HOW TO RESERVE SPACE AS A STUDENT ORG:

Request Special Use Spaces

Student and Campus Event Centers

Student Center, Exhibition Hall, West Village: SCreservations@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 “SC/Ex Hall Special Use- Atl & Cyp Theaters, Midtown”
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” 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 Features by Clicking “Add/Remove” next to “Features” and selecting features and clicking “Update Features”

- Let Me Search For A Room
- Features
  (none)

- Add/Remove

Features

- Select All features
- ADA Compliant
- Auditorium Seating
- Chalkboard
- Fixed Tables/Fixed Chairs
- Fixed Tables/Movable Chairs
- Marker Board
- Movable Tables/Movable Chairs

Selected Features

- Update Features
- Close

e. Can Search Number of People by adding Number in box below “Number of People” and clicking “Search”
f. Can Search Specific Rooms by Typing in Room Name Under “I Know What Room I Want”

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

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”

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” “Calendaring Details” “Group Details” and “Additional Information”

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

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

![Side Panel Menu]

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”

<table>
<thead>
<tr>
<th>RESERVATIONS</th>
<th>BOOKINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Current Bookings]

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

**RESERVATION DETAILS** | **ADDITIONAL INFORMATION**

![Edit Reservation Details]

**Bookings**

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel Bookings</td>
<td>Booking Tools</td>
</tr>
</tbody>
</table>

**Date:** Fri Oct 7, 2022
Event Services | Student & Campus Event Centers
Division of Student Engagement & Well-Being

Georgia Institute of Technology

404.894.2828 | SReservations@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