HOW TO RESERVE SPACE AS A STUDENT ORG:

Request Event Space

Student and Campus Event Centers

Student Center, Exhibition Hall, West Village: reservations@stucen.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 “Chartered Student Group – 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

   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)
c. Search by Location by clicking “Add/Remove”

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

ii. Can change “Filter By Area” to different Areas of Campus

iii. Can change “Views” to different Classroom Capacities
iv. 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 Features by Clicking “Add/Remove” next to “Features” and selecting features and clicking “Update Features”
### Features

<table>
<thead>
<tr>
<th>Find features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select All features</td>
</tr>
<tr>
<td>ADA Compliant</td>
</tr>
<tr>
<td>Auditorium Seating</td>
</tr>
<tr>
<td>Chalkboard</td>
</tr>
<tr>
<td>Fixed Tables/Fixed Chairs</td>
</tr>
<tr>
<td>Fixed Tables/Movable Chairs</td>
</tr>
<tr>
<td>Marker Board</td>
</tr>
<tr>
<td>Movable Tables/Movable Chairs</td>
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</tbody>
</table>

#### Selected Features

<table>
<thead>
<tr>
<th>Update Features</th>
<th>Close</th>
</tr>
</thead>
</table>

#### e. Can Search Number of People by adding Number in box below “Number of People” and clicking “Search”

**Number of People**

![Number of People](image)

**Search**

#### f. Can Search Specific Rooms by Typing in Room Name Under “I Know What Room I Want”

**I Know What Room I Want**

![Room Name](image)

#### 9. All Available Rooms Based on Your Inputs will then be Displayed under “Rooms You Can Reserve” or “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
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” and click which Setup Type Under “Setup Type” (unless you cannot change the setup for that room) and click “Add Room”

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” including (but not limited to) the Target Audience in which you can select your Target Audience by clicking “here” under “Who is the target audience at the event?” which will then show up under “Services Summary” 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”
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
Event Services | Student & Campus Event Centers
Division of Student Engagement & Well-Being

Georgia Institute of Technology

404.894.2828 | SCreservations@stucen.gatech.edu | gatech.edu

This email is monitored Monday - Friday from 8a - 5p.

For on-site assistance with your event, please reach out to our Guest Services Managers.

For Student Center Guest Services: 404.998.1143
For Exhibition Hall Guest Services: 404.894.9505
For West Village Guest Services: 470.382.8247