How to Create an Outdoor Event Space Reservation on GT Events

Please contact OutdoorEvents@stucen.gatech.edu with any questions.

1. Navigate to https://gtevents.gatech.edu/emswebapp/

2. Click the "User Id" field.
3. Click the "Password" field.

4. Click this button.
5. Click "CREATE A RESERVATION"

6. Click Outdoor Event Spaces (3 Weeks Advance Booking) "book now"
7 Select your desired date.

Please note: Reservation requests must be submitted 3+ weeks prior to your event date.

8 Select your desired times.
Click "Search"

Available spaces will appear with a green +. You can add all desired spaces for your chosen date and time. If a space is not listed, it is not available.
11 Insert your expected number of attendance

12 Click "Add Room"
13. Click "Next Step"

14. Select all that apply. Please read the pop ups for additional information regarding each selection.

Please note: Contingency plans are required for Outdoor Events
15  Click "Next Step" once all applicable fields are selected

16  Click the "Event Name" field. The event name inserted here is how the event will show on our public events calendar.
Select your event type

- **Event Name**: Test
- **Event Type**: Athlete Event, Bake Sale, Catered Meal w/Table & Chairs, Catered/Boxed Lunch-Dinner, Concert/Performance, Exhibit/Fair

Insert the correct contact information

- **1st Contact Name**: Rice, Tony
- **1st Contact Phone**: 
- **1st Contact Email Address**: tony.rice@stucen.gatech.edu

Made with Scribe - https://scribehow.com
19 Answer each drop down accurately as they apply to your event. Being thorough here can expedite the approvals process.

20 Click the "Briefly describe your event:" field. This event description will also be displayed on our public events calendar.
21. Click the "I have read and agree to the terms and conditions" field.

22. Click "Create Reservation" to submit your request. Your reservation should be processed within 48 business hours. You should receive an email requesting additional information, a virtual meeting, or confirmation of your reservation.