HOW TO RESERVE SPACE AS A GT DEPARTMENT/COLLEGE:

Request AOM Spaces

Student and Campus Event Centers

Historic Academy of Medicine: academyofmedicine@gatech.edu

1. Go To https://studentcenter.gatech.edu/event-services

2. Scroll Down and Click on “Start a Reservation”

3. Click on “Registered Student Organizations”

4. Click on “GT Events” Hyperlink
5. Sign in with User Id and Password (wait 5-10 seconds for page to load after signing in)

6. Click on "CREATE A RESERVATION" on the sidebar under "HOME"

7. Select "book now" beside “Academy of Medicine - Request Event Space"
8. From here, you will be able to search dates, times, locations, specific features, number of people, and specific rooms
   
a. Search by Date by Clicking on the Calendar Icon and selecting your month (by using the arrows) and day

   ![Calendar Icon](image)

   b. Search by Time by Changing Start Time and End Time for Event by Clicking on the Clock Icon (can change times by up/down arrows or by clicking on numbers, change AM/PM by clicking on blue block, can then click blue “x” and time will be saved)

   ![Clock Icon](image)
c. Search by Location by clicking “Add/Remove”

i. Can change search through “Buildings” “Filter By Area” or by “Find Locations”

ii. Can Add Locations by Clicking on the Black Square Next to the Building (which will then fill with a blue check) and will now show under “Selected Locations” (which you can delete by selecting the red minus circle) and then click “Update Locations”
d. Can Add Setup Types by Clicking “Add/Remove” next to “Setup Types” and selecting setup types and clicking “Update Setup Types”

![Setup Types](image)

**Let Me Search For A Room**

**Setup Types**

*(no preference)*

- Select setup types
- Select All setup types
- As is (Full Capacity)

**Selected Setup Types**

- Update Setup Types
- Close

![Number of People](image)

**Number of People**

- Search

![I Know What Room I Want](image)

**Room Name**

- Search

9. All Available Rooms Based on Your Inputs will then be Displayed under “Rooms You Can Request” in which you can Add that Room to Your Reservation by Clicking the Green Plus Circle Next to the Room You Want

*For AOM, the only available room for reservation is the ENTIRE BUILDING, but this can be changed by contacting the ERC (Event reservations Coordinator)
10. After Clicking on the Green Plus Circle, a box titled “Attendance & Setup Type” will pop up in which you add the Number of Attendees in the box below “No. of Attendees” select the Setup Type from the Dropdown Menu “Setup Type” and click “Add Room”

![Image of Attendance & Setup Type]

11. The Room(s) that you have Selected will now Appear Below “Selected Rooms” in which you can now click “Next Step” to Proceed with your Reservation
12. If needed, any Services will pop up under “Services For Your Reservation” and can click “Next Step”

13. All of the Details needed for your Reservation will now appear under “Reservation Details” including “Event Details” “Group Details” and “Additional Information”

14. After filling in all the Required Information (all boxes outlined red/* questions), you can click “Create Reservation”

15. You will then see a Pop-Up Message titled “Help” with any Additional Information Announcements, see a Page that says “Reservation Created” behind that Pop-Up, and will Shortly Receive an Email from “GTevents” titled “Reservation Summary”

Reservation Created

Reservation Summary

GTevents <GTevents.Notification@gatech.edu>
16. TO EDIT OR CANCEL: Click on “My Events” on the Side Panel

17. Click on the Upcoming Reservation/Booking from either “RESERVATIONS” or “BOOKINGS” at the top that you would like to Cancel by Clicking on the “Name” under “CURRENT”

18. From here, you can click on “Edit Reservation Details” to Edit any Aspect of the Reservation or click on the Red Minus Circle by the Booking Date to Cancel