

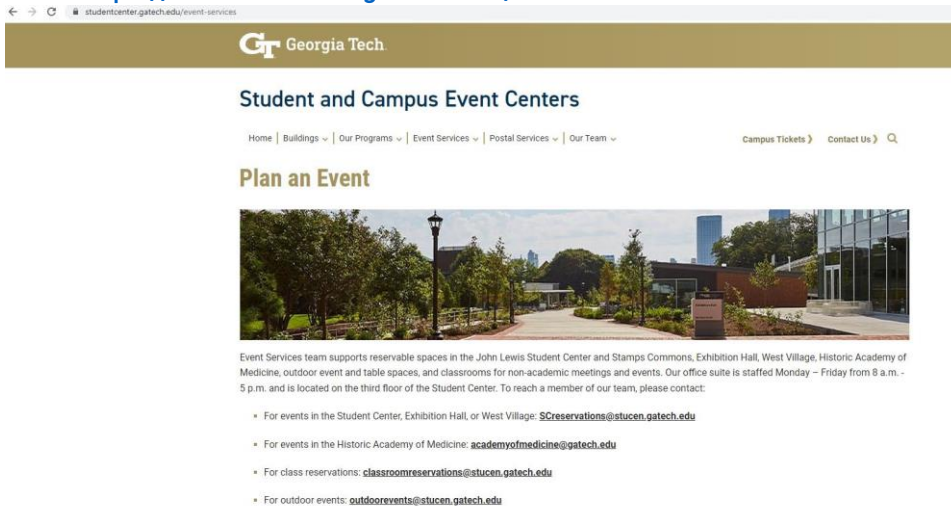
HOW TO RESERVE SPACE AS A STUDENT ORG:

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

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 "Create An Account" button. The right column is titled "Welcome, Guest." and contains a "Create An Account" button. Below the "Sign In" heading, there is a paragraph of text explaining the plans for the summer semester and the need for face coverings. A "NOTE" section follows, stating that Georgia Tech students, faculty, and staff do not need to create an account to sign in. Below the note, there are two input fields: "User Id *" and "Password *". A "Sign In" button is located at the bottom of the sign-in section.

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 titled "HOME" and contains a "CREATE A RESERVATION" button highlighted in yellow. Below the "CREATE A RESERVATION" button, there are several other buttons: "MY EVENTS", "EVENTS", and "LOCATIONS". The right column is titled "Events By Type:" and contains several buttons: "Today's Public Lectures", "Campus Events This Week", and "Public Forum Events". Below the "Events By Type:" section, there is a "Request a Classroom Space" section. This section contains a list of bullet points: "Students", "Faculty and Staff", and "Dates for requesting Classroom spaces for Events: Summer Semester", "Fall Semester", and "Spring Semester". To the right of the "Request a Classroom Space" section, there are several buttons: "Classroom", "Classroom Sp", "Classro", and "Buildin".

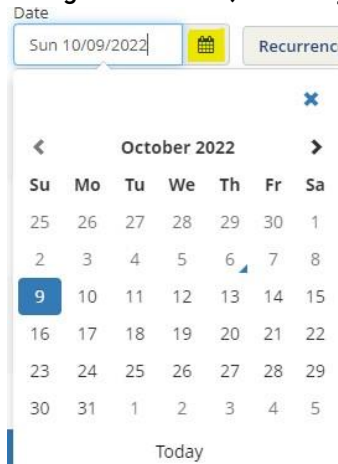
7. Select "book now" beside "Academy of Medicine - Request Event Space"

My Reservation Templates

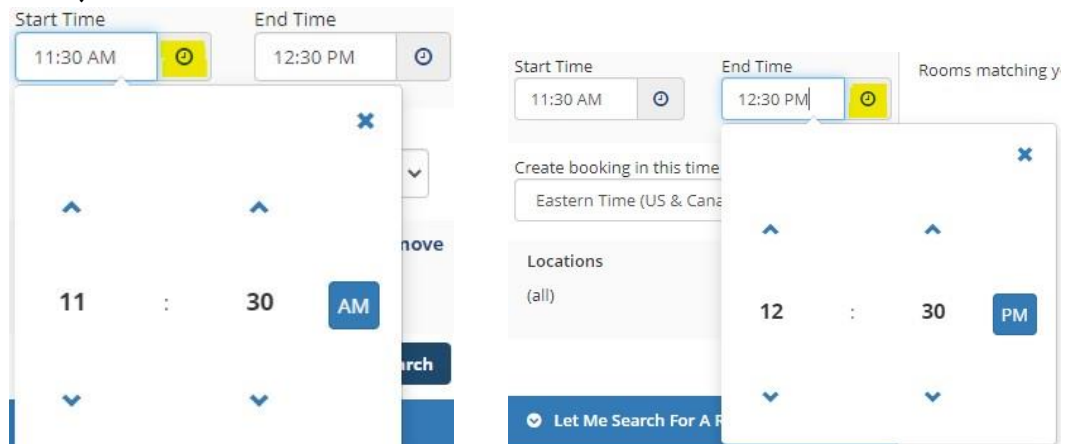
Academy of Medicine - Request Event Space	book now	about
Campus Recreation Center - Activity Spaces	book now	about
Campus Recreation Center - Classrooms	book now	about
John Lewis Student Center Multicultural Lounge	book now	about
John Lewis Student Center Reflection Space	book now	about
Chartered Student 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
MOSE 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
SCEx Hall Special Use-AI & Cyp Theaters, Midtown	book now	about
Display Case, Table Spaces, Banner	book now	about
Outdoor Event Spaces (3 Weeks Advance Booking)	book now	about
Center for Student Engagement Tables and Rooms	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

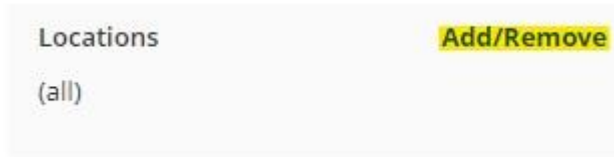
a. Search by Date by Clicking on the Calendar Icon and selecting your month (by using the arrows) and day



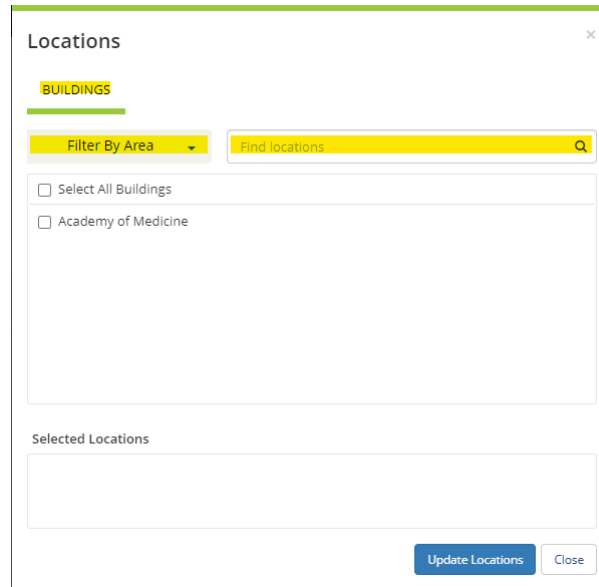
b. Search by Time by Changing Start Time and End Time for Event by Clicking on the Clock Icon (can change times by up/down arrows or by clicking on numbers, change AM/PM by clicking on blue block, can then click blue "x" and time will be saved)



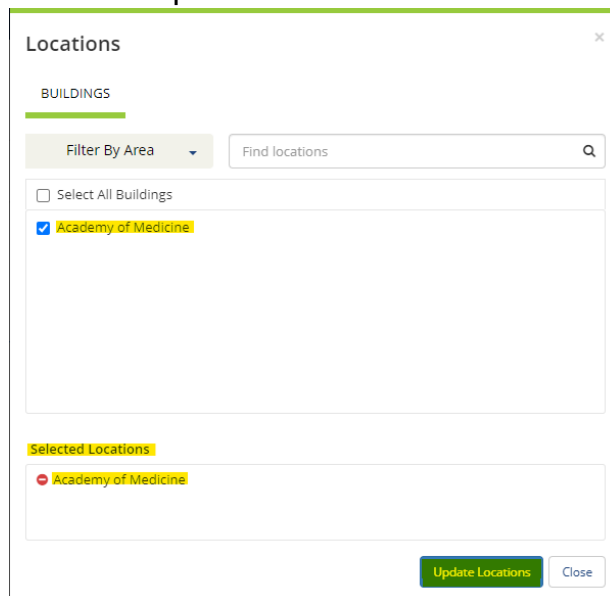
c. Search by Location by clicking “Add/Remove”



i. Can change search through “Buildings” “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”

The screenshot shows a blue header with a dropdown arrow and the text "Let Me Search For A Room". Below the header, there are two yellow-highlighted buttons: "Setup Types" and "Add/Remove". Underneath these buttons, the text "(no preference)" is displayed. A modal window titled "Setup Types" is open, featuring a search bar labeled "Find setup types" with a magnifying glass icon. Below the search bar are two checkboxes: "Select All setup types" and "As is (Full Capacity)". At the bottom of the modal, there is a section labeled "Selected Setup Types" with an empty text box. To the right of this section are two buttons: "Update Setup Types" (green) and "Close" (grey).

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

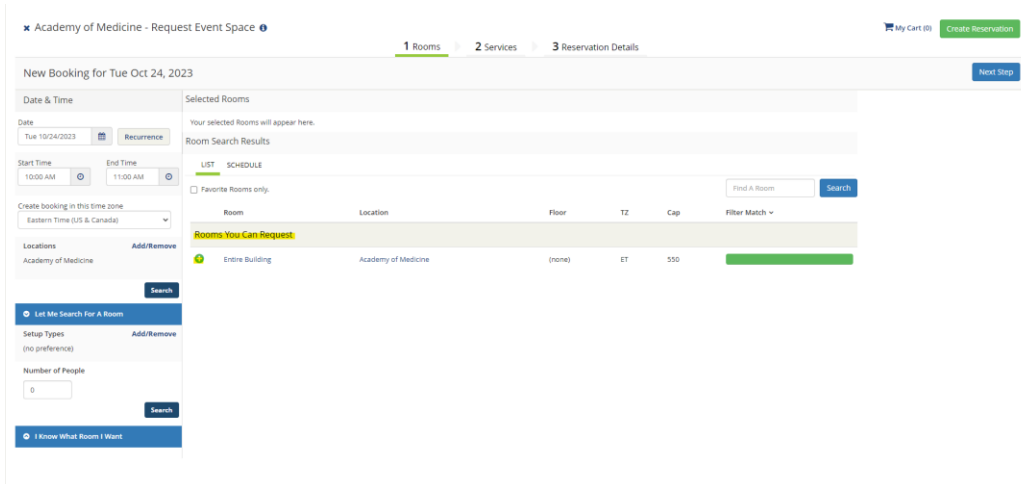
The screenshot shows a yellow-highlighted label "Number of People" above a numeric input field containing the number "0". To the right of the input field is a dark blue button with the text "Search" in yellow.

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

The screenshot shows a blue header with a dropdown arrow and the text "I Know What Room I Want". Below the header, there is a yellow-highlighted label "Room Name" above a search input field with a magnifying glass icon.

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)



- 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”

×

Attendance & Setup Type

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

No. of Attendees *

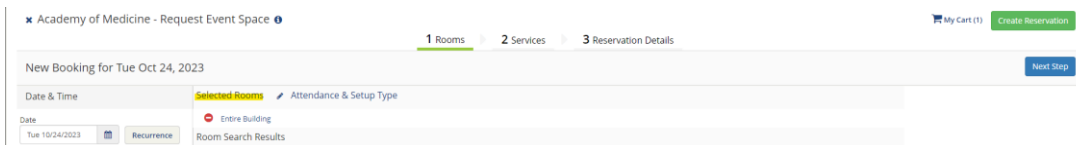
0

Setup Type *

As Is (Full Capacity) ▼

Add Room
Cancel

- 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



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

Academy of Medicine - Request Event Space

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

Services For Your Reservation

Next Step

AoM Equipment

AV Equipment	Slide Advancer
Portable Podium	
Furniture	
Bar Setup	Stanchions
Table - High Top	
Miscellaneous	
Coat Rack	Dry Erase Board
Easel	Flip Chart
Pipe and Drape Kit	Podium (no mic)
Overnight Storage	

Services Summary

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

Academy of Medicine - Request Event Space

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

Additional Information

There are a limited number of complimentary parking spaces available for your event: will you require additional parking? *

Will Alcohol Be Served? *

Will you be having food at this event? *

Will you have participants under the age of 18? *

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

Create Reservation

- 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>

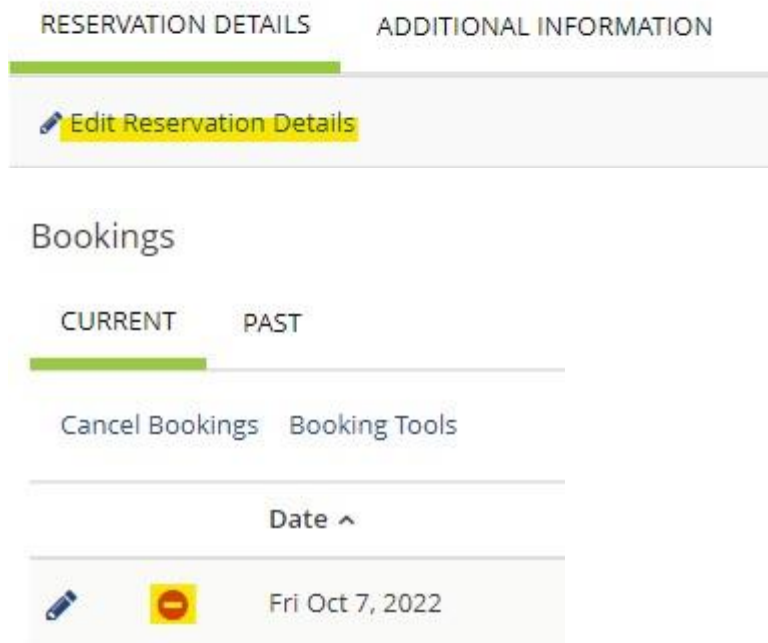
16. TO EDIT OR CANCEL: Click on “My Events” on the Side Panel



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



Event Services | [Student & Campus Event Centers](#)
Division of [Student Engagement & Well-Being](#)

Georgia Institute of **Technology**

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

