GT **Student and Campus Event Centers**

Title	**GT Events Guide	How to Edit Reservations - RSO & GT Departments**
Responsible Office	Student and Campus Event Centers
Contact Information	Associate Director, Campus Reservations and Event Services
	Phone: 404.894.2828
	Email: EventServices@stucen.gatech.edu

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"

4. 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.

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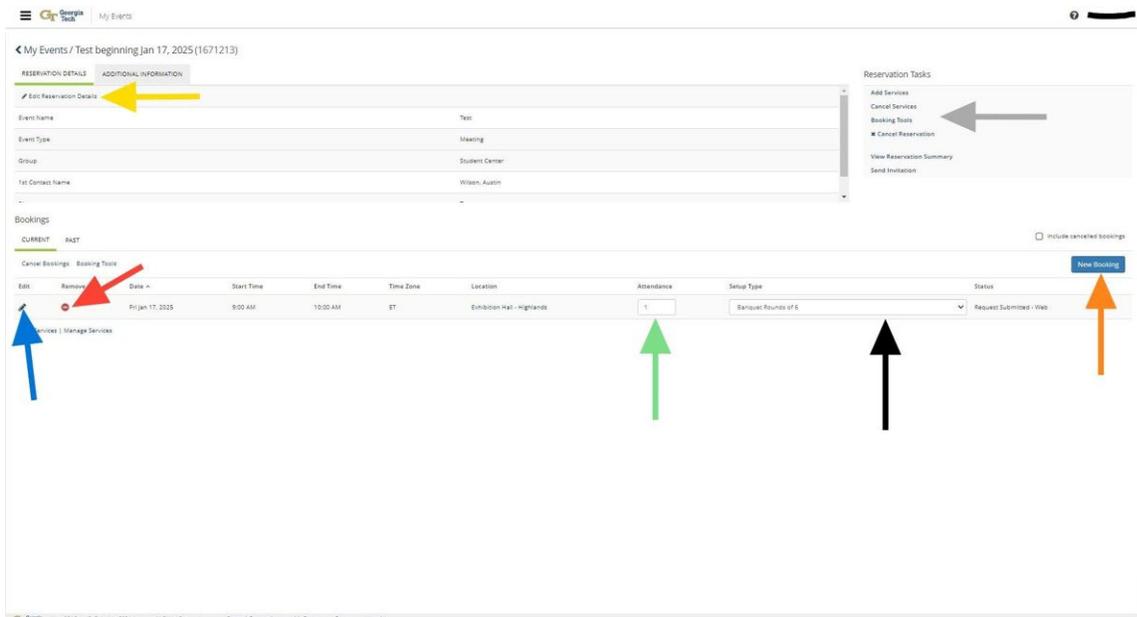
6. Once you have made all your edits select "My Events" in the upper left corner to save your edits.