GTevents Account Instructions

1. Visit [https://gtevents.gatech.edu/EmsWebApp/](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.
6. 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**.

![Selected Rooms Image]

7. 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**.

![Services Image]
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 RECEIVED***

Questions?

Please contact us for assistance!

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Go Jackets! 🐝