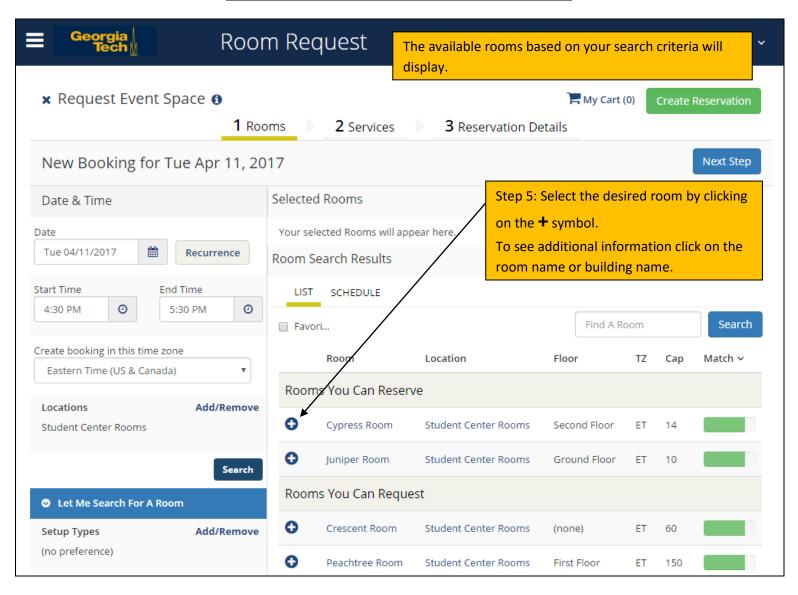
* Optional 2 - Use the Add/Remove option to specify certain Setup Types.

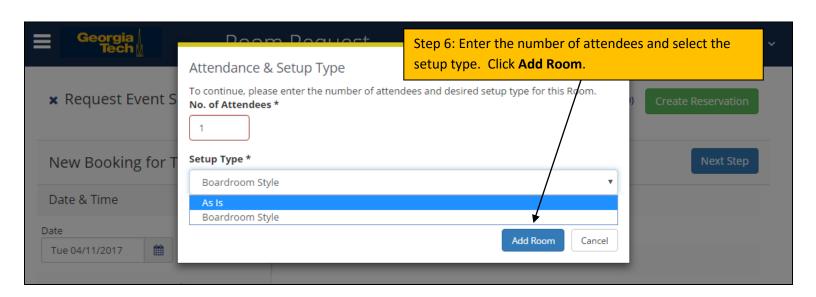
To search all setup types, leave the Setup Type as (no preference).

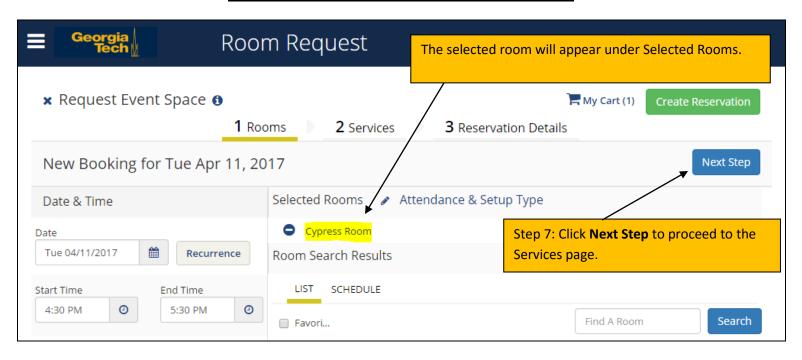
* Optional 3 - Enter the number of attendees in the Number of People field.

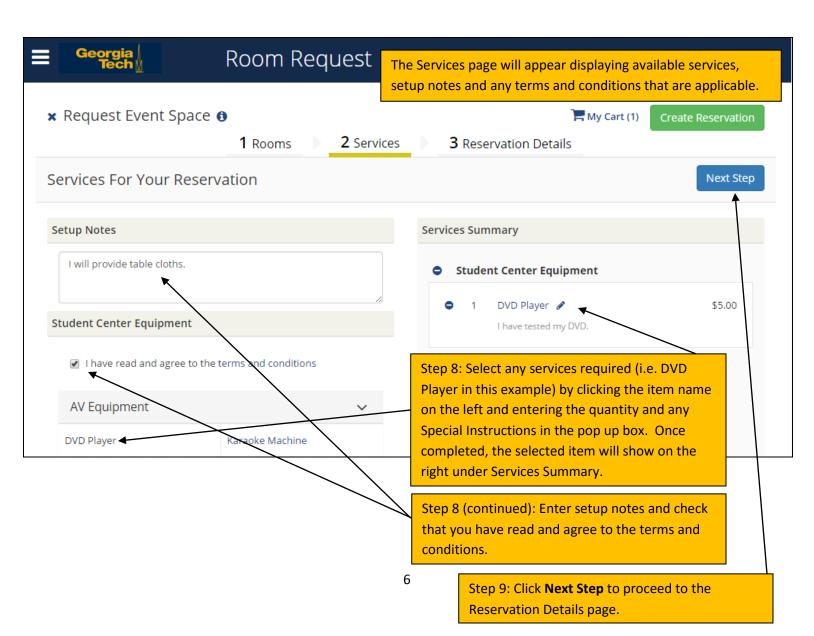
This will eliminate rooms of lower capacity from the search results.

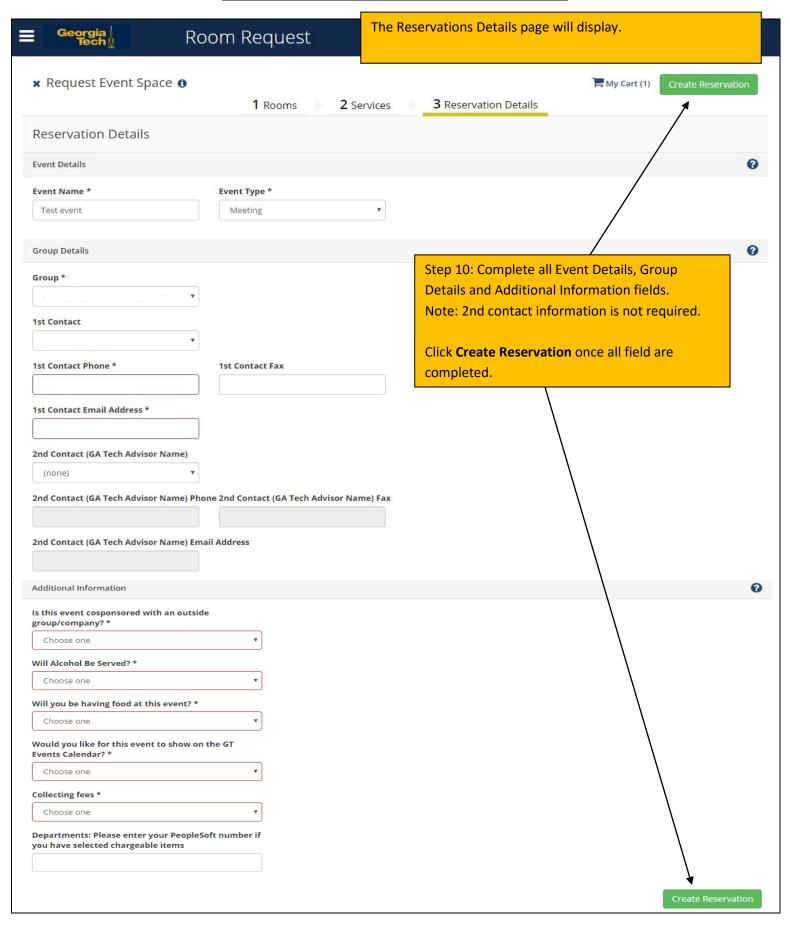
To search for all available rooms, leave the **Number of People** field at 1.

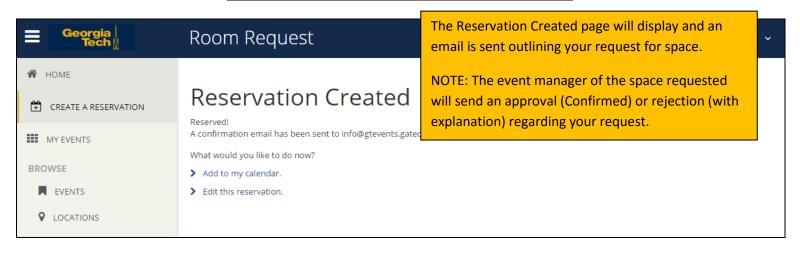


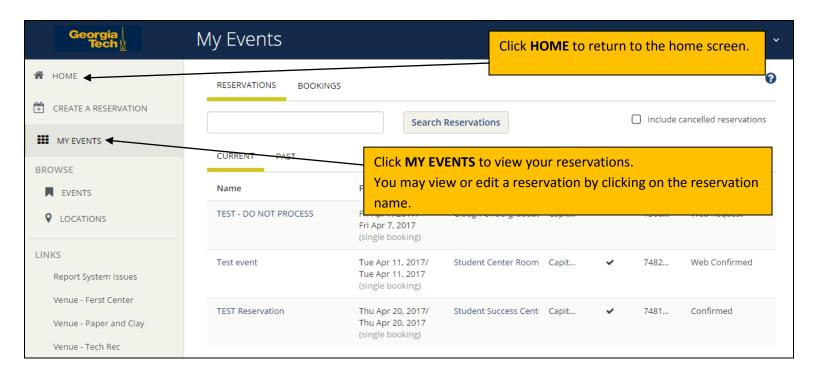












Questions about the GT Events reservation system? Please email info@emscampus.gatech.edu. Issues with the GT Events reservation system? Please email support@emscampus.gatech.edu.