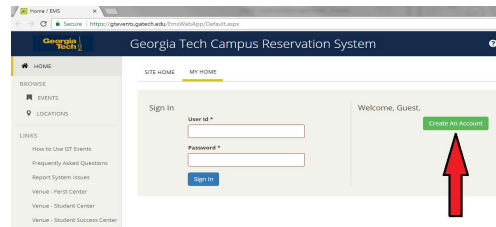
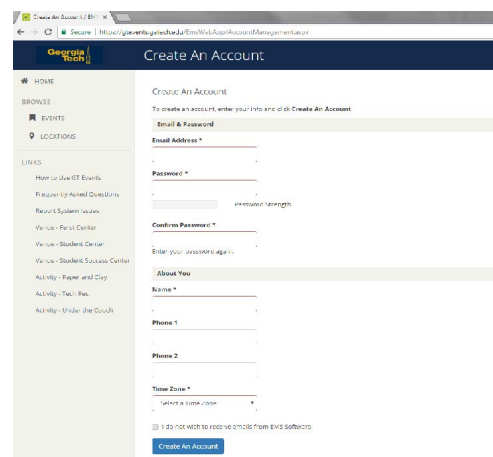


GTevents Account Instructions

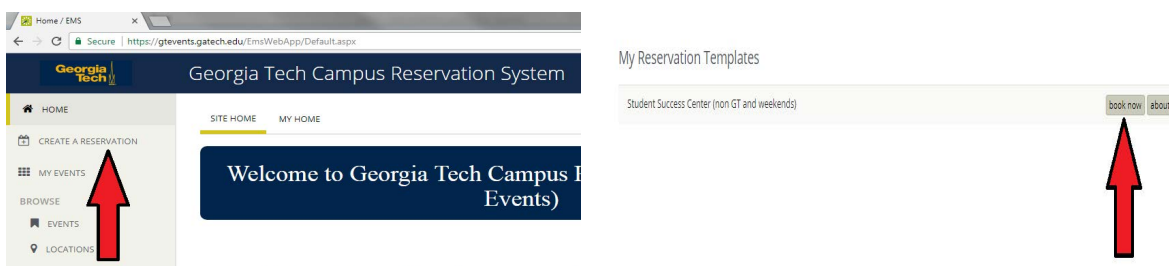
1. Visit <https://gtevents.gatech.edu/EmsWebApp/>
2. **First Time Users: Select Create an Account** as shown below. Returning users will need to **Sign In**.



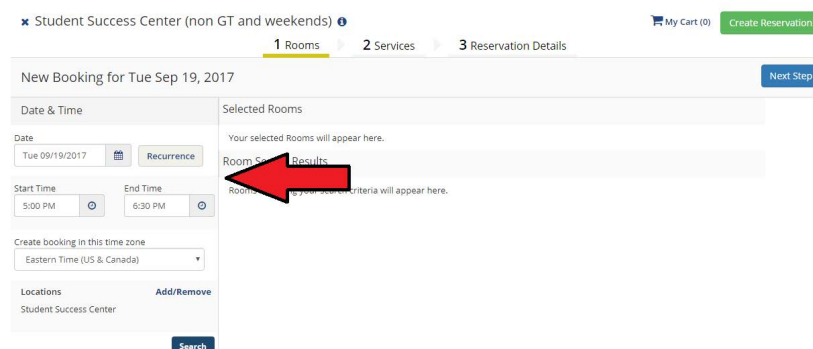
3. Complete the required fields. (Your email address will be your user name in the future.)



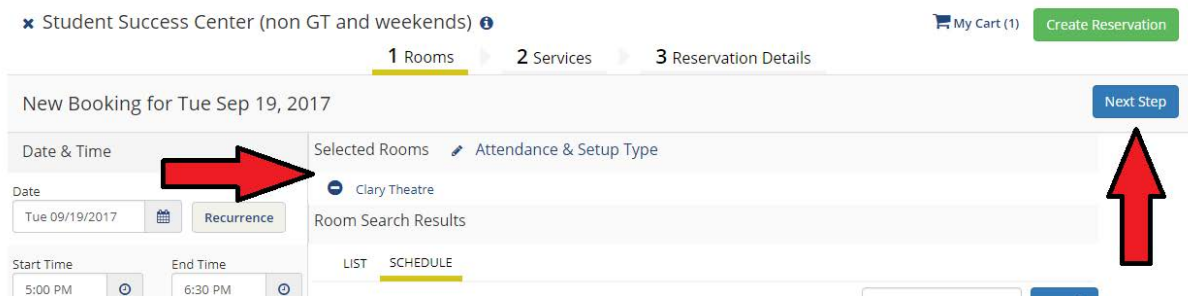
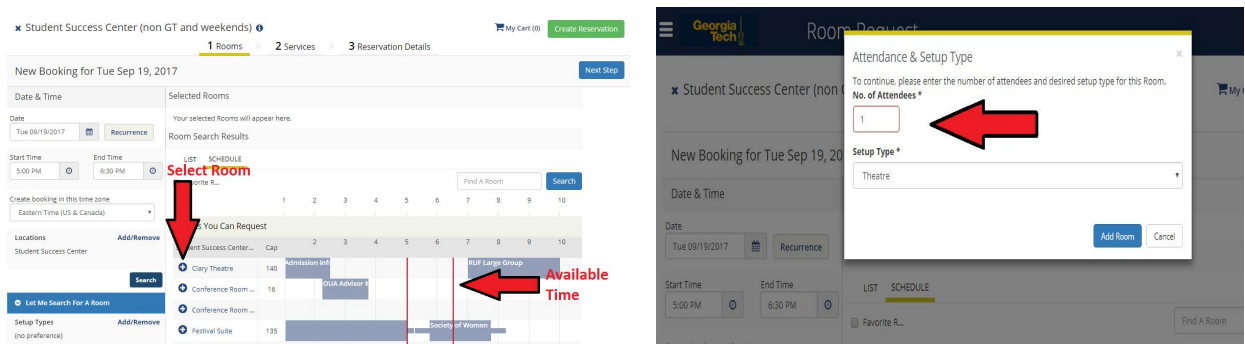
4. Once logged in, please Select **Create A Reservation** and choose the **Student Success Center (non GT and weekends)** "Book Now" option.



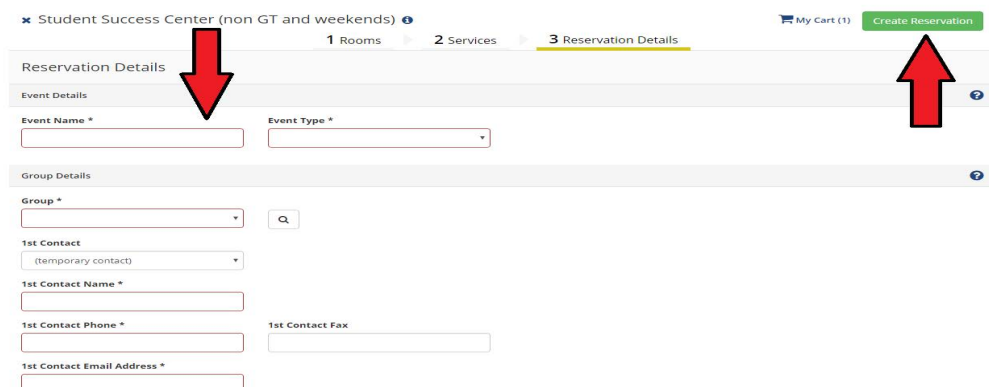
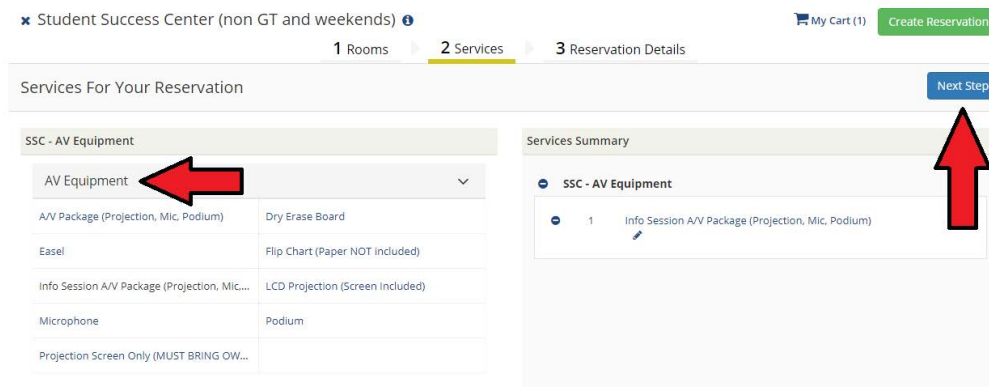
5. Choose the Event Date, Event Start Time, & Event End Time.



- A calendar of the building will be displayed. The white space indicates when a room is available. **Click on the blue (+) sign to select the space.** After selecting a room, you will be prompted to enter the **Number of Attendees & select a Setup Type.** Once this information has been entered, the event space will then be displayed under your **Selected Rooms**, and you can move on to the **Next Step.**



- Select any required **AV Equipment** and continue to the **Next Step.** Complete the additional **Reservation Detail Fields** (See below for **Group Details** Instructions) and select **Create Reservation.**



Group Details/Company Affiliation

8. To locate your **Group/Company**, select the **Magnifying Glass** Icon & search for your affiliated organization. If your Company is not listed, please select **New Client** and proceed to enter your Contact Information.


× Student Success Center (non GT and weekends) 1 Rooms 2 Services 3 Reservation Details My Cart (1) Create Reservation

Reservation Details

Event Details

Event Name * Event Type *

Group Details

Group * 

1st Contact

1st Contact Name *

1st Contact Phone * 1st Contact Fax

1st Contact Email Address *

Congratulations! Your Reservation Request has now been sent to the GT Student Success Center Event Coordinator for review and approval.

*****DO NOT ADVERTISE YOUR EVENT UNTIL AN OFFICIAL CONFIRMATION & APPROVAL HAS BEEN RECIEVED*****

Questions?

Please contact us for assistance!

Cuyler Beall

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Go Jackets! 