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**.

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**.

**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.

![Reservation Details]

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! 🐝