GTevents Account Instructions

1. Visit [https://gtevents.gatech.edu/VirtualEms/Login.aspx](https://gtevents.gatech.edu/VirtualEms/Login.aspx)

2. **First Time Users:** Select **Create an Account** as shown below. Returning users will need to **Log In**.

3. Complete the required fields. *(Your email address will be your user name in the future.)*

4. Once logged in, please **Select Request Space** and choose the **Student Success Center Space Request** option from the drop down menu.

5. Choose the Event Date, Start Time, End Time, and fill in the Expected Attendance and Required Setup Type. **Make sure you have selected the Student Success Center from the Facilities drop down menu!**
6. A calendar of the building will be displayed. The white space shows when the room is available. **Click on the green (+) sign to select the space.** After selecting a room, scroll down to hit **Continue.**

![Calendar Image]

7. Complete the additional Event Detail Fields (See below for “Group” Instructions) and Submit the Reservation Request for review and approval.

***DO NOT ADVERTISE YOUR EVENT UNTIL YOU RECEIVE AN OFFICIAL CONFIRMATION THAT THE EVENT HAS BEEN APPROVED***

### Group/Company Affiliation

To locate your Group/Company:

- Click on the Magnifying Glass Icon
- Search for your Affiliated Company or Organization
- If your Company or Organization is not listed, please select **“New Clients”**

### Questions?

Please contact us for assistance!

**Cuyler Beall**
Event Coordinator - Student Success Center
Georgia Institute of Technology
Cuyler.Beall@ssc.gatech.edu
Phone: 404-385-3495

**Go Jackets! 🐝**