

Garnet Gateway Login Screen

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).

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**.

The Events Registration Screen:

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.



Web Address

Sign In Button

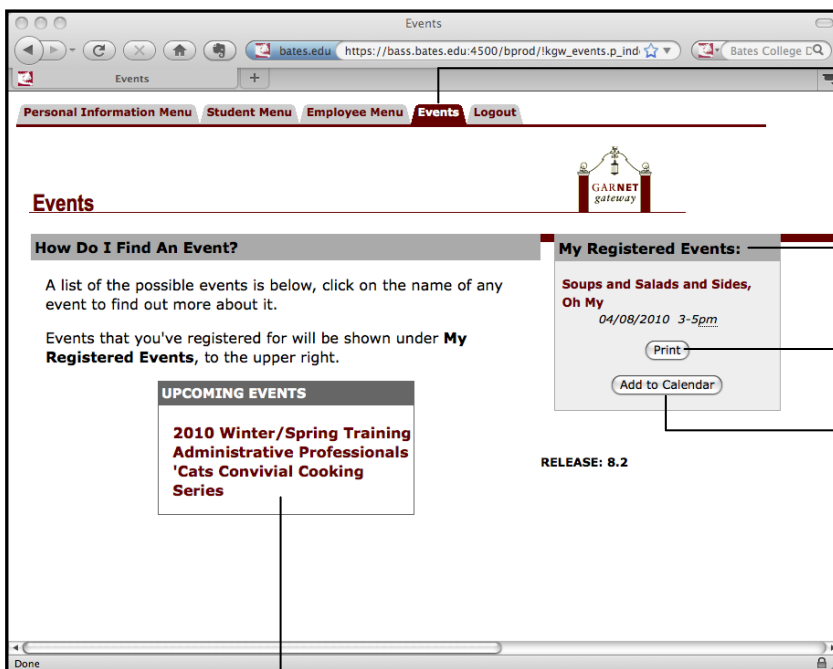
User ID: PIN:
 Located on your Bates ID



Don't forget to **Logout** and **Exit** from the Garnet Gateway when you are done with the event registration process.



Events Registration Screen



Events Tab

My Registered Events Section

Print Button

Add to Calendar Button

Upcoming Events Section

Registering for an Event

Event Search Results

Personal Information Menu Student Menu Employee Menu **Events** Logout

Event Search Results

Events main >

Search Term: 2010 Winter/Spring Training

TITLE:	TOPIC:	DATE:	TIME:	PLACE:
Adobe Professional [unregister]	Technology	Thu February 18, 2010	1:30-3pm	Ladd Library
Cake Decorating [join wait list]	Lifetime Activities	Wed February 17, 2010	2-3:30pm	New Commons Building 221
Coaching for Success [sign up]	Supervisory	Thu March 18, 2010	9am-12pm	Chase Hall 205

Not Finding It? LIMIT THESE RESULTS:

All topics
Any time of day
Any month Any day
Any registration status
Go!

Remove all limits: Reset

START A NEW SEARCH :
Search by event:

Logout Tab

Registered Event

Join Wait List Enrollment is Full

Event Available for Sign Up

Event Title Event Description (Summary) Event Topic Event Date Event Time Event Place

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.

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 that has reached its enrollment limitation, [join wait list] will be displayed in the event title. You may 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.

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**.