



Title	GT Events Guide How to Edit Reservations - RSO & GT Departments
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GT Events Guide | How to Edit Reservations

Step-by-Step Guide

1. Navigate to <https://gtevents.gatech.edu/EMSWebApp/>
2. Sign in with your GT User ID (example – gburdell3) and Password
3. Click “MY EVENTS” on the left sidebar under “HOME”

The screenshot shows the Georgia Tech Campus Reservation System interface. On the left is a sidebar with navigation options: HOME, CREATE A RESERVATION, MY EVENTS (highlighted with a yellow circle), BROWSE (EVENTS, LOCATIONS), and LINKS (OIT Help Desk, Report System Issues, Legal & Privacy Information, Student Org Reservation Help). The main content area has tabs for SITE HOME and MY HOME. Below the tabs are quick links for GT Events Quick Links (Event Planning Resources, Campus Map, Event Parking, Tech Catering, Classroom IT Services Request) and Campus Events This Week. A featured section titled 'Request a Classroom Space' includes an image of a classroom and a list of requirements for students and departments, along with semester-specific request dates.

Request a Classroom Space

- **Students:**
A request must be submitted through GT Events 72 hours prior to the event.
- **GT Departments and Colleges:**
A request must be submitted through GT Events 48 hours prior to the event.
- **Dates for requesting Classroom spaces for Events:**
 Summer Semester: beginning 8:00 am on the first Monday in August
 Fall Semester: beginning 8:00 am on the first Monday in August
 Spring Semester: beginning 8:00 am on the first Monday in December



- You can filter your search by selecting "Reservations", "Bookings", or typing in the event name. Then you select the reservation you would like to edit by selecting the event name.

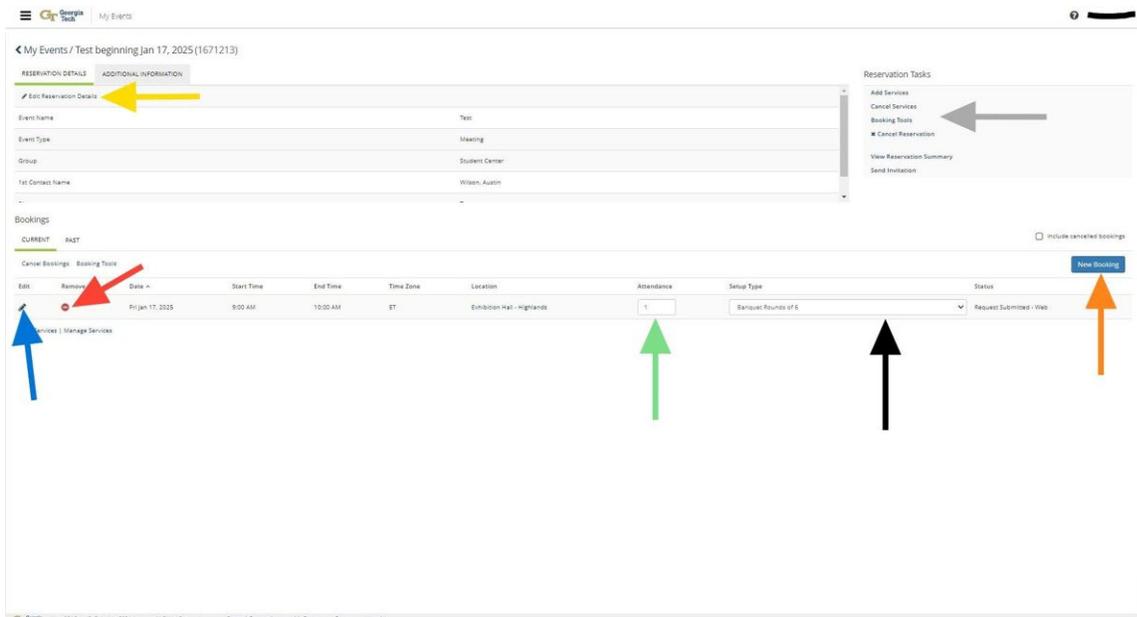
The screenshot shows the 'My Events' page on the Georgia Tech website. The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS (highlighted), BROWSE (EVENTS, LOCATIONS), and LINKS (OIT Help Desk, Report System Issues, Legal & Privacy Information, Student Org Reservation Help). The main content area has tabs for 'RESERVATIONS' (selected, highlighted with a yellow box and arrow) and 'BOOKINGS'. Below the tabs is a search bar with a 'Search Rese' button. Underneath are filters for 'CURRENT' (selected) and 'PAST'. A table displays event information:

Name	First/Last Booking ^
Test	Fri Jan 17, 2025/ Fri Jan 17, 2025 (single booking)

The 'Test' text in the table is highlighted with a yellow circle, and a small 'Test' box is visible below it.



5. Select "Edit Reservation Details" (yellow arrow) change event details
Select the "Pen Icon" (blue arrow) to edit your reservation time and date
Select the "Red Circle" (red arrow) to remove the room selection from the reservation
Update your "Attendance" count by changing the number in the attendance box (green arrow)
Update your "Setup Type" by select a different option in the drop down menu (black arrow)
Update your requested equipment by selecting "Add Services or Cancel Services" (gray arrow)
Add a new space to your current reservation by selecting "New Booking" (orange arrow)



6. Once you have made all your edits select "My Events" in the upper left corner to save your edits.