How to Create a Meeting Room Reservation
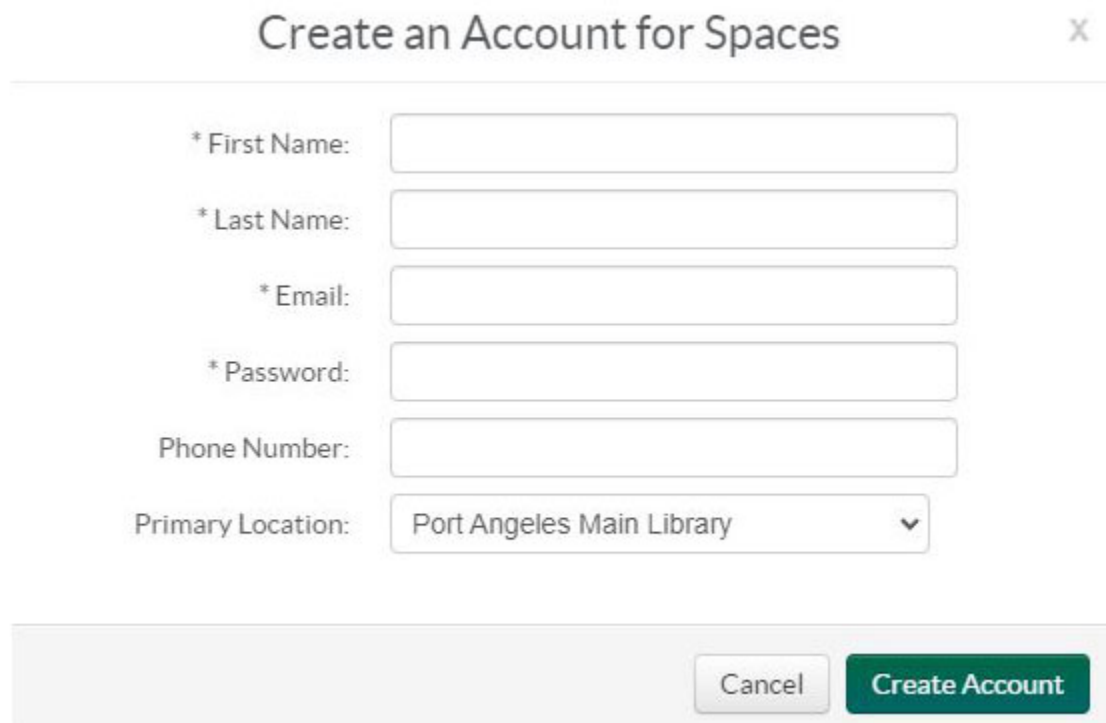
Create an Account:

To get started, visit the NOLS Spaces reservation web portal.
https://nolswa.evanced.info/spaces

1. To create an account, select the "create an account" link in the upper right corner of the page.

2. You will need to provide a name, email address, password, and select a primary branch location.

3. When all the information is entered, click the **Create Account button**. A dialog box will appear prompting you to check your email to confirm your new account.

4. Log into your email account, locate the email sent from nolswa@evancedspaces.com, click the link to confirm your account.

You will need to verify your new Spaces account within 72 hours of creating it or the link will expire.

5. Once your account is created, the link will take you back to the SPACES homepage where you can now log in to create a reservation.

6. If you do not see the confirmation email right away, please check you spam filter and also add nolswa@evancedspaces.com to your list of approved senders.

7. Please email rooms@nols.org or call 360-417-8500 EXT 7764 with any problems you may have with creating an account.

How to Login:

1. From the main Spaces page select **Login** in the upper right corner.

2. A login box will open. Enter your email and password. You can also request a password reset from this location.

3. Click on the **My Account** link in the upper right corner.

4. You will be taken to your home page. Here you can view pending and approved reservations, join organizations, view your reservation history and request a space.

• **Pending and Approved Reservations:** This option allows 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.

• **Organizations:** If you click the organizations edit link, you will be taken to a form that will allow you to join a pre-populated group of organizations.

All organizations will need to be 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.

• **Request Space:** 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.

Request a Space:

1. Meeting rooms can be reserved 90 days in advance. All reservations will be made on a first-come, first-served basis and should be made at least one week in advance but no later than 24 hours prior to the event. No walk-in reservations are allowed.

2. From the My Account page, select "Request Space" to go to the Search for a Space page.

3. You can also use the Search for a Space button located on the homepage to search for and reserve a space.

4. Select the desired reservation date and time using the calendar icon Click the **Search for a Space** button.

5. A list of all available spaces will show up.

6. If no spaces are available for the time and date desired, you will see a prompt to **Hide Unavailable Spaces** at the top of the page.

7. If spaces are available for the date and time desired, you will see a list of all the available rooms and the select times will be green. At the bottom of the page, a **Show Unavailable Spaces** link will show up.

8. Filter for desired branch locations using the check boxes on the left.

9. Adjust desired date and time using the Time and Date links at the top of the page. Be sure to include set up and take down times in your selection.

Submit a Request:

1. Once you find an available room and time, select "Pick Me" on the desired room and a registration screen will appear.

2. 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.

Submit a Request continued:

Free Use of Meeting Rooms: Please read the paragraph on free use of meeting rooms and select Yes or No. 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: If you are reserving the Carver Room – please select any equipment you may need or choose "none".

3. When all of your information has been entered, select **Submit Request**.

4. 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.

5. 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.

6. Holidays and special closure dates may require a key be picked up 1-2 business days prior to your reservation.

7. The approval email will include notes on possible fees/key pick up, or library staff may also contact you by phone.