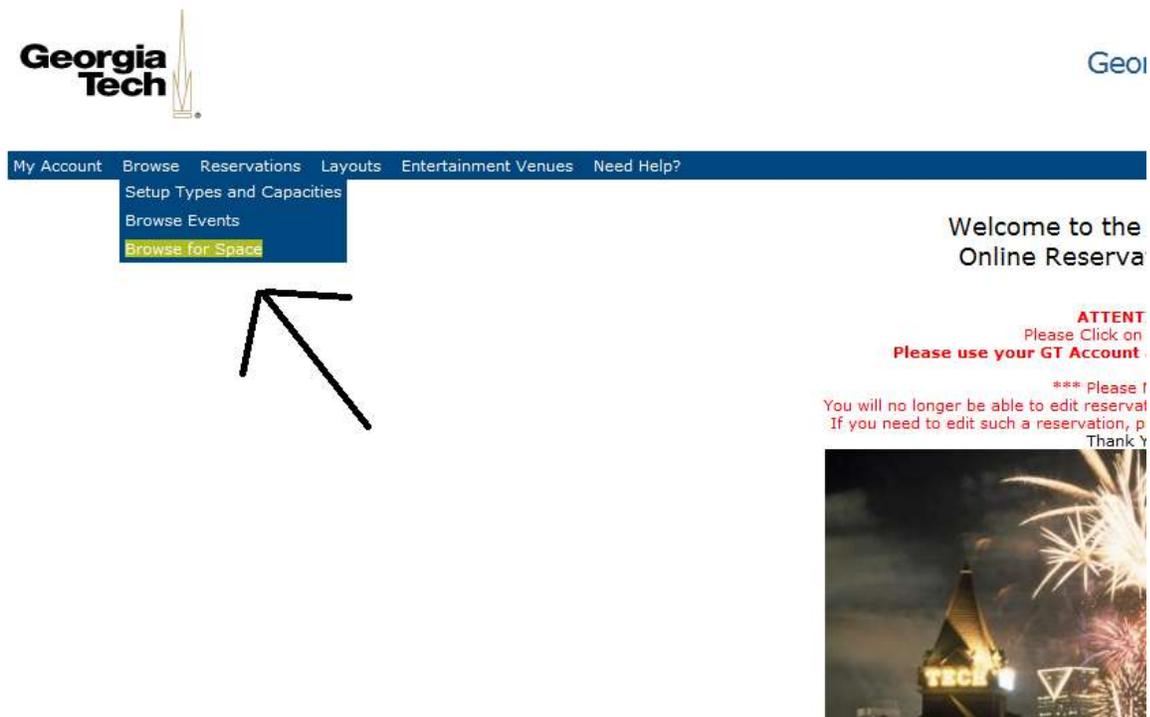


Web Based Reservation System

- 1: Direct your web browser to: <https://www.gtevents.gatech.edu/VirtualEMS/>
- 2: You will see something similar to the screen shot below. Move your mouse over the My Account Button and a drop down box will appear that contains the words log in.
- 3: Click on Log in and when the prompt appears use your ID (ex. ggold8) and password



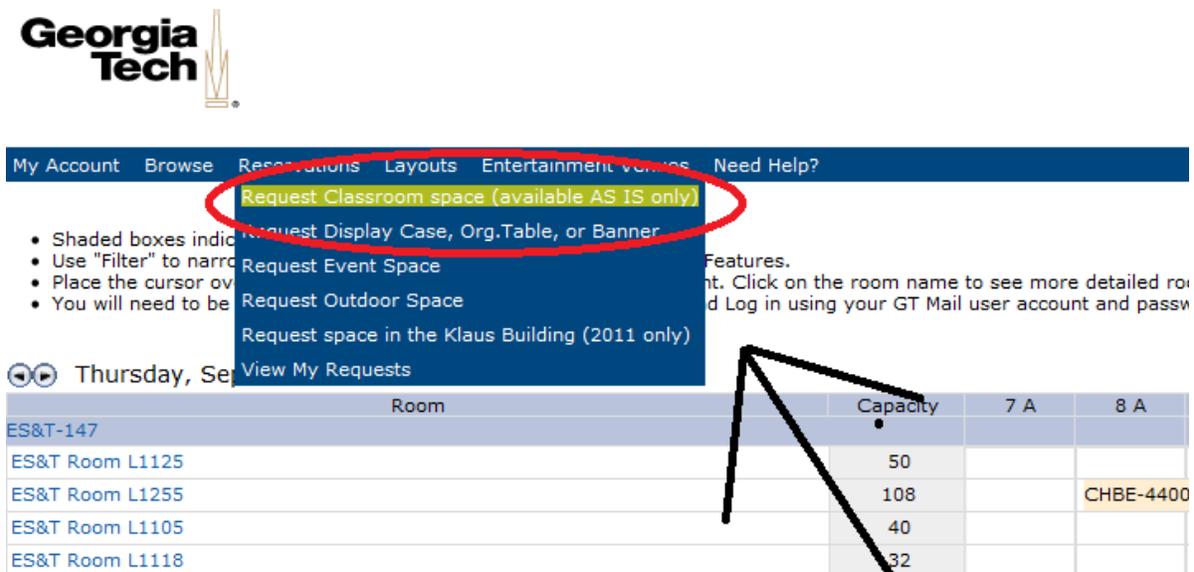
- 4: You will be using two functions. The first: Browse for space:



- When browsing for space you will notice you have listed all rooms on campus. Use the filter box on the right hand side of the screen to bring up a drop down box. Under facilities click on the building. This should now be the only thing listed on Facilities. Click the apply button and you will only see the 4 rooms we can reserve in CHBE. You will notice it will be showing you the current date's availability. Change the date under the filter to look at dates in the future.
- You do not have to use Browse when reserving rooms**, but it can give you a good idea about times available before going through the reservation process



- Reservations:** Highlight the word reservations in the menu bar and choose Request Classroom Space (As IS) from the menu



- 8: When the next screen pops, use the When and Where box to specify when, where, number attending, and if this will be a recurring reservation. Once the info is entered click the find space button

- 9: You will now notice all classrooms available that meet your criteria. If the room is not big enough or available it will not show in your list. Click the + button next to the room you want to reserve to move it into the selected locations box. Once you have selected your room click the continue button.

Date	Holidays	Start Time	End Time	Selected Locations	Location	Status	Setup Count
9/9/2010 Thu		7:00 PM	8:00 PM	ES&T-147 - ES&T Room L1125	ES&T-147 - ES&T Room L1125	Request	25

Select	Available	Location	Capacity
+ (circled)	1/1	ES&T-147 - ES&T Room L1125	90
	1/1	ES&T-147 - ES&T Room L1255	108
	1/1	ES&T-147 - ES&T Room L1118	32
	1/1	ES&T-147 - ES&T Room L1103	40

10: On the next screen you will need to enter all info in any field highlighted with a red *

Event Name: Name of your event
Event Type: What type of event is it? Dinner, Breakfast, Lecture Etc .
Group: What Group is reserving. EX: AIChE (you will notice here that Chemical and Biomolecular Engineering is a group) **If your group is not listed click ? or the magnifying glass**
1st Contact: If your name is not listed Choose Temporary Contact
Phone Etc: Enter your contact info including the email you want the confirmation sent to
Other information: Choose yes or no for the 2 questions listed
Setup notes: Any special needs you may have for the room setup

11: Click Submit Reservation. **You're done!!** You will receive a confirmation once the event has been approved. Check confirmation for errors, and if one is found contact your event manager immediately.

Recurrence

End Time:*
8:00 PM

Space

Submit Reservation

Location Details

Event Details

Event Name:* Event Type:*

Group Details

Group :*
Chemical and Biomolecular Eng

1st Contact:*
(temporary contact) Phone:* Fax:

Name:* Email:*

2nd Contact (GA Tech Advisor's Name):
(none) Phone: Fax:

Email:

Other Information

Is this event cosponsored with an outside group/company ?:*

Will you be having food at this event?:*

Setup Notes

Billing Information

Peoplesoft Number (Student Success Center Only):

Created by James Hardin Chemical and Biomolecular Engineering 9/9/2010