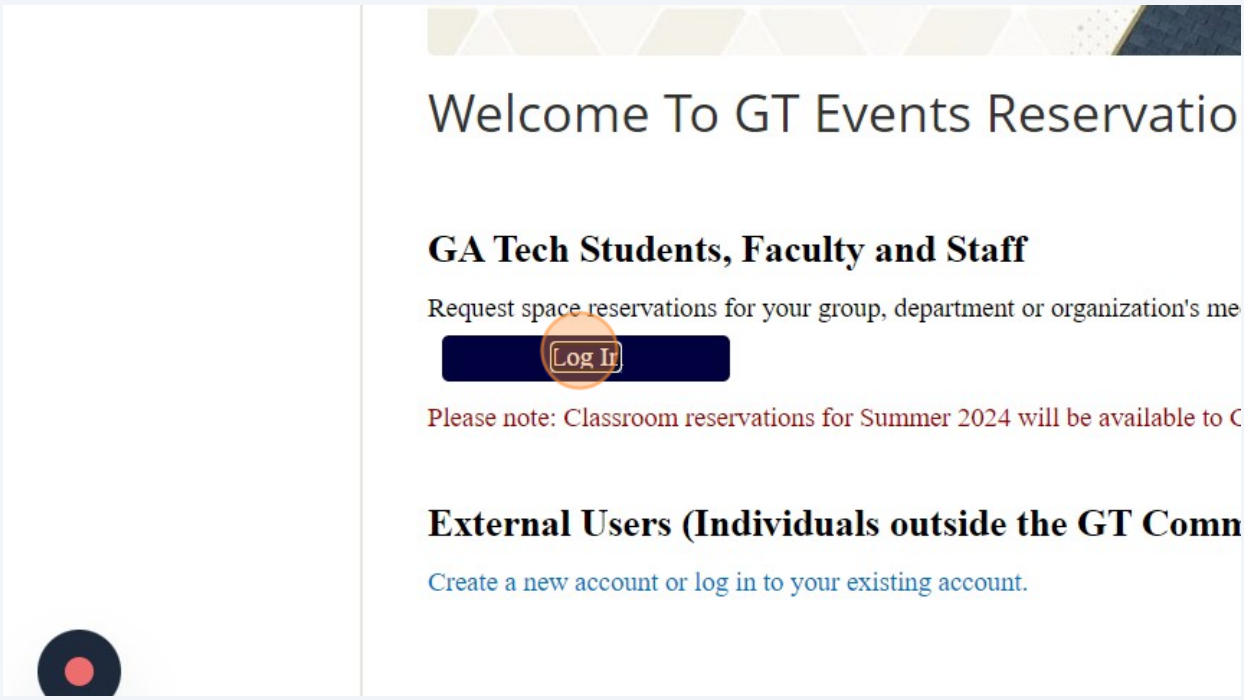
How to Create a Tech Walkway Table Space Reservation on GT Events

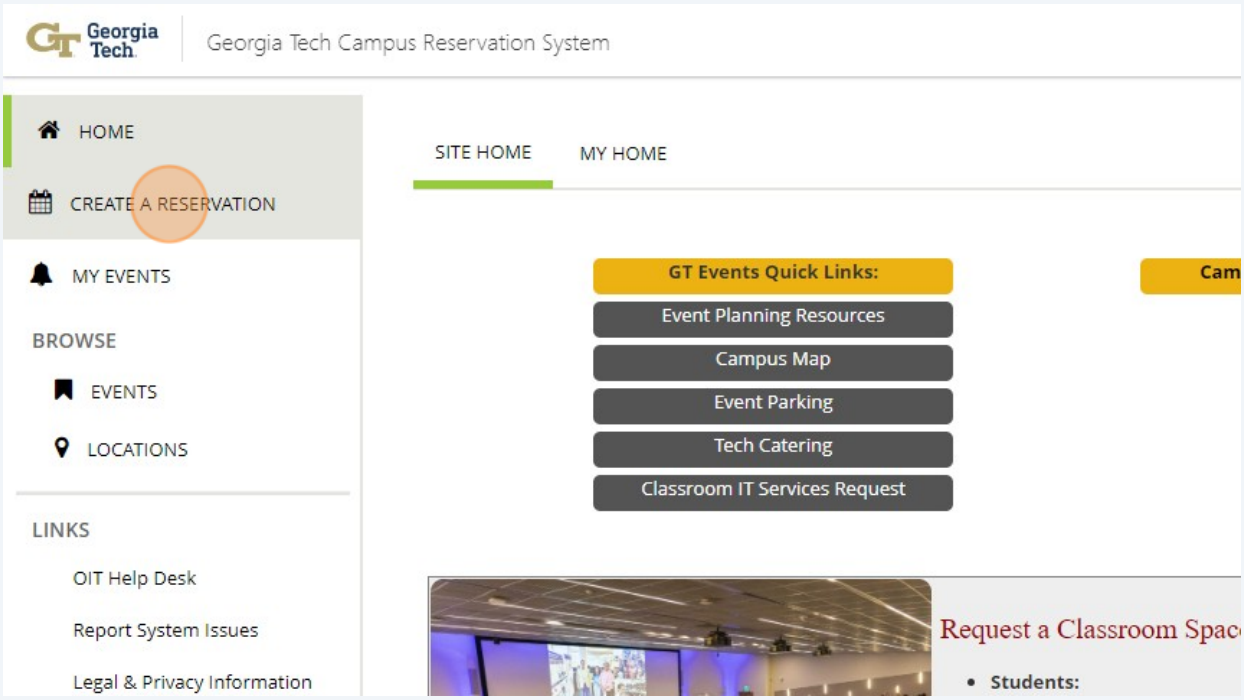
Please contact OutdoorEvents@stucen.gatech.edu with any questions.

1 Navigate to https://git.emscloudservice.com/web/

2 Click "Log In" and enter your GT credentials

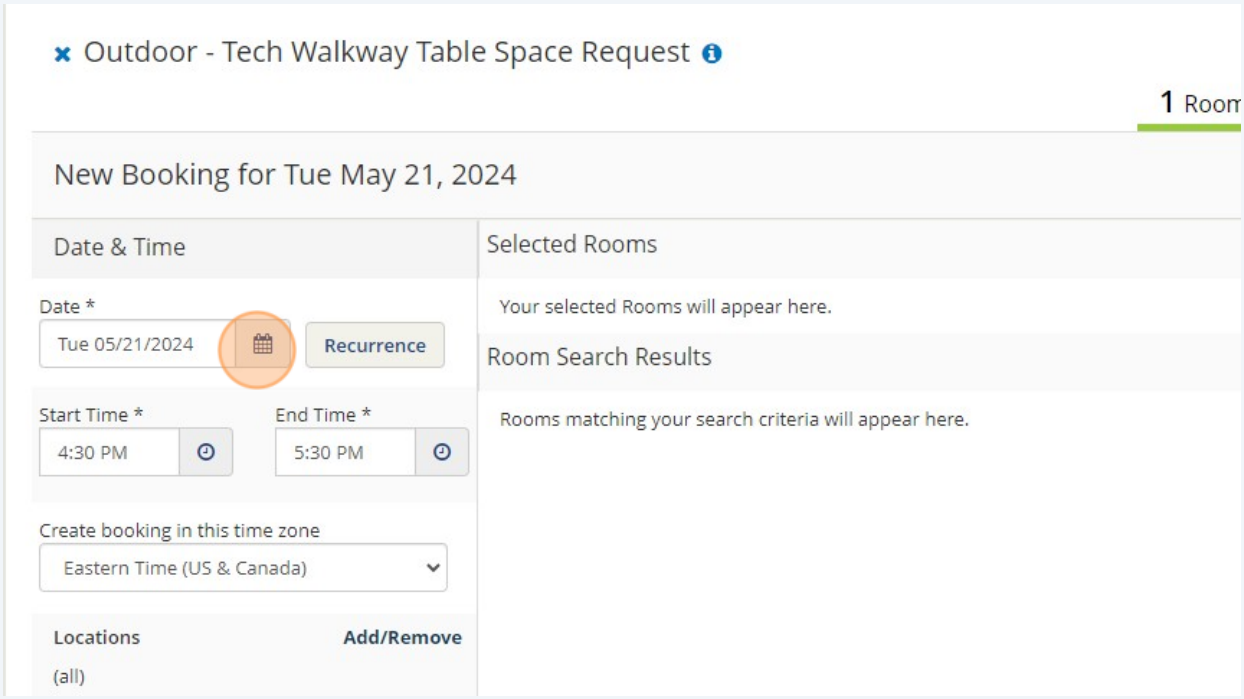


3 Click "CREATE A RESERVATION"

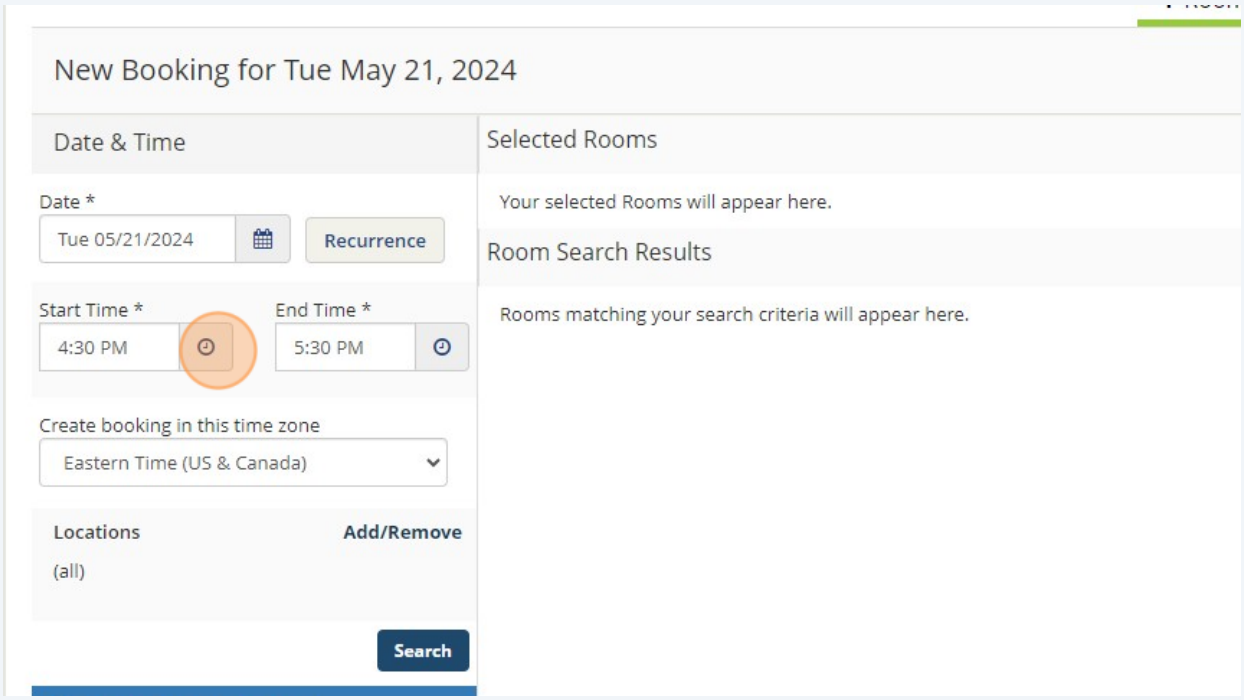


4 Click Outdoor - Tech Walkway Table Space Request "book now"

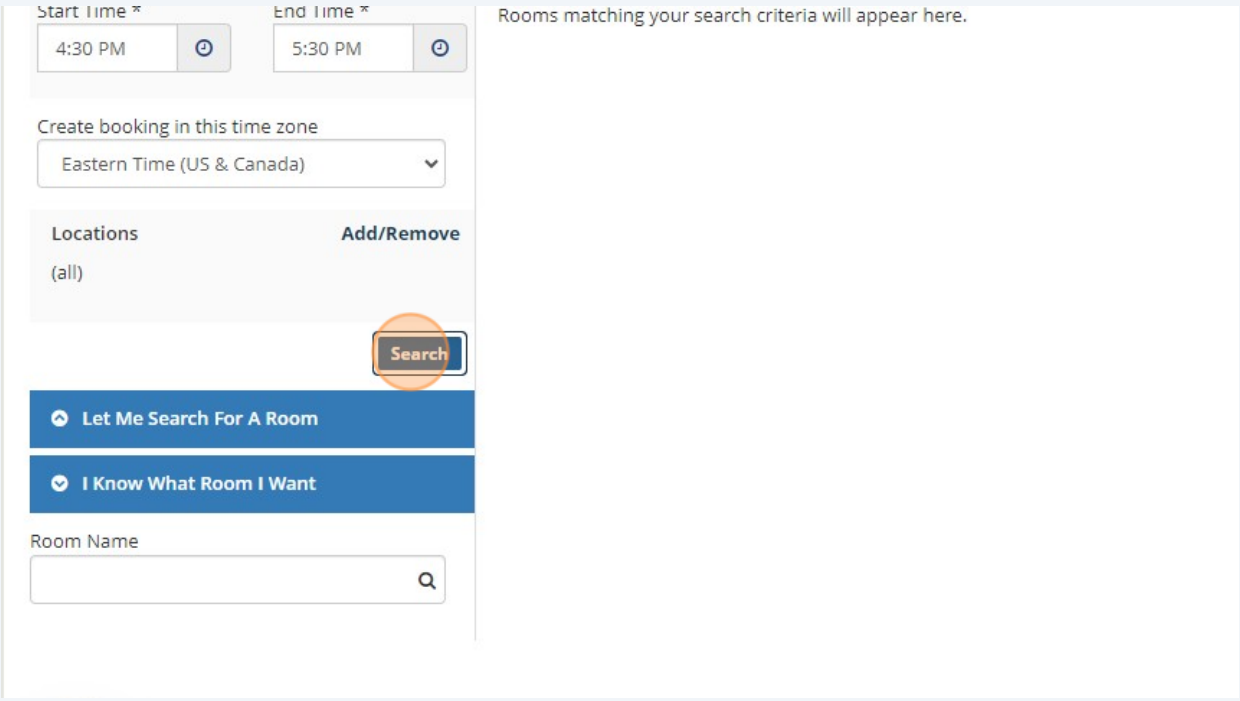
5 Select your desired date. Please note: Reservation requests must be submitted 7+ days prior to your event date



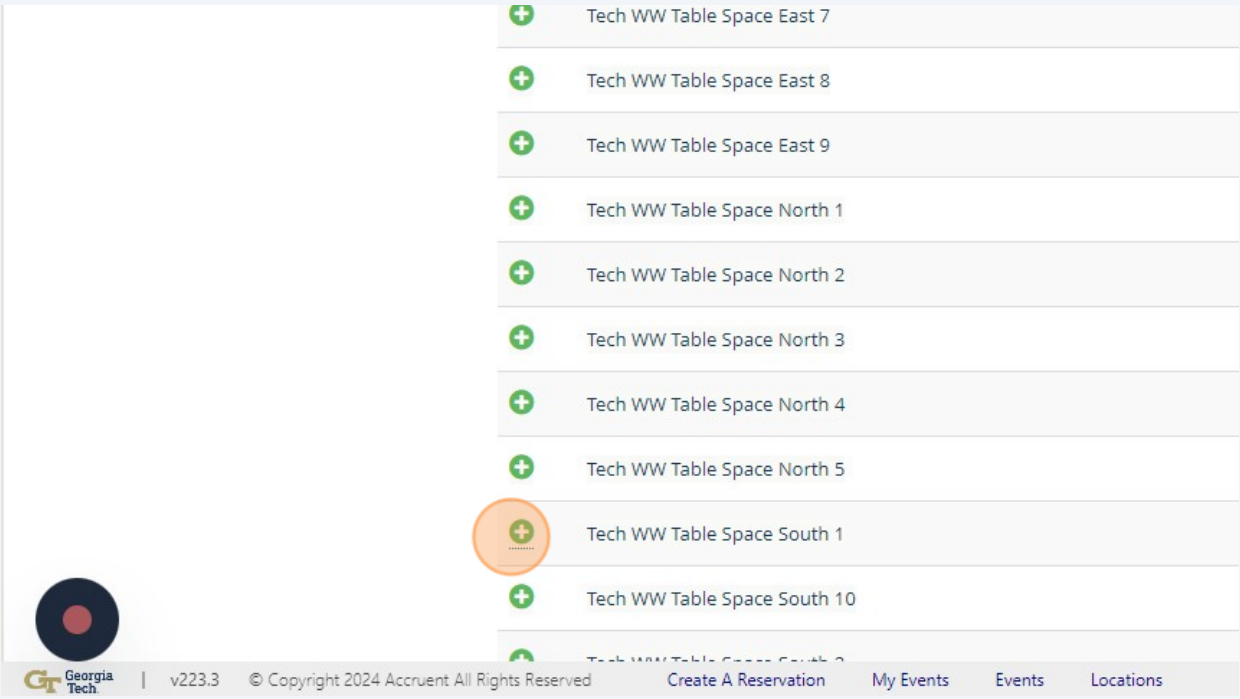
6 Select your desired times



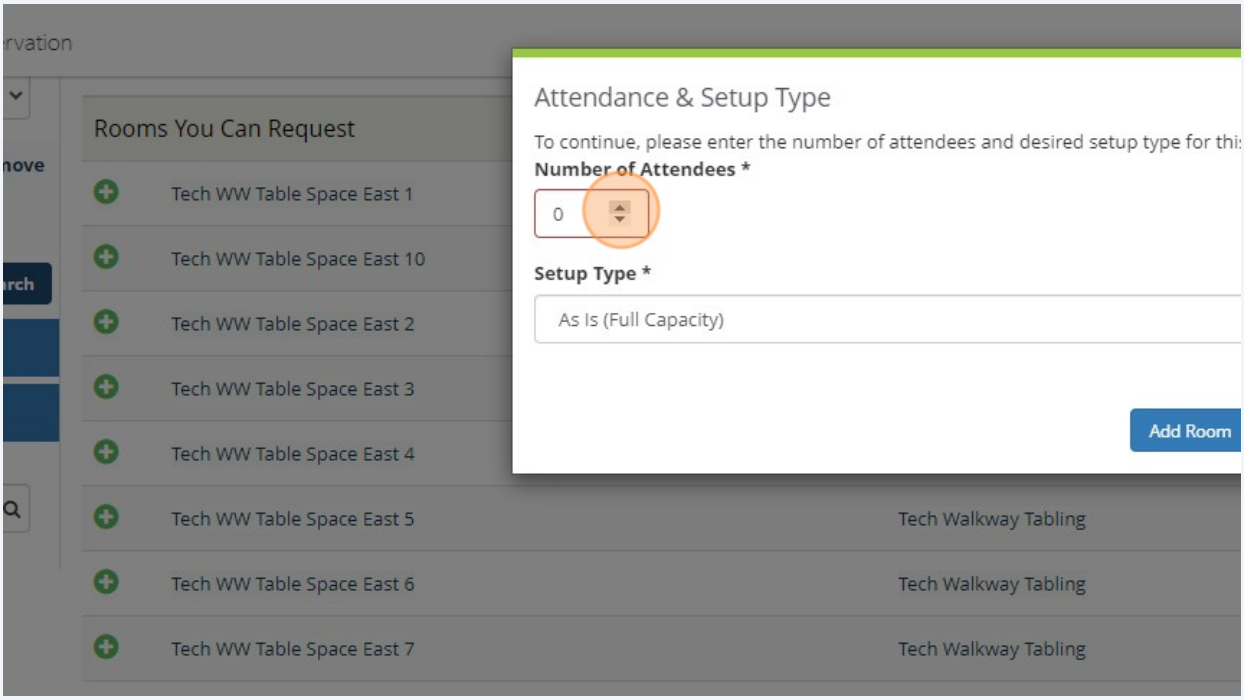
7 Click "Search"



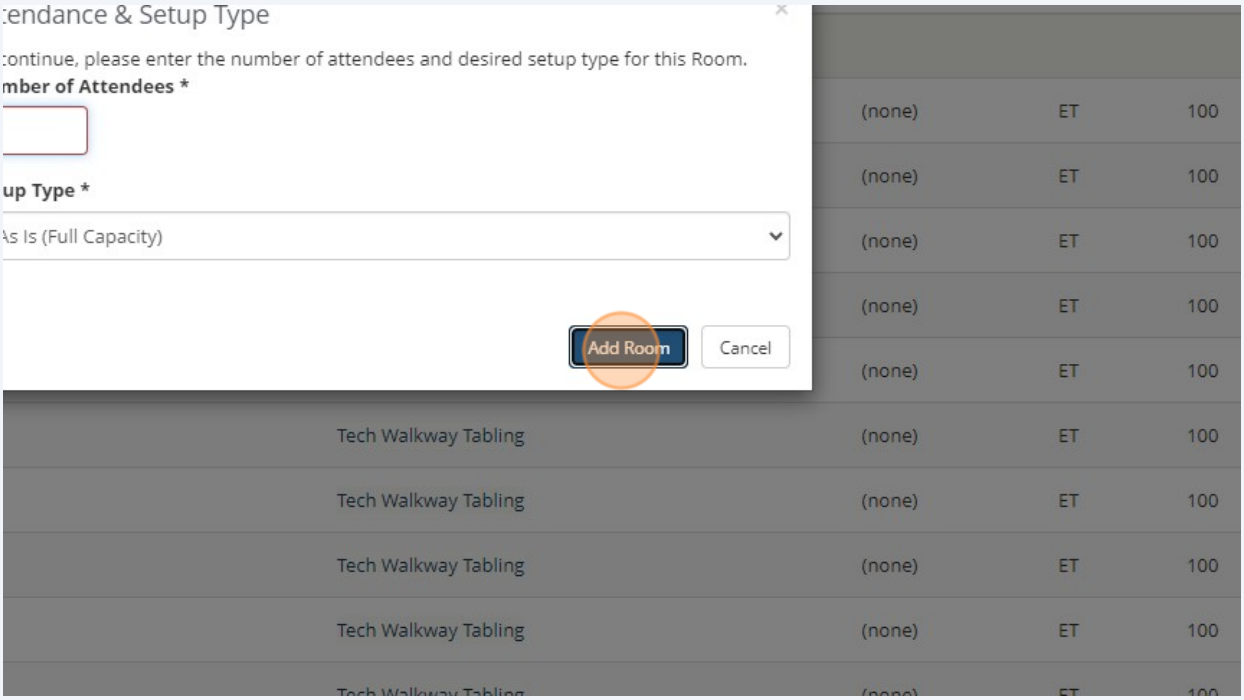
8 Available spaces will appear with a green +. You can add all desired spaces for your chosen date and time. If a space is not listed, it is not available.



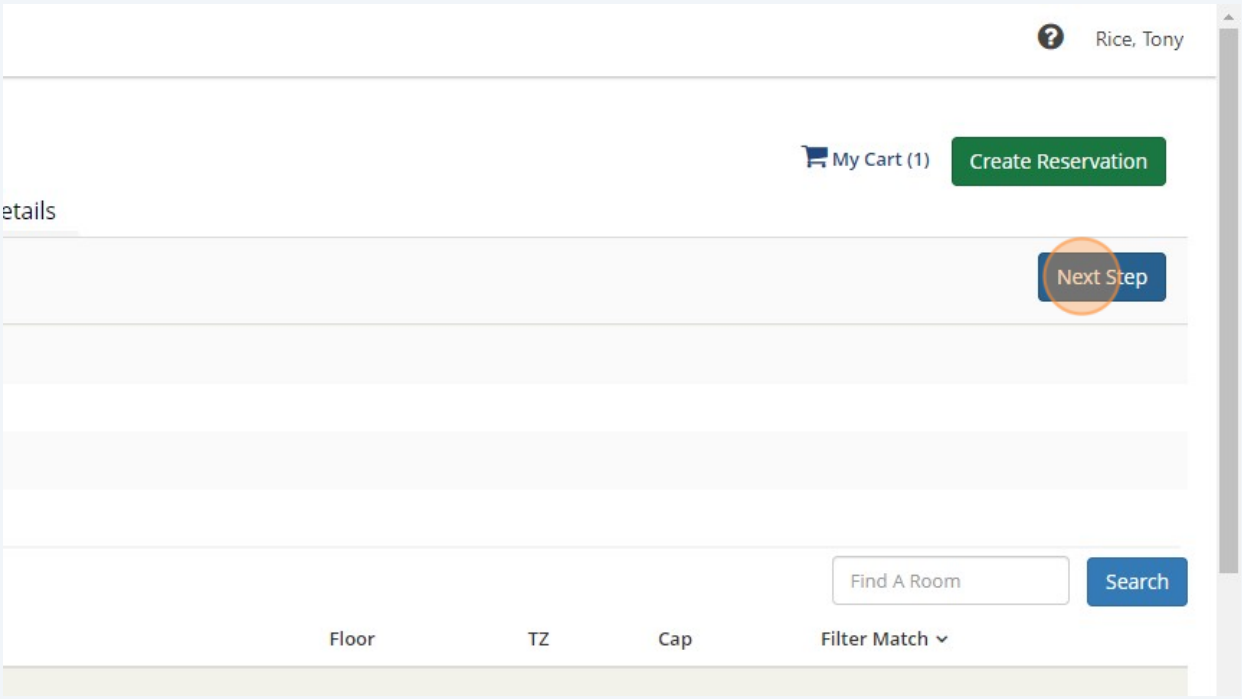
9 Insert your expected number of attendees



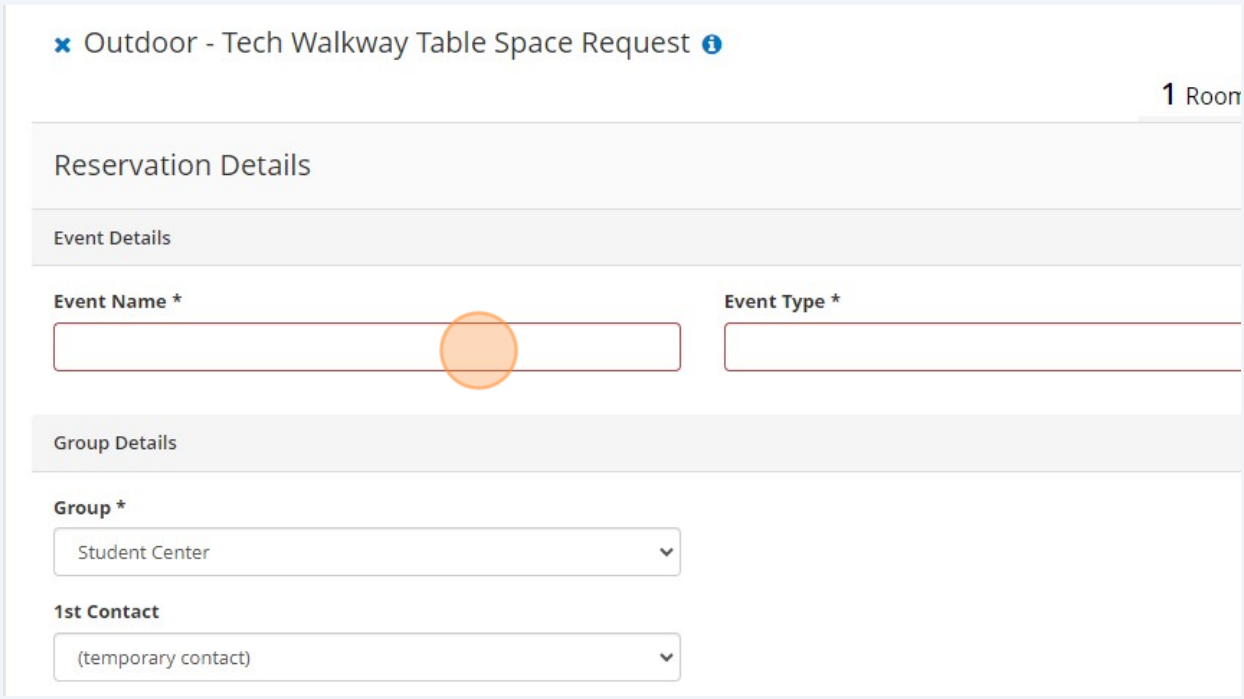
10 Click "Add Room"



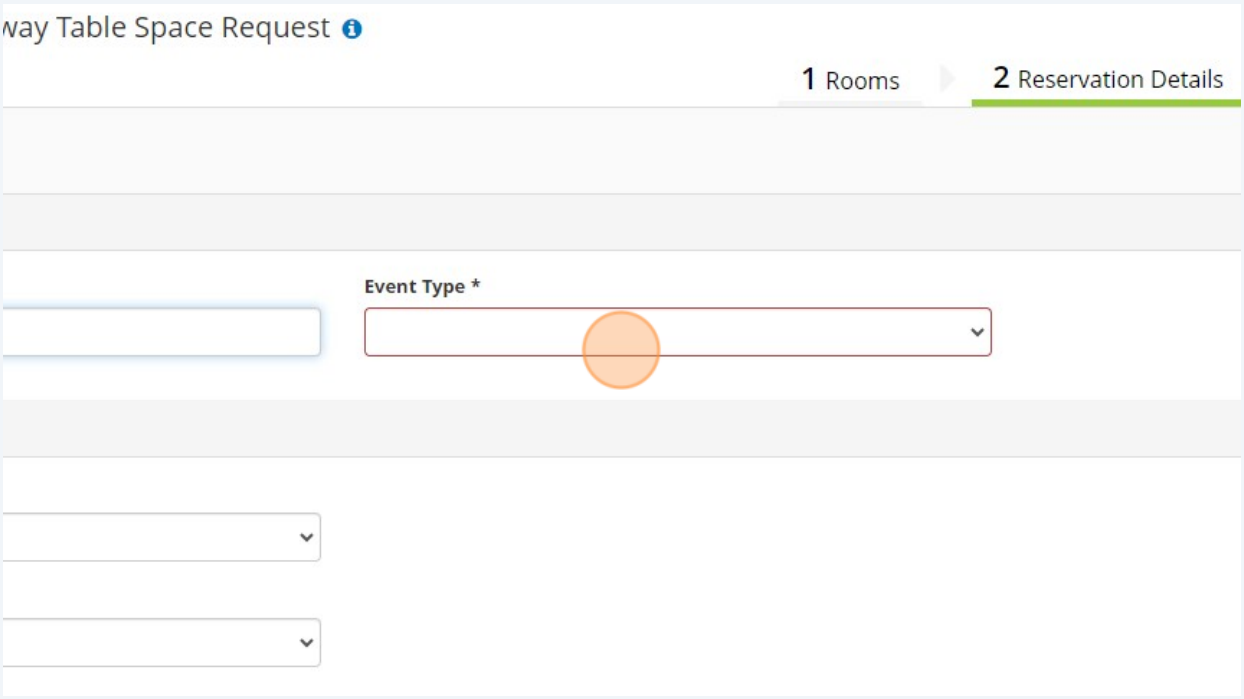
11 Click "Next Step" once all dates and locations are selected.



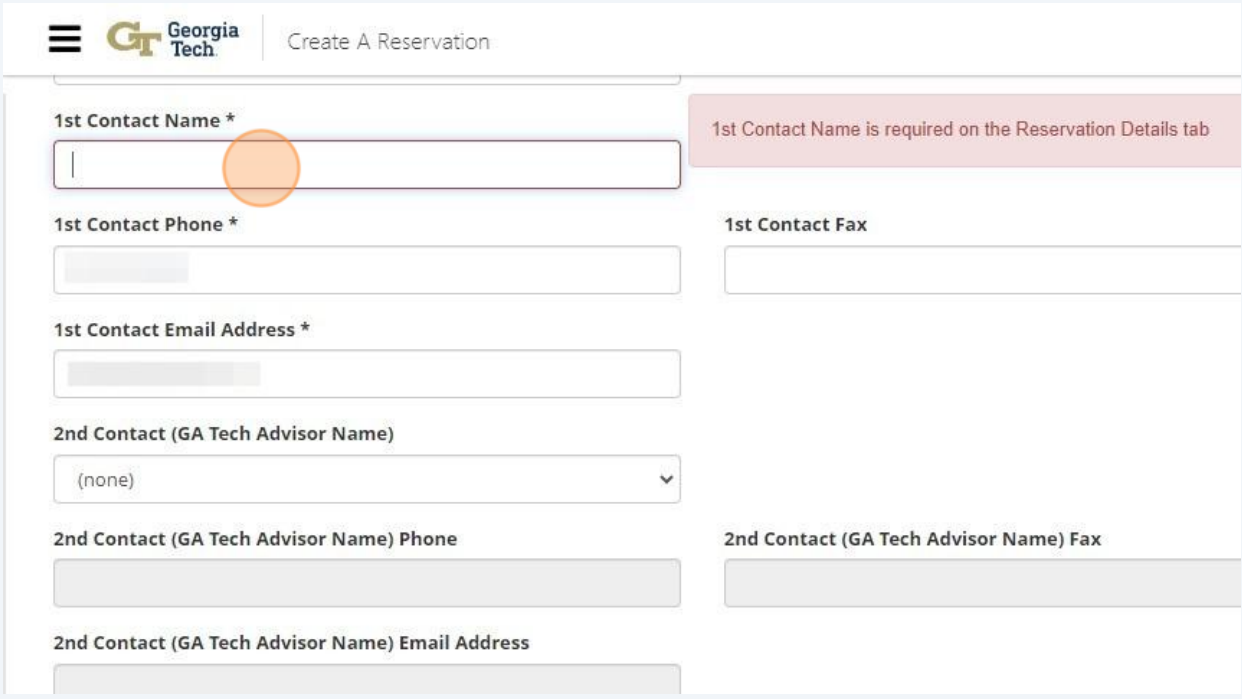
12 Click the "Event Name" field. The event name inserted here is how the event will show on our public events calendar.



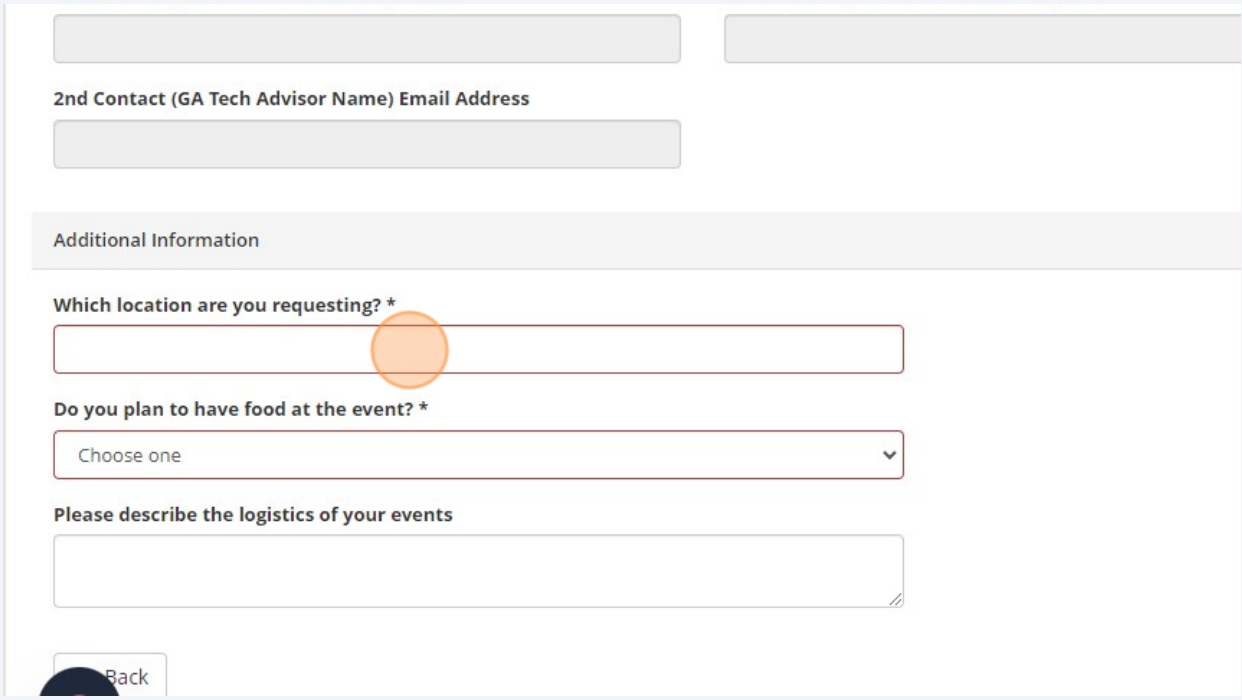
13 Select your event type.



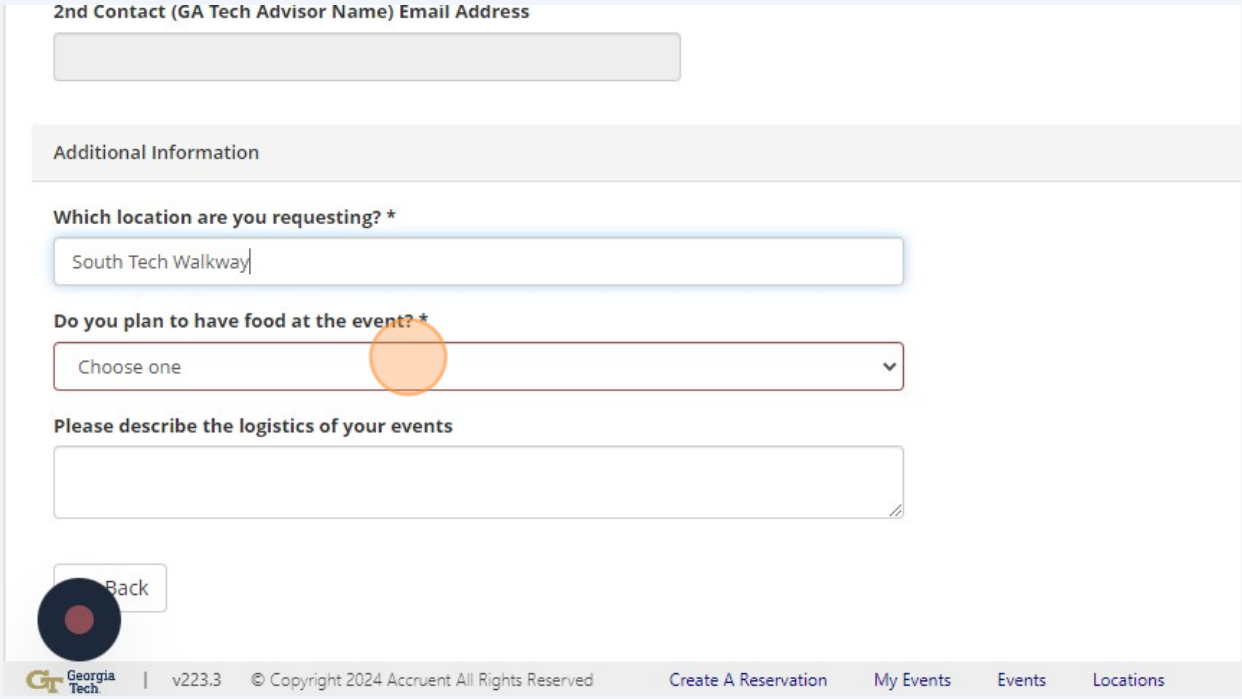
14 Insert the correct contact information



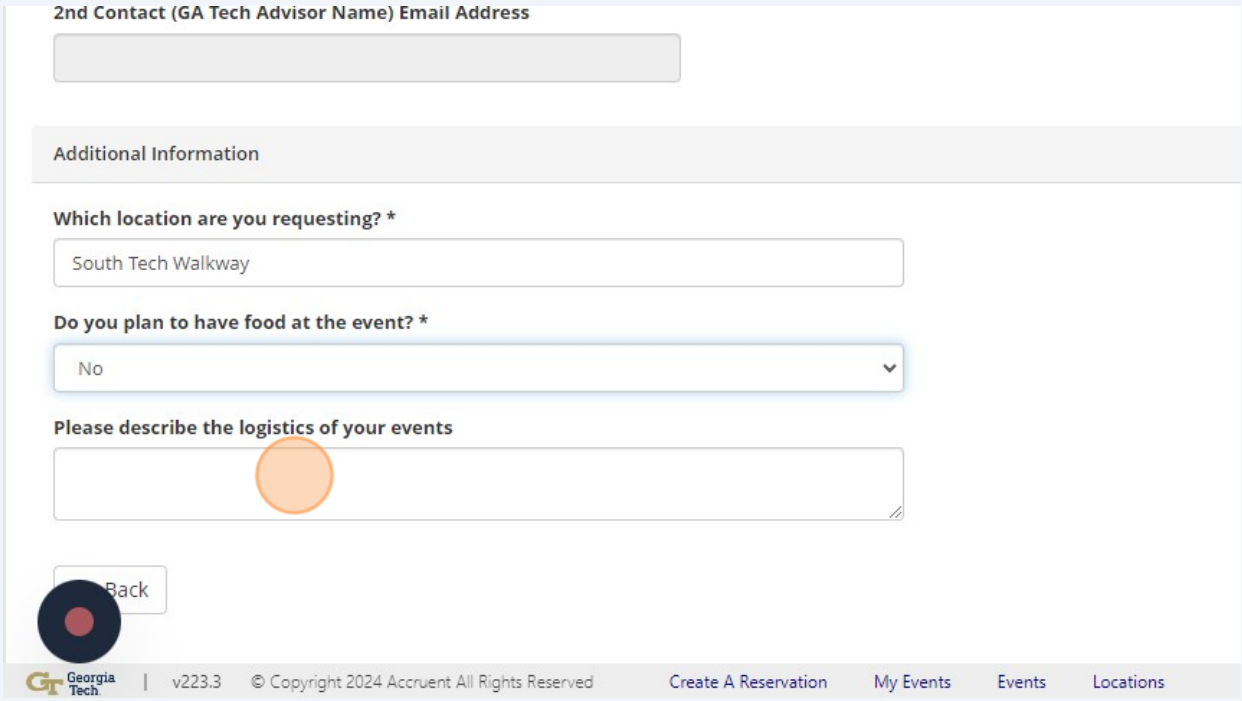
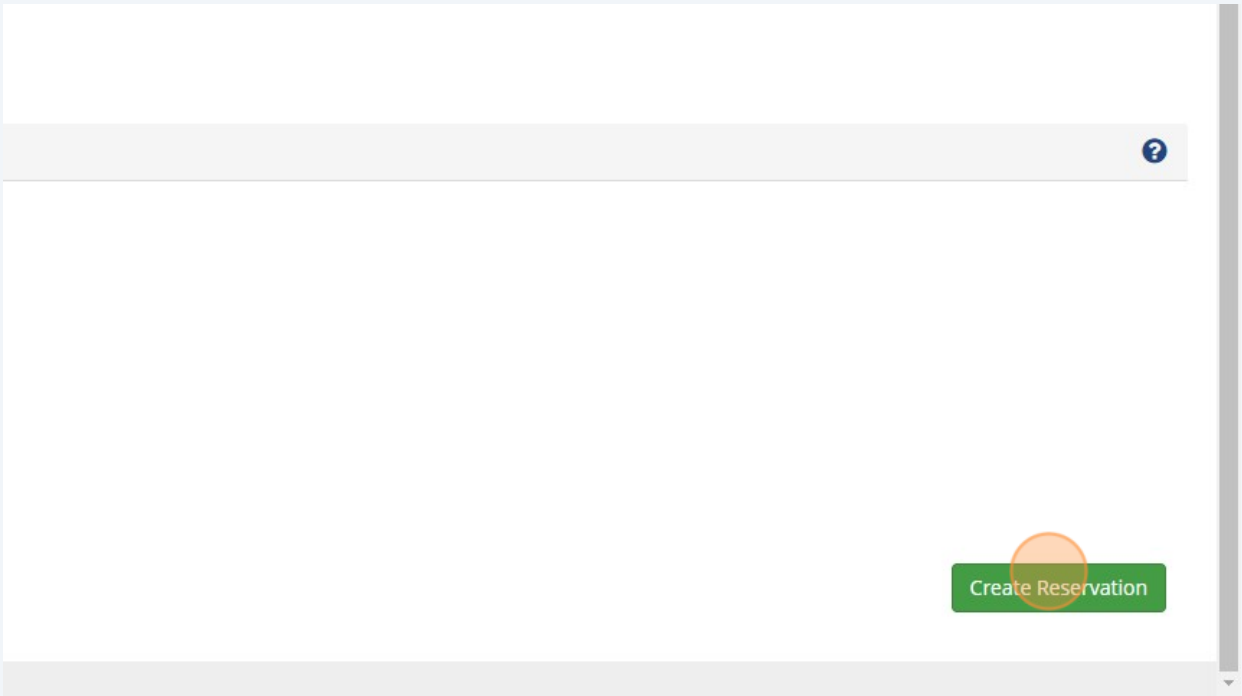
15 Please accurately describe your event needs.



16 Please let us know if you plan to have food at your event.



17 Click the "Please describe the logistics of your events" field.



18 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.