

HOW TO RESERVE SPACE AS A STUDENT ORG:

Request Classroom Space

Student and Campus Event Centers

Centrally Scheduled Classrooms: classroomreservations@stucen.gatech.edu

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



Georgia Tech

Student and Campus Event Centers

Home | Buildings | Our Programs | Event Services | Postal Services | Our Team | Campus Tickets | Contact Us

Plan an Event

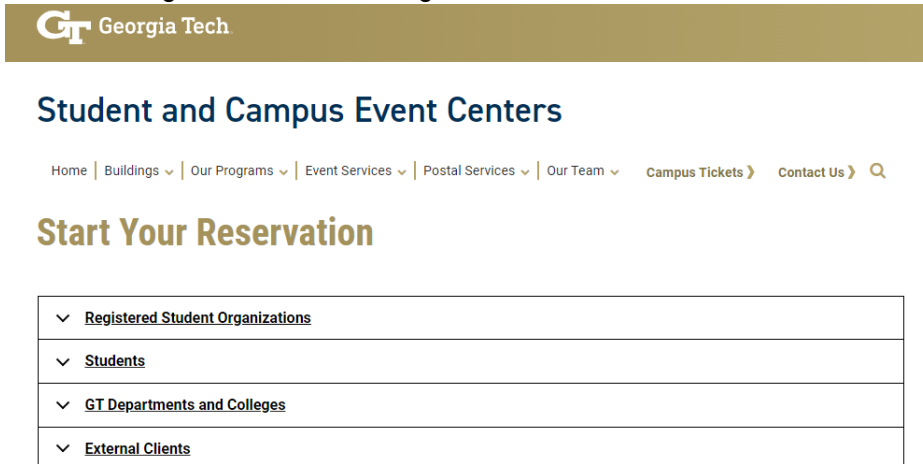
Event Services team supports reservable spaces in the John Lewis Student Center and Stamps Commons, Exhibition Hall, West Village, Historic Academy of Medicine, outdoor event and table spaces, and classrooms for non-academic meetings and events. Our office suite is staffed Monday – Friday from 8 a.m. - 5 p.m. and is located on the third floor of the Student Center. To reach a member of our team, please contact:

- For events in the Student Center, Exhibition Hall, or West Village: SCReservations@stucen.gatech.edu
- For events in the Historic Academy of Medicine: academyofmedicine@gatech.edu
- For class reservations: classroomreservations@stucen.gatech.edu
- For outdoor events: outdoorevents@stucen.gatech.edu

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



3. Click on “Registered Student Organizations”



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Start Your Reservation

▼ Registered Student Organizations
▼ Students
▼ GT Departments and Colleges
▼ External Clients

4. Click on “GT Events” Hyperlink

Registered Student Organizations

Registered Student Organizations may request and reserve spaces on campus through **GT Events**.

5. Sign in with User Id and Password (wait 5-10 seconds for page to load after signing in)

The screenshot shows the Georgia Tech Campus Reservation system interface. The top navigation bar includes the Georgia Tech logo and the text "Georgia Tech Campus Reservation ...". Below the navigation bar, there are tabs for "SITE HOME" and "MY HOME". The main content area is divided into two columns. The left column is titled "Sign In" and contains a message about plans for the summer semester, including social distancing and vaccination requirements. Below the message is a "NOTE" stating that Georgia Tech students, faculty, and staff do not need to create an account to sign in. There are two input fields for "User Id *" and "Password *", and a "Sign In" button. The right column is titled "Welcome, Guest." and contains a "Create An Account" button.

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

The screenshot shows the Georgia Tech Campus Reservation system interface. The top navigation bar includes the Georgia Tech logo and the text "Georgia Tech Campus Reservation ...". Below the navigation bar, there are tabs for "SITE HOME" and "MY HOME". The main content area is divided into two columns. The left column is a sidebar with a "HOME" section. Under "HOME", there is a "CREATE A RESERVATION" button highlighted in yellow. Below the sidebar, there are sections for "Events By Type" and "Request a Classroom Space". The "Events By Type" section has buttons for "Today's Public Lectures", "Campus Events This Week", and "Public Forum Events". The "Request a Classroom Space" section has a "Request a Classroom Space" button and a list of instructions for students, faculty and staff, and dates for requesting classroom spaces for the summer, fall, and spring semesters.

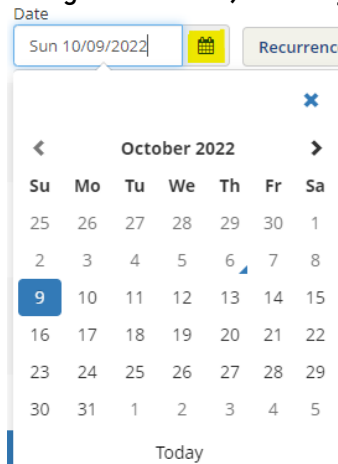
7. Select "book now" beside "Chartered Student Group - Request Classroom Space"

My Reservation Templates

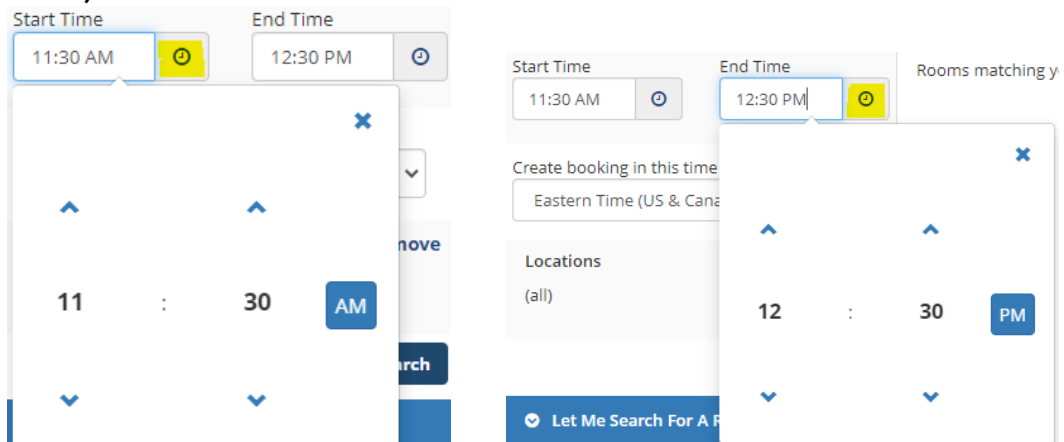
John Lewis Student Center Multicultural Lounge	book now	about
John Lewis Student Center Reflection Space	book now	about
Price Gilbert - Media Scholarship Commons	book now	about
Price Gilbert - Teaching Studios	book now	about
Chartered Student Group - Request Classroom Space	book now	about
Chartered Student Group - Request Event Space	book now	about
Clough & Library - Class Meeting, Rehearsal Rooms	book now	about
MUSE Atriums	book now	about
Outdoor - Tech Walkway Table Space	book now	about
Request Classroom Space (available AS IS only)	book now	about
Request Event Space	book now	about
Student Success Center	book now	about
Request Event Space	book now	about
SC/Ex Hall Special Use-At & Cyp Theaters, Midtown	book now	about
Request Classroom space-weekend & breaks use only	book now	about
Clough & Library - Instant Reservation Rooms	book now	about
Outdoor Event Spaces (3 Weeks Advance Booking)	book now	about
Request a room in EBB	book now	about

8. From here, you will be able to search dates, times, locations, specific features, number of people, and specific rooms

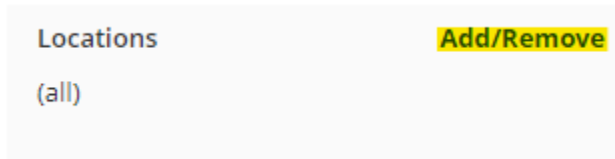
a. Search by **Date** by Clicking on the Calendar Icon and selecting your month (by using the arrows) and day



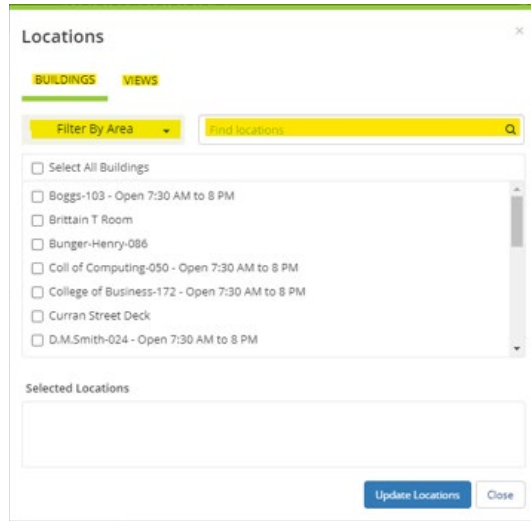
b. Search by **Time** by Changing Start Time and End Time for Event by Clicking on the Clock Icon (can change times by up/down arrows or by clicking on numbers, change AM/PM by clicking on blue block, can then click blue "x" and time will be saved)



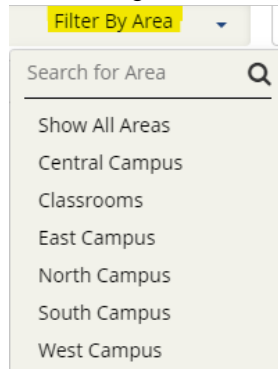
c. Search by **Location** by clicking “Add/Remove”



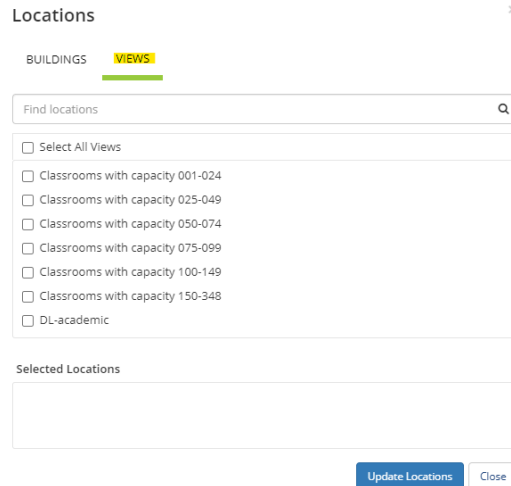
i. Can change search through “Buildings” “Views” “Filter By Area” or by “Find Locations”



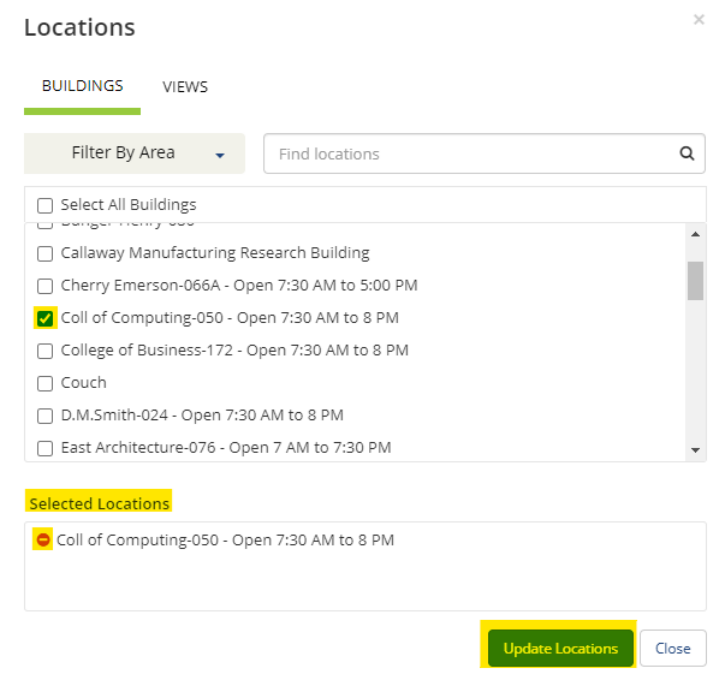
ii. Can change “Filter By Area” to different Areas of Campus



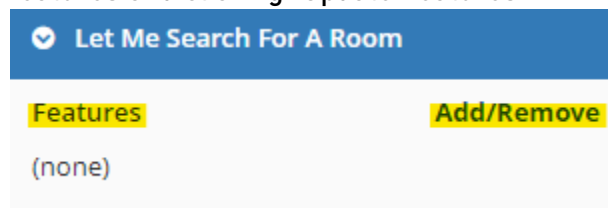
iii. Can change “Views” to different Classroom Capacities



- 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 ✕

Find features Q

- 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”

Number of People

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

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

Chartered Student Group - Request Classroom Space

1 Rooms 2 Services 3 Reservation Details

New Booking for Wed Nov 23, 2022

Date & Time: Wed 11/23/2022, 1:00 PM - 2:00 PM

Room Search Results

Room	Location	Floor	TZ	Cap	Filter Match
016 Classroom CoC	Coll of Computing-050 - Open 7:30 AM to 8 PM	First Floor	ET	240	
017 Classroom CoC	Coll of Computing-050 - Open 7:30 AM to 8 PM	First Floor	ET	102	
052 Classroom CoC	Coll of Computing-050 - Open 7:30 AM to 8 PM	(none)	ET	40	
100 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM	First Floor	ET	348	
101 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM	First Floor	ET	75	
101 Classroom CoC	Coll of Computing-050 - Open 7:30 AM to 8 PM	First Floor	ET	60	
102 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM	First Floor	ET	75	
102 Classroom CoC	Coll of Computing-050 - Open 7:30 AM to 8 PM	First Floor	ET	48	
103 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM	First Floor	ET	75	
103 Classroom IC	Instructional Center (IC)055-Open 7:30AM to 11PM	(none)	ET	300	
104 Classroom D.M. Smith	D.M.Smith-024 - Open 7:30 AM to 8 PM	First Floor	ET	48	
105 Classroom D.M. Smith	D.M.Smith-024 - Open 7:30 AM to 8 PM	First Floor	ET	139	

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 “Add Room”

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees

0

Add Room Cancel

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

Request Classroom Space (available AS IS only)

1 Rooms 2 Services 3 Reservation Details

New Booking for Thu Oct 27, 2022

Date & Time: Thu 10/27/2022

Selected Rooms: 016 Classroom CoC

Attendance & Setup Type

Next Step

12. If needed, any Services will pop up under “Services For Your Reservation” and can click “Next Step”

Chartered Student Group - Request Classroo...

1 Rooms 2 Services 3 Reservation Details

Services For Your Reservation

Next Step

Your selected room(s) and date(s) do not allow for additional Services. Please adjust your selections or continue to the 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”

Chartered Student Group - Request Classroom Space My Cart (1) [Create Reservation](#)

1 Rooms 2 Services **3 Reservation Details**

Reservation Details

Event Details

Event Name * Event Type * Meeting

Group Details

Group * Student

1st Contact (Temporary contact)

1st Contact Name * (Temporary contact)

1st Contact Phone * 1st Contact Fax

1st Contact Email Address *

2nd Contact (GA Tech Advisor Name) (None)

2nd Contact (GA Tech Advisor Name) Phone 2nd Contact (GA Tech Advisor Name) Fax

2nd Contact (GA Tech Advisor Name) Email Address

Additional Information

I have read and agree to the terms and conditions.

14. After filling in all the Required Information (all boxes outlined red/* questions), you can click “I have read and agree to the terms and conditions” and then click “Create Reservation”

[Create Reservation](#)

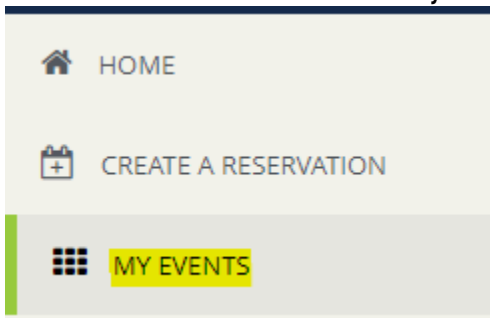
15. You will then see a Pop-Up Message titled “Help” with any Additional Information Announcements, see a Page that says “Reservation Created” behind that Pop-Up, and will Shortly Receive an Email from “GTEvents” titled “Reservation Summary”

Reservation Created

Reservation Summary

 GTEvents <GTEvents.Notification@gatech.edu>

16. **TO EDIT OR CANCEL:** Click on “My Events” on the Side Panel



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”


RESERVATIONS BOOKINGS

CURRENT PAST

Name

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

CURRENT PAST

Cancel Bookings Booking Tools

Date ^

  Fri Oct 7, 2022

Event Services | [Student & Campus Event Centers](#)

Division of [Student Engagement & Well-Being](#)

Georgia Institute of **Technology**

404.894.2828 | classroomreservations@stucen.gatech.edu | gatech.edu

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

