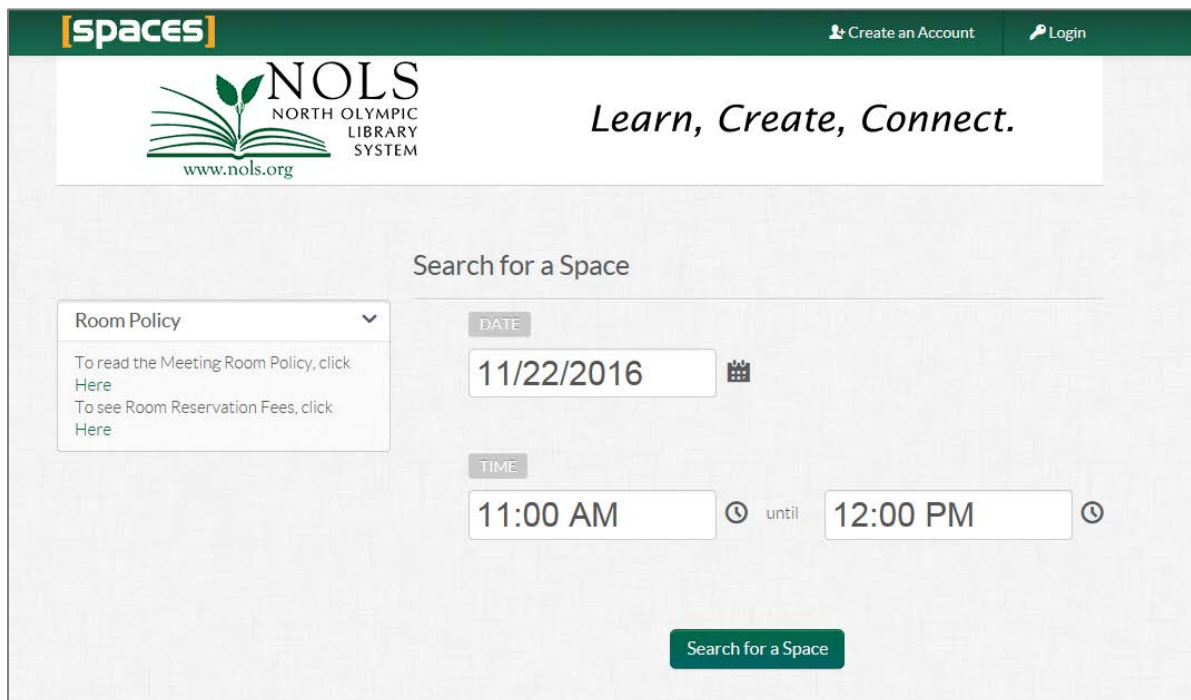


Creating a Meeting Room Reservation in SPACES: NOLS' Room Reservation System

- **To get started**, from the NOLS homepage, www.nols.org select the “Meeting Rooms” option from the “Services” drop down menu.
 - Follow the links to **Public Use of Meeting Rooms** and **Fees and Charges** to view current policies and fees related to NOLS meeting rooms.
 - Select the “Reserve a Room” button to proceed to the SPACES room reservation system.
- **On the next page, there are several options:**
 - “Create an Account” in the upper right corner.
 - “Login” to login to an existing SPACES account or to change or recover an account password.
 - View current policies and fees using the links on the left side of the page.
 - Search for an available space by date or time, without logging in or creating an account.



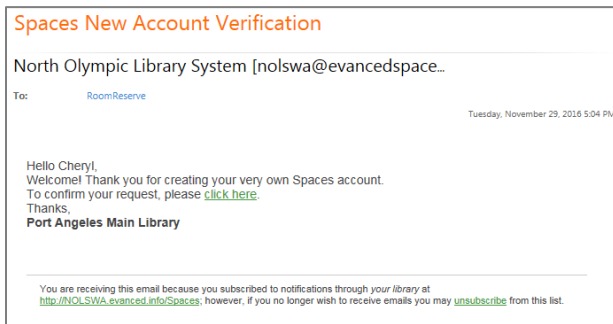
The screenshot shows the SPACES interface. At the top, there is a green header with the SPACES logo on the left and 'Create an Account' and 'Login' links on the right. Below the header is a white banner with the NOLS logo and the tagline 'Learn, Create, Connect.' The main content area is titled 'Search for a Space'. On the left, there is a 'Room Policy' dropdown menu with a link to read the policy and a link to see reservation fees. In the center, there are input fields for 'DATE' (11/22/2016) and 'TIME' (11:00 AM until 12:00 PM). A green 'Search for a Space' button is located at the bottom of the search area.

Create an Account

- To create an account, select the “create an account” link in the upper right corner of the page.
 - You will need to provide a name, email address, phone number, select a primary branch, and password.

- When all information is entered, click the Create Account button and a dialog box will appear directing you to check your email.

- Check your email inbox for an email from NOLS. Follow the link in the email to finish creating your Spaces account.
 - You will need to complete this step within 72 hours of creating your account. SPACES users will be unable to log in to a SPACES account until this step is complete.
 - If you do not see this email right away, please check you spam filter and also add nolswa@evancedspaces.com to your list of approved senders. If using a work email, you may need to request that your IT department add the above address to your approved list. Please email rooms@nols.org with any problems you may have with these steps.



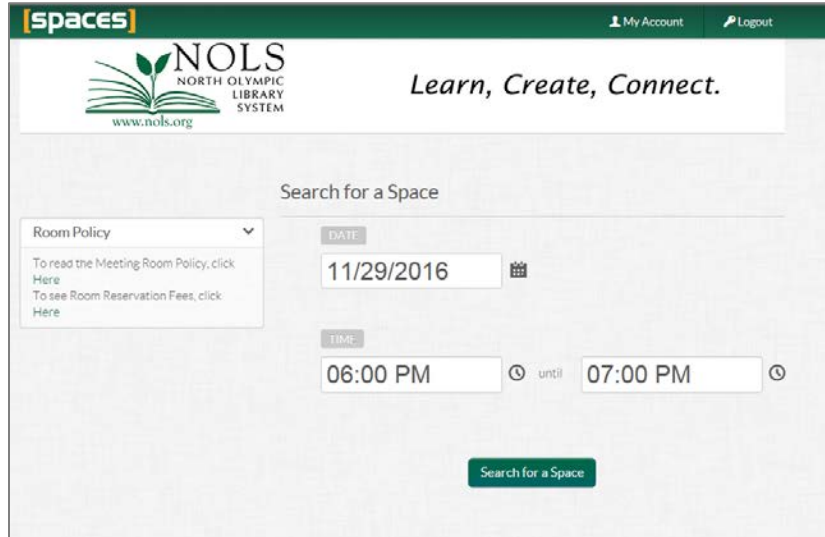
- Following the email link will take you back to SPACES where you can then log in to create a reservation.

Login

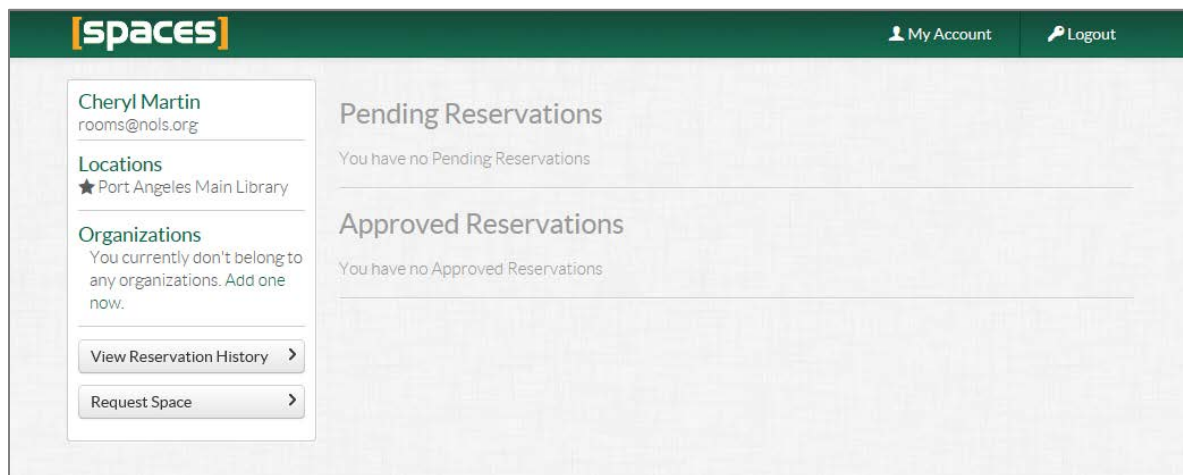
If you are not taken to a login in page from a link in your email while creating a new account, you may return to the SPACES page from www.nols.org by selecting the “Services” drop down tab, selecting “Reserve a Meeting Room” and then click the “Reserve a Room” button.

- From the main SPACES page where you created your account, select “Login” in the upper right corner.
- A login box will open. Enter your email and password. You can also request a password reset from this location.

- Once you have logged in, the home page will again appear. The one difference you will notice now is that there is a “My Account” and “Logout” option in the upper right corner of the page.



- Select the “My Account” button.
- You will be taken to your home page. Here you can see and do several things: view pending and approved reservations, join organizations, view your request history and request a space.



- Pending and Approved Reservations allow you to view any pending room requests and approved reservations. You can select a reservation to view more information, make changes and cancel reservations.
- View Reservation History: view previous reservations held after November 3, 2015 and up to the current calendar date.
- Request to join an organization: you can request to join an existing organization. All organizations are created and approved by library staff. If you do not see your organization listed, you can request for the organization to be added by emailing rooms@nols.org.
- Make a New Room Request: You can follow this link to create a new room request. New requests can also be created from the start page.
- Use the “copy” option to copy a previous request and create a new reservation in the same space, simply edit the date, check if available, and submit.

Reserve a Space

- Reservations can be made up to 90 days ahead of the desired date. On day 90, times open up in 30 minute increments. The end time will need to have passed in order to request a day that is 90 days out.
- From the My Account page, select “Request Space” to go to the Search for a Space page.
 - Select the desired reservation date using the calendar icon.
 - Set the desired time then click the “Search for a Space” button.

- A list of available spaces with an option to hide or view unavailable spaces at the bottom of the page will display.

- If no spaces are available for the time and date desired, unavailable spaces will display “Hide Unavailable Spaces” at the top of the page.
- Filter for desired branch locations using the check boxes on the left.
- Adjust desired date and time using the Time and Date links at the top of the page and by selecting the Date displayed at the top of the page. Include set up and take down times in your selection.

- When you see a space that you wish to reserve and the desired time displays green, select “Pick Me.”

- If a time or room displays as grey, pink or red during the desired time, that space is not available and the time and/or date will need to be adjusted even though “pick me” is still an option.

- Once you select “Pick Me” on the desired room, a registration screen will appear.
- Complete the questions in the registration form, entering something in every field:
 - **Purpose Field:** Please include a description of your event and its purpose. List your organization name here if it is not already in the drop down organization menu.
 - **Choose Organization:** If you have already been associated with your organization(s) you may select the organization from the drop down menu. You can also request to join an Organization. Select “no organization” if your organization is not listed and staff will add or connect your organization for you.
 - **Free Use of Meeting Rooms:** Please read the paragraph on free use of meeting rooms. You may also follow the policy and fee links on the left to read full policy or to view room fees.
 - **Comments and Questions:** Place any questions in this field.
 - **Number of People in Attendance:** Please estimate the number of people that will attend your event.
 - **Equipment Reservations:** Carver Room and Carver Room South - please select any equipment you may need or choose “none”.

- When all of your information has been entered, select “**Submit Request**”
- If the time you have selected is available, your page will reload and return you to your My Account page where Pending and Approved Reservations will be listed. If there is a conflict with availability, the Submit Request button *will not be selectable* and you will need to choose a different time and or date.
- Once you have submitted your request, an email will be sent to you confirming your room reservation request and your request will display under the “Pending Reservations” section. Please allow up to 72 hours for Library staff to review your request. You will also receive an email reminder 1-2 days before your reservation.
- Holidays and special closure dates may require a key be picked up 1-2 business days prior to your reservation.
- The approval email will include notes on possible fees/key pick up, or library staff may also contact you by phone.