

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.

HOME

SE

EVENTS

LOCATIONS

Help Desk

Sign In

NOTE: Georgia Tech students, faculty, and staff do **not** need to create an account (no need to click the "Create An Account" button). Use your GT Account credentials to sign in. Please visit <https://passport.gatech.edu/> to validate or reset your credentials.

User Id *

Password *

Sign In

Welcome, Guest.

3 Click the "Password" field.

HOME

WSE

EVENTS

LOCATIONS

S

IT Help Desk

Sign In

Welcome, Guest.

NOTE: Georgia Tech students, faculty, and staff do **not** need to create an account (no need to click the "Create An Account" button). Use your GT Account credentials to sign in. Please visit <https://passport.gatech.edu/> to validate or reset your credentials.

User Id *

trice40

Password *

Sign In

Detailed description: This is a screenshot of a web application's sign-in page. On the left is a vertical sidebar with a light beige background. It contains a 'HOME' link with a house icon, a 'WSE' link, an 'EVENTS' link with a calendar icon, a 'LOCATIONS' link with a location pin icon, a 'S' link, and an 'IT Help Desk' link. At the bottom of the sidebar is a blue circular icon with a white center. The main content area has a light beige background. At the top, it says 'Sign In' on the left and 'Welcome, Guest.' on the right. Below this is a red 'NOTE' paragraph. Underneath the note are two input fields: 'User Id *' containing the text 'trice40' and 'Password *' which is currently empty. An orange circle highlights the 'Password *' field. Below the password field is a blue 'Sign In' button.

4 Click this button.

HOME

BROWSE

EVENTS

LOCATIONS

LINKS

IT Help Desk

Sign In

Welcome, Guest.

NOTE: Georgia Tech students, faculty, and staff do **not** need to create an account (no need to click the "Create An Account" button). Use your GT Account credentials to sign in. Please visit <https://passport.gatech.edu/> to validate or reset your credentials.

User Id *

trice40

Password *

.....

Sign In

Detailed description: This is a second screenshot of the same sign-in page. In this version, the 'Password *' field is filled with eight dots. The 'Sign In' button, which is blue with white text, is now highlighted with an orange circle. The rest of the page layout, including the sidebar and the 'NOTE' paragraph, remains the same as in the previous screenshot.

5 Click "CREATE A RESERVATION"

The screenshot shows the Georgia Tech Campus Reservation System homepage. The left sidebar contains a navigation menu with the following items: HOME, CREATE A RESERVATION (circled in orange), MY EVENTS, BROWSE, EVENTS, LOCATIONS, and a LINKS section with OIT Help Desk, Report System Issues, and Legal & Privacy Information. The main content area has a header with 'SITE HOME' and 'MY HOME' tabs. Below this is a 'GT Events Quick Links' section with buttons for Event Planning Resources, Campus Map, Event Parking, Tech Catering, and Classroom IT Services Request. To the right of this section is a 'Request a Classroom Space' banner with a 'Students' bullet point stating: 'A request must be submitted through prior to the event start date. A maxir'.

6 Click Outdoor Event Spaces (3 Weeks Advance Booking) "book now"

The screenshot shows the Room Request page. The left sidebar contains a navigation menu with the following items: RESERVATION, 1 Issues, y Information, and eservation Help. The main content area is a table with the following rows:

Request Type	book now	about
Classroom Space Request - Wknd & Breaks Only	book now	about
Classroom Space Request (available AS IS only)	book now	about
Display Case, Table Spaces, Banner	book now	about
EBB Room Request	book now	about
Event Space Request	book now	about
Instant Reservations	book now	about
Outdoor - Tech Walkway Table Space Request	book now	about
Outdoor Event Spaces (3 Weeks Advance Booking)	book now (circled in orange)	about
Registered Student Group - Request Event Space	book now	about
RSO - Classroom Space Request	book now	about
Student & Campus Event Centers - Sp. Use Spaces	book now	about
Student Center Admin Huddle Rooms	book now	about





7 Select your desired date.

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


✕ Outdoor Event Spaces (3 Weeks Advance Booking) ⓘ




1 Rooms ▶ 2 Services ▶ 3 Reservation Details

New Booking for Mon Feb 19, 2024


Date & Time	Selected Rooms
<div>Date</div> <div>Mon 02/19/2024  <div>Recurrence</div></div> <div>Start Time</div> <div>2:30 PM </div> <div>End Time</div> <div>3:30 PM </div> <div>Create booking in this time zone</div> <div>Eastern Time (US & Canada) ▼</div> <div><div> ns</div><div>Add/Remove</div></div> <div>Outdoor Spaces</div>	<div>Your selected Rooms will appear here.</div> <div>Room Search Results</div> <div>Rooms matching your search criteria will appear here.</div>


8 Select your desired times


 Room Request


<div>Date</div> <div>Wed 02/28/2024  <div>Recurrence</div></div> <div>Start Time</div> <div>2:30 PM </div> <div>End Time</div> <div>3:30 PM </div> <div>Create booking in this time zone</div> <div>Eastern Time (US & Canada) ▼</div> <div><div>Locations</div><div>Outdoor Spaces</div><div>Add/Remove</div></div> <div>Search</div> <div>Let Me Search For A Room</div> <div>Know What Room I Want</div>	<div>Your selected Rooms will appear here.</div> <div>Room Search Results</div> <div>Rooms matching your search criteria will appear here.</div>
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9 Click "Search"

Date
Wed 02/28/2024  Recurrence


Start Time
2:30 PM 


End Time
3:30 PM 

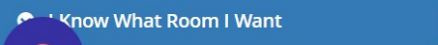
Create booking in this time zone
Eastern Time (US & Canada) 


Locations **Add/Remove**

Outdoor Spaces


















Room name 

Your selected rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

10 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.

	MRDC Courtyard	Outdoor Spaces	(none)
	Noonan Courtyard (Klaus)	Outdoor Spaces	(none)
	EcoCommons Unity Plaza	Outdoor Spaces	(none)
	Race/Walk/Run	Outdoor Spaces	(none)
	Seven Bridges Plaza	Outdoor Spaces	(none)
	Skiles Courtyard	Outdoor Spaces	(none)
	Skiles Triangle Lawn	Outdoor Spaces	(none)
	Tech Green Lawn	Outdoor Spaces	(none)
	Texas Instruments Plaza	Outdoor Spaces	(none)
	West Village Fire Pits	Outdoor Spaces	(none)
	West Village Lawn	Outdoor Spaces	(none)

11 Insert your expected number of attendance

The screenshot shows the Georgia Tech Room Request interface. A modal titled "Attendance & Setup Type" is open, prompting the user to enter the number of attendees and the desired setup type. The "No. of Attendees" field contains the number "1". An orange circle highlights the dropdown arrow in the field. Below the modal, a table lists available outdoor spaces.

Room Name	Setup Type	Availability
Seven Bridges Plaza	Outdoor Spaces	(none)
Skiles Courtyard	Outdoor Spaces	(none)
Skiles Triangle Lawn	Outdoor Spaces	(none)
Tech Green Lawn	Outdoor Spaces	(none)
Texas Instruments Plaza	Outdoor Spaces	(none)

12 Click "Add Room"

The screenshot shows the Georgia Tech Room Request interface with the "Attendance & Setup Type" modal still open. The "Add Room" button is highlighted with an orange circle. The modal also includes a "Cancel" button. In the background, a table lists available outdoor spaces with their respective capacities and ET values.

Room Name	Setup Type	Availability	ET	Capacity
Seven Bridges Plaza	Outdoor Spaces	(none)	ET	40
Skiles Courtyard	Outdoor Spaces	(none)	ET	1300
Skiles Triangle Lawn	Outdoor Spaces	(none)	ET	2000
Tech Green Lawn	Outdoor Spaces	(none)	ET	10000
Texas Instruments Plaza	Outdoor Spaces	(none)	ET	1000

13 Click "Next Step"

The screenshot shows a web interface for room booking. At the top, there's a dark blue header with the text 'est' on the left and a user profile 'Rice, Tony' on the right. Below the header, there's a navigation bar with three steps: '1 Rooms', '2 Services', and '3 Reservation Details'. The '3 Reservation Details' step is currently active. To the right of the navigation bar, there's a 'My Cart (1)' icon and a green 'Create Reservation' button. Below the navigation bar, there's a 'Next Step' button highlighted with an orange circle. The main content area shows a list of rooms with columns for 'Room', 'Location', 'Floor', 'TZ', 'Cap', and 'Filter Match'. There's also a 'Find A Room' search bar and a 'Search' button.

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

The screenshot shows a 'Room Request' form. At the top, there's a dark blue header with the Georgia Tech logo and the text 'Room Request'. Below the header, there's a table with two columns. The first column contains a dropdown menu labeled 'Select all that apply' and a list of selection options. The second column contains a list of questions or statements. The 'Contingency plan? *Required' option is highlighted with an orange circle.

Select all that apply	
Contingency plan? *Required	Tech Green Events - Do you need All Tabl...
Will you have Off-Campus Vendors?	Requesting Off-Site Equipment from SCEC
Requesting Tables/Chairs?	Will You Have Amplified Sound?
Will you have Food?	Will there be Alcohol on-site?
Will you require Recycling Bins?	Will you require Trash Cans?
Will you be collecting Money/Fees onsite?	Will you need access to Power/Extension ...
GTPD - Officer Presence, Lane Closures a...	Fire Safety Office - Large Event Layout Ap...

- 15 Click "Next Step" once all applicable fields are selected

The screenshot shows a reservation form with a dark blue header containing the text 'est', a help icon, and the user name 'Rice, Tony'. Below the header, there's a navigation bar with 'Rooms', '2 Services', and '3 Reservation Details'. A 'My Cart (1)' icon and a green 'Create Reservation' button are also present. The 'Services' section is active, showing a 'Services Summary' with an 'Outdoor Events Questionnaire' section. A 'Next Step' button is highlighted with an orange circle.

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

The screenshot shows a 'Room Request' form with a dark blue header containing the Georgia Tech logo and the title 'Room Request'. The form is divided into sections: 'Reservation Details', 'Event Details', and 'Group Details'. In the 'Event Details' section, the 'Event Name *' field is highlighted with an orange circle. Other fields include 'Event Type *', 'Group *' (set to 'Student Center'), '1st Contact' (set to '(temporary contact)'), and '1st Contact Name *'.

17 Select your event type

Georgia Tech

Room Request

Reservation Details

Event Details

Event Name *

Test

Event Type *

Group Details

Group *

Student Center

1st Contact

(temporary contact)

1st Contact Name *

Athletic Event
Bake Sale
Catered Meal w/Table & Chairs
Catered/Boxed Lunch-Dinner
Concert/Performance
Exhibit/Fair

18 Insert the correct contact information

Georgia Tech

Room Request

1st Contact

Rice, Tony

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

tony.rice@stucen.gatech.edu

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

19

Answer each drop down accurately as they apply to your event. Being thorough here can expedite the approvals process.

Select your files Drag and drop your files here

Additional Information

Is this event cosponsored with another group/company? *

Choose one

Will you have participants under the age of 18? *

Choose one

Are you charging admission or collecting fees (from attendees or vendors)? *

Choose one

Yes

No

Briefly describe your event: *

20

Click the "Briefly describe your event:" field. This event description will also be displayed on our public events calendar.

Will you have participants under the age of 18?

No

Are you charging admission or collecting fees (from attendees or vendors)? *

No

Briefly describe your event: *

Do you plan to have food at the event? *

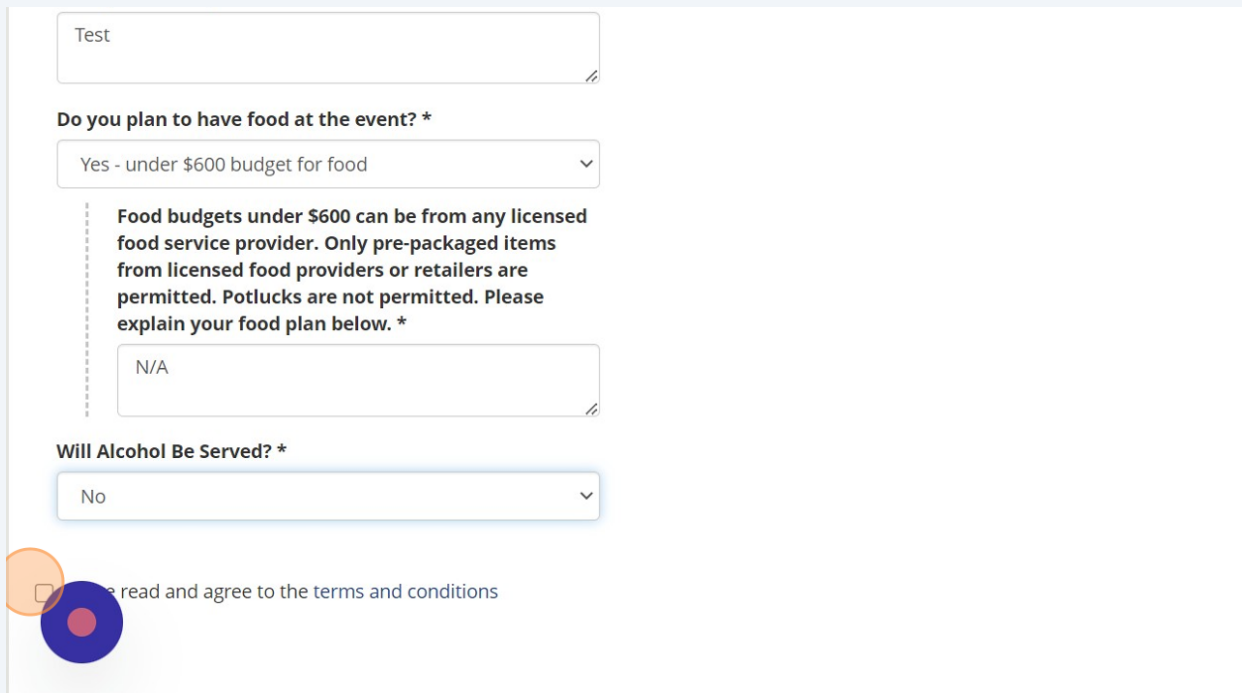
Choose one

Will Alcohol Be Served? *

Choose one

☐ I have read and agree to the terms and conditions

- 21 Click the "I have read and agree to the terms and conditions" field.



Test

Do you plan to have food at the event? *

Yes - under \$600 budget for food

Food budgets under \$600 can be from any licensed food service provider. Only pre-packaged items from licensed food providers or retailers are permitted. Potlucks are not permitted. Please explain your food plan below. *

N/A

Will Alcohol Be Served? *

No

☐ I have read and agree to the terms and conditions

- 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.



Create Reservation