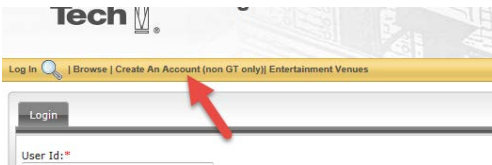
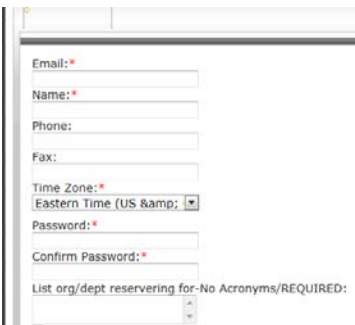


GEvents Account Instructions

1. Visit <https://gevents.gatech.edu/VirtualEms/Login.aspx>
2. **First Time Users: Select Create an Account** as shown below. Returning users will need to **Log In**.



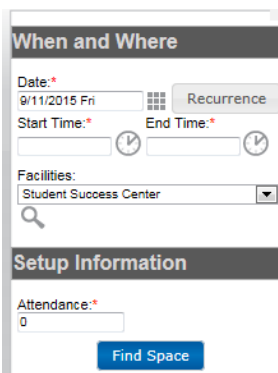
3. Complete the required fields. (Your email address will be your user name in the future.)

A screenshot of the account creation form. The form includes fields for 'Email:*', 'Name:*', 'Phone:', 'Fax:', 'Time Zone:*' (with a dropdown menu set to 'Eastern Time (US &...)', 'Password:*', and 'Confirm Password:*'. There is also a dropdown menu for 'List org/dept reserving for-No Acronyms/REQUIRED:'. The 'Email' and 'Name' fields are highlighted with a light blue background.

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!**

A screenshot of the 'When and Where' and 'Setup Information' sections of the request form. The 'When and Where' section includes fields for 'Date:*' (9/11/2015 Fri), 'Start Time:*', 'End Time:*', and 'Facilities:' (Student Success Center). The 'Setup Information' section includes an 'Attendance:*' field (0) and a 'Find Space' button.

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**.

Friday, September 11, 2015					
Room	Cap	7	8	9	10
Student Success Center					
+ Clary Theatre	140				FresC
+ Festival Level	135		C2D2		
+ Hall of Success					
+ President's Suite A					
+ President's Suite A					C2D2
+ President's Suite B					C2D2
+ President's Suite C	60				
+ President's Suite D	35				
+ President's Suites A, B, and C	215				C2D2
+ President's Suites A, B, C, and D	240				C2D2
+ President's Suites B and C	185				C2D2
+ President's Suites B, C, and D	215				C2D2
+ President's Suites C and D	90				
+ Press A and B	240				Football Set Up
+ Press Room A	30				Football Set Up
+ Press Room B	120				Football Set Up

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 OFFICAL 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

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Go Jackets! 