**Garnet Gateway Login Screen**

- **Web Address**: http://www.bates.edu/garnet-gateway
- **Sign In Button**:
- **User ID**: Located on your Bates ID
- **PIN**:

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**Tips**

**Accessing the Garnet Gateway:**

Open a Web Browser:

- Internet Explorer, Firefox, Safari

**Direct Web Address:**

http://www.bates.edu/garnet-gateway

**From the Bates College Website:**

http://www.bates.edu

1. Click on **The Quad: Gateways and Resources** (top, right).
2. Under the **Gateway Group**, click on **Garnet Gateway** (last item in the list).

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**Accessing the Events Registration Screen:**

1. **Click** in the **User ID**: field and **type** in your **Garnet Gateway User ID**.
2. **Click** in the **PIN**: field and **type** in your **Garnet Gateway PIN**.
3. **Click** the **Sign In** button.
4. On the **Garnet Gateway Main Menu**, click on the **Events Tab**.

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**Events Registration Screen**

- **Events Tab**
- **My Registered Events Section**
- **Print Button**
- **Add to Calendar Button**

**The Upcoming Events section** provides you with a list of possible events/categories available for you to browse.

- **Click** on the name of any event/category to view additional events and to learn more about them.

**The My Registered Events section** provides you with a list of your registered events.

- In this section you can print a list of your registered events by **clicking** on the **Print** button.

- If you use Meeting Maker, you have the option to add your registered events to your calendar by **clicking** on the **Add to Calendar** button.

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Don’t forget to **Logout** and **Exit** from the Garnet Gateway when you are done with the event registration process.
Registering for an Event

**Event Search Results**

**Search Term: 2010 Winter/Spring Training**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>TOPIC:</th>
<th>DATE:</th>
<th>TIME:</th>
<th>PLACE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Professional [unregister]</td>
<td>Technology</td>
<td>Thu Feb 18, 2010</td>
<td>1:30-3pm</td>
<td>Ladd Library</td>
</tr>
<tr>
<td>Cake Decorating [join wait list]</td>
<td>Life Time Activities</td>
<td>Wed Feb 17, 2010</td>
<td>2-3:30pm</td>
<td>New Commons Building 221</td>
</tr>
<tr>
<td>Coaching for Success [sign up]</td>
<td>Supervisory</td>
<td>Thu Mar 18, 2010</td>
<td>9am-2pm</td>
<td>Chase Hall 205</td>
</tr>
</tbody>
</table>

**Not Finding It?**

**LIMIT THESE RESULTS:**

- All topics
- Any time of day
- Any month
- Any day
- Any registration status

**Remove all limits:**

- Reset

**START A NEW SEARCH:**

Search by event:

**Sign Up or Join Wait List for an Event**

1. **Access and Login** to the Garnet Gateway.
2. **Click** on the **Events Tab**.
3. In the **Upcoming Events** section, **click** on an **Event/Category** that you would like to learn more about.
4. A list of available events will be displayed for you to browse. To view additional information about the event, including a detailed description and the instructor **click** on the **Event Title**.
5. To register for an event, **click** on [sign up] or [join wait list] located on the event title.

**Unregister for an Event**

1. **Access and Login** to the Garnet Gateway.
2. **Click** on the **Events Tab**.
3. In the **My Registered Events** section, **click** on the **Event** you want to unregister.
4. In the **About This Event** section, **click** on **Remove this event**.

**Glossary**

- **Garnet Gateway User ID:** The Garnet Gateway User ID is located on your Bates College ID Card. The User ID is located under the words Faculty/Staff and begins with zeros.
- **Garnet Gateway PIN:** The Garnet Gateway PIN is your secret code that provides you access to your information located in the Garnet Gateway. Your Garnet Gateway PIN may be different from your e-mail/network password.
- **Event:** A course, class, lunch and learn, seminar, or workshop.
- **Event Title:** The title of the event.
- **Event Description:** The complete event description, including the maximum number of participants that event can accommodate and prerequisites.
- **Event Topic:** The classification of the event.
- **Event Date:** The date the event is taking place.
- **Event Time:** The start and end time of the event.
- **Event Place:** The location of where the event is being held, including the building name and room number.
- **Registered Event:** An event in which you are registered.
- **Join Wait List:** When an event has reached its enrollment limitation, [join wait list] will be displayed in the event title. You many join a wait list to be considered if cancellations occur and space becomes available.
- **Sign Up:** When an event is open and available for registration.
- **My Registered Events:** This section lists all of your registered events, including the title, and the date and time of the event.
- **Upcoming Events:** This section provides a list of possible events that you may browse. By clicking on the event name you will see a description of the event or additional events listed under that category.