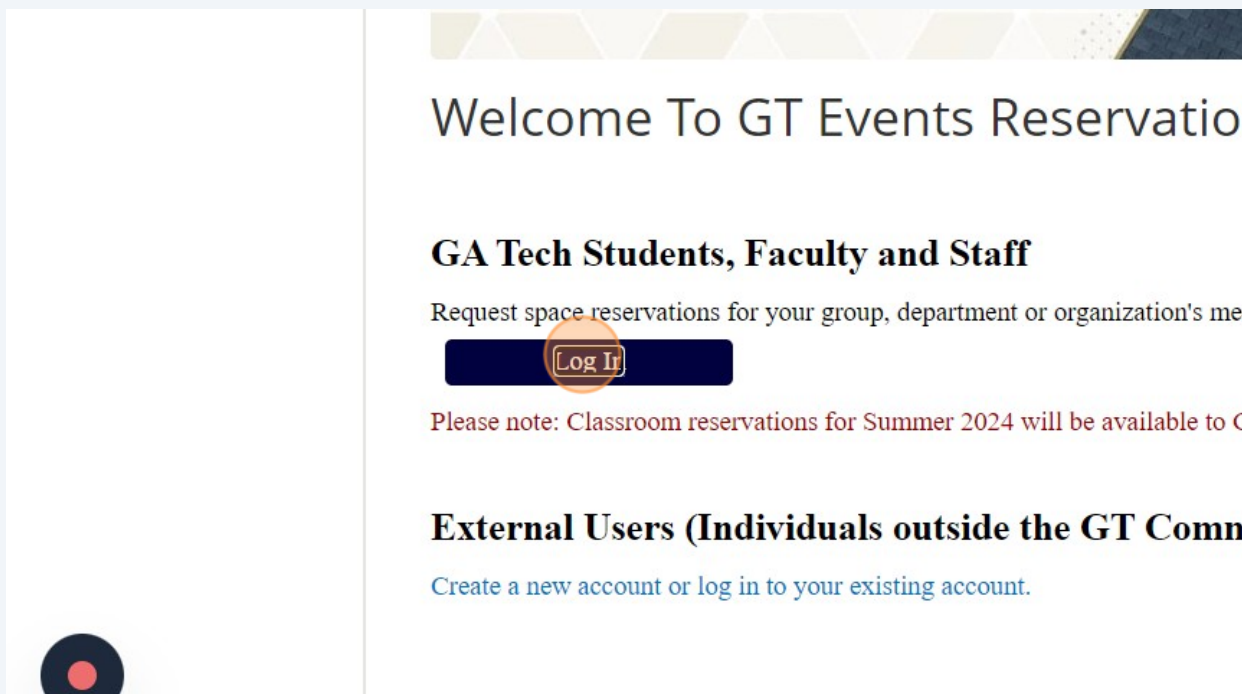


How to Create a Tech Walkway Table Space Reservation on GT Events

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"

Georgia Tech Georgia Tech Campus Reservation System

HOME
CREATE A RESERVATION
MY EVENTS
BROWSE
EVENTS
LOCATIONS
LINKS
OIT Help Desk
Report System Issues
Legal & Privacy Information

SITE HOME MY HOME

GT Events Quick Links:
Event Planning Resources
Campus Map
Event Parking
Tech Catering
Classroom IT Services Request

Request a Classroom Space
Students:

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

My Reservation Templates

Campus Recreation Center - Activity Spaces	book now	about
Campus Recreation Center - Classrooms	book now	about
Center for Student Engagement Tables and Rooms	book now	about
Classroom Space Request - Faculty/Staff	book now	about
Classroom Space Request - Wknd & Breaks Only	book now	about
Display Case, Table Spaces, Banner	book now	about
EBB Room Request	book now	about
Event Space Request - Dept. & Colleges	book now	about
Event Space Request - RSO	book now	about
Instant Reservations	book now	about
MoSE Atriums	book now	about
Outdoor - Tech Walkway Table Space Request	book now	about
Outdoor Event Spaces (3 Weeks Advance Booking)	book now	about
RSO - Classroom Space Request	book now	about

5

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

✕ Outdoor - Tech Walkway Table Space Request ⓘ

1 Room

New Booking for Tue May 21, 2024

Date & Time

Date *

Tue 05/21/2024



Recurrence

Start Time *

4:30 PM



End Time *

5:30 PM



Create booking in this time zone

Eastern Time (US & Canada)



Locations

(all)

Add/Remove

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

6

Select your desired times

New Booking for Tue May 21, 2024

Date & Time

Date *

Tue 05/21/2024



Recurrence

Start Time *

4:30 PM



End Time *

5:30 PM



Create booking in this time zone

Eastern Time (US & Canada)



Locations

(all)

Add/Remove

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

Search

7 Click "Search"

Start Time * 4:30 PM [🕒] End Time * 5:30 PM [🕒]

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

Locations (all) [Add/Remove]

Search

Let Me Search For A Room


I Know What Room I Want

Room Name [] [Q]

Rooms matching your search criteria will appear here.

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.

- Tech WW Table Space East 7
- Tech WW Table Space East 8
- Tech WW Table Space East 9
- Tech WW Table Space North 1
- Tech WW Table Space North 2
- Tech WW Table Space North 3
- Tech WW Table Space North 4
- Tech WW Table Space North 5
- Tech WW Table Space South 1
- Tech WW Table Space South 10
- Tech WW Table Space South 3

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9 Insert your expected number of attendees

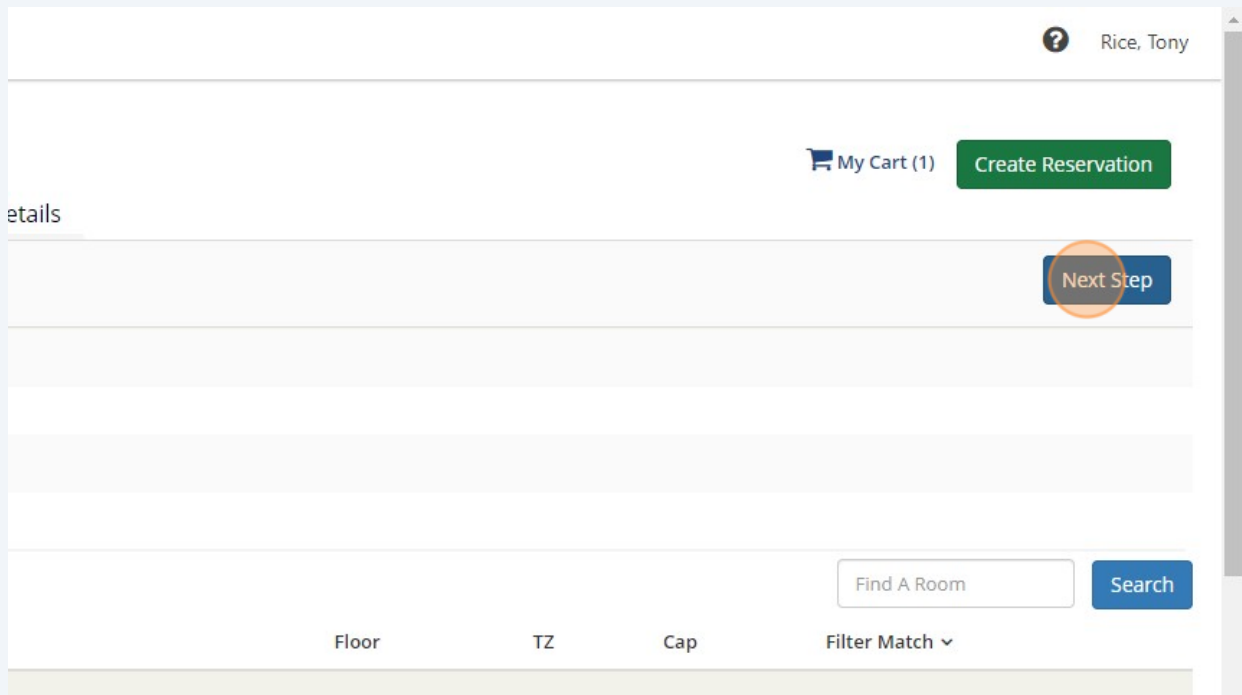
The screenshot shows a web interface for room selection. On the left, a sidebar contains a search bar and a list of room options under the heading "Rooms You Can Request". The main area displays a list of rooms, each with a green plus icon and the text "Tech WW Table Space East" followed by a number (1-7). A modal window titled "Attendance & Setup Type" is overlaid on the right. It contains the text "To continue, please enter the number of attendees and desired setup type for this Room." Below this, there is a "Number of Attendees *" field with a spinner control showing the number "0", and a "Setup Type *" dropdown menu with "As Is (Full Capacity)" selected. An "Add Room" button is located at the bottom right of the modal.

10 Click "Add Room"

This image is a close-up of the "Attendance & Setup Type" modal. The "Number of Attendees *" field is empty. The "Setup Type *" dropdown menu is set to "As Is (Full Capacity)". The "Add Room" button is highlighted with an orange circle. In the background, a table is visible with the following data:

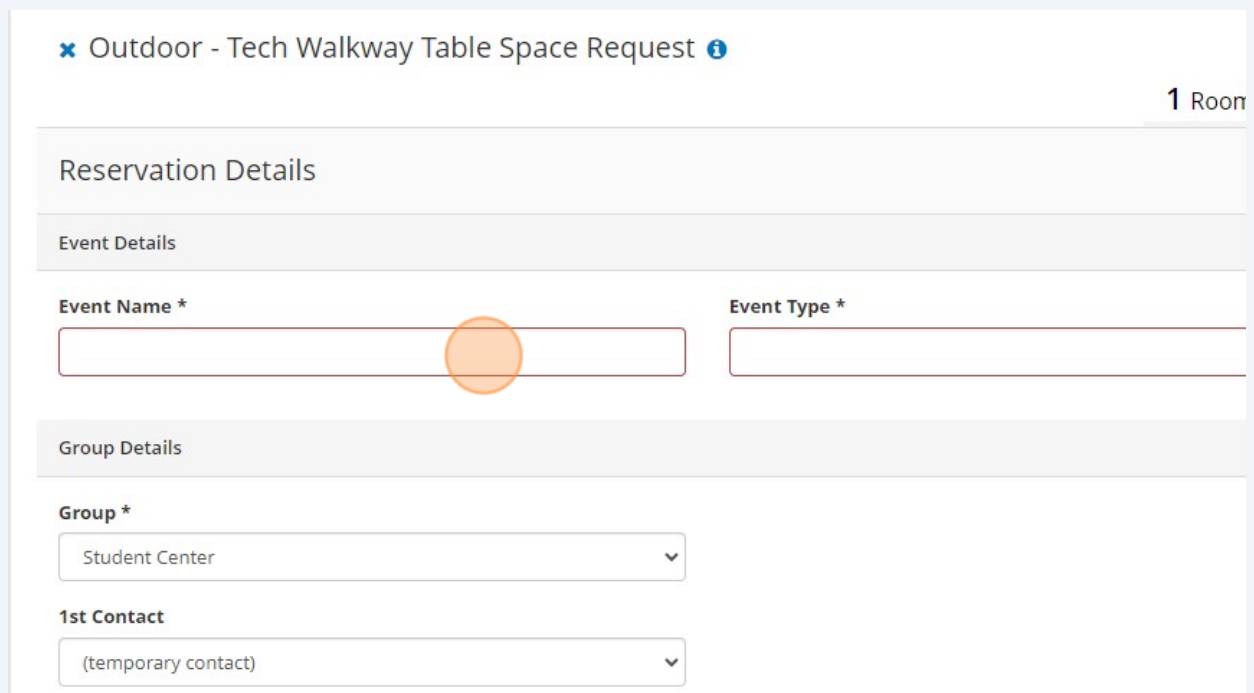
(none)	ET	100
(none)	ET	100
(none)	ET	100
(none)	ET	100
(none)	ET	100
(none)	ET	100
(none)	ET	100
(none)	ET	100
(none)	ET	100
(none)	ET	100

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



The screenshot shows a reservation interface. At the top right, there is a user profile icon with a question mark and the name "Rice, Tony". Below this, there is a shopping cart icon labeled "My Cart (1)" and a green button labeled "Create Reservation". The main content area is mostly blank, with a blue button labeled "Next Step" circled in orange. At the bottom, there is a search bar with the text "Find A Room" and a blue button labeled "Search". Below the search bar, there are labels for "Floor", "TZ", "Cap", and "Filter Match" with a dropdown arrow.

12 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 reservation form for "Outdoor - Tech Walkway Table Space Request". At the top right, it says "1 Room". Below this is a section titled "Reservation Details". Under "Event Details", there are two input fields: "Event Name *" and "Event Type *". The "Event Name *" field is circled in orange. Below this is a section titled "Group Details". Under "Group Details", there are two dropdown menus: "Group *" with the value "Student Center" and "1st Contact" with the value "(temporary contact)".

13 Select your event type.

Way Table Space Request ⓘ

1 Rooms

2 Reservation Details

Event Type *

14 Insert the correct contact information

1st Contact Name *

1st Contact Name is required on the Reservation Details tab

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


15 Please accurately describe your event needs.

2nd Contact (GA Tech Advisor Name) Email Address

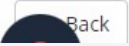
Additional Information

Which location are you requesting? *

Do you plan to have food at the event? *

Choose one 

Please describe the logistics of your events



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


2nd Contact (GA Tech Advisor Name) Email Address

Additional Information


Which location are you requesting? *


South Tech Walkway

Do you plan to have food at the event? *

Choose one 

Please describe the logistics of your events



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

2nd Contact (GA Tech Advisor Name) Email Address

Additional Information

Which location are you requesting? *

Do you plan to have food at the event? *

Please describe the logistics of your events

Back

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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.

?

Create Reservation