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.

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.

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!

**Nyasha Farrington**

Meeting & Event Manager – Student Success Center
Georgia Institute of Technology
**nfarrington6@ssc.gatech.edu**
Phone: 404-385-3495

**Go Jackets! 🐝**