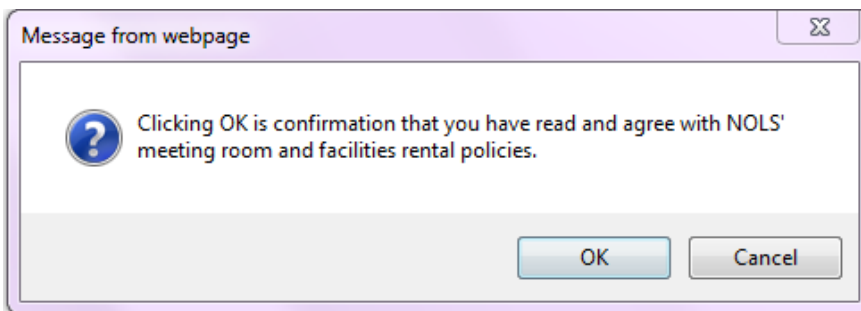
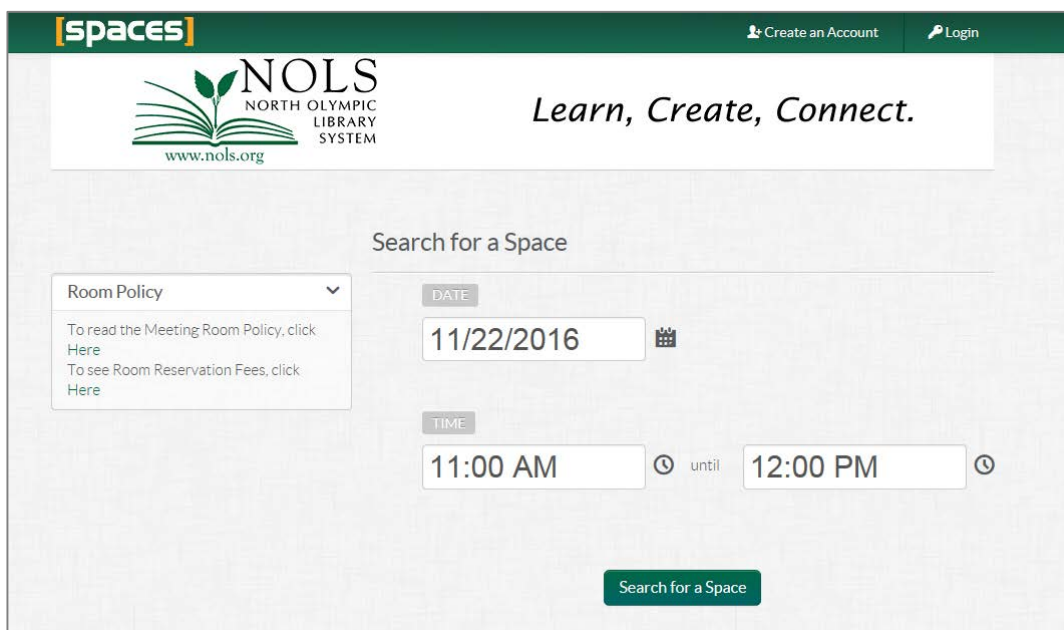


## Creating a Meeting Room Reservation in SPACES: NOLS' Room Reservation System

- **To get started**, from the NOLS homepage, [www.nols.org](http://www.nols.org) select the “Reserve a Meeting Room” 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.
  - The following dialog box will pop up:

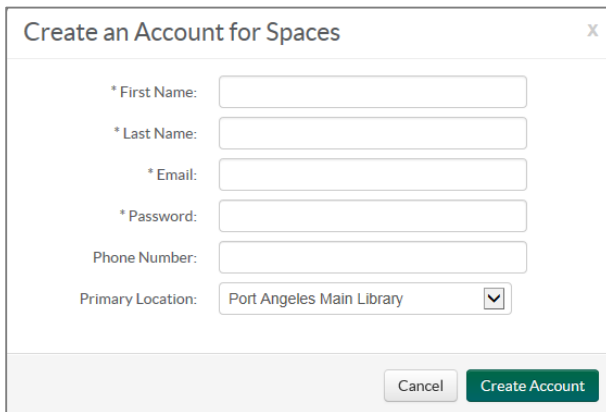


- Select “OK” to confirm and continue through to the SPACES room reservation system.
- **On the next page, there are several options:**
  - Create a new user account.
  - Login to an existing SPACES account or change an account password.
  - View current policies and fees using the links on the left.
  - Search for an available space by date or time, without logging in.



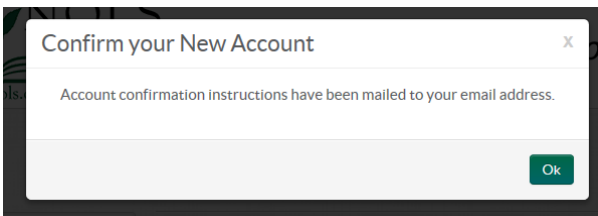
## Create an Account

- 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.

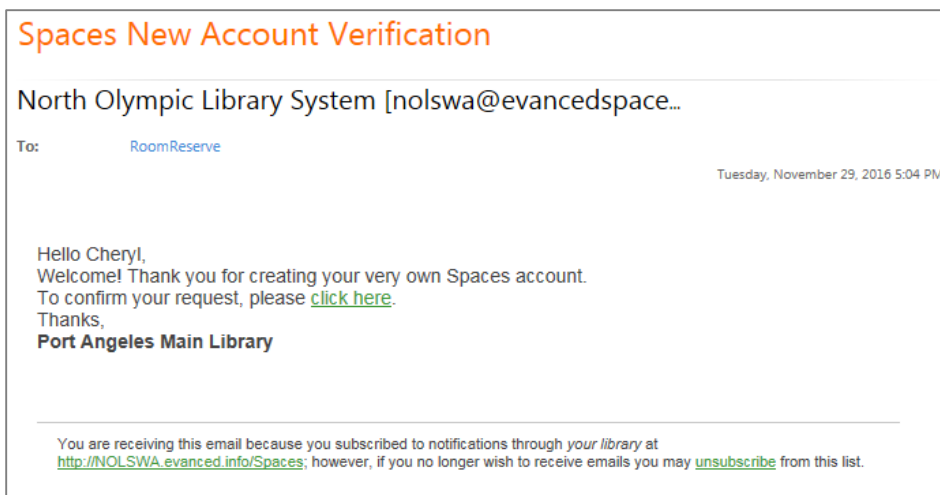


The screenshot shows a web form titled "Create an Account for Spaces" with a close button (X) in the top right corner. The form contains the following fields: "\* First Name:" with a text input box; "\* Last Name:" with a text input box; "\* Email:" with a text input box; "\* Password:" with a text input box; "Phone Number:" with a text input box; and "Primary Location:" with a dropdown menu showing "Port Angeles Main Library" and a downward arrow. At the bottom of the form are two buttons: "Cancel" and "Create Account".

- 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](mailto: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](mailto:rooms@nols.org) with any problems you may have with these steps.

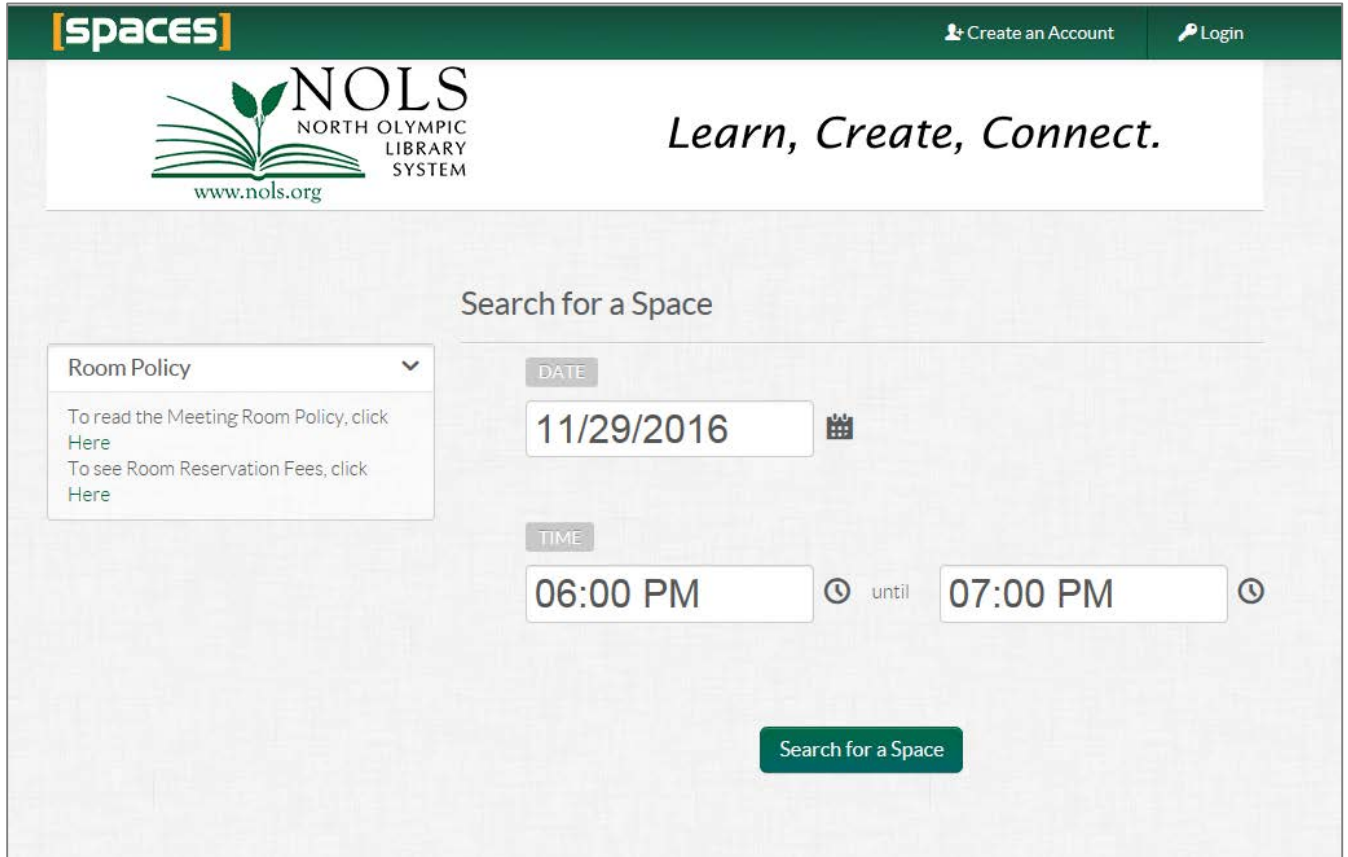


- Following the email link will take you back to SPACES where you can then log in to create a reservation.

## Login

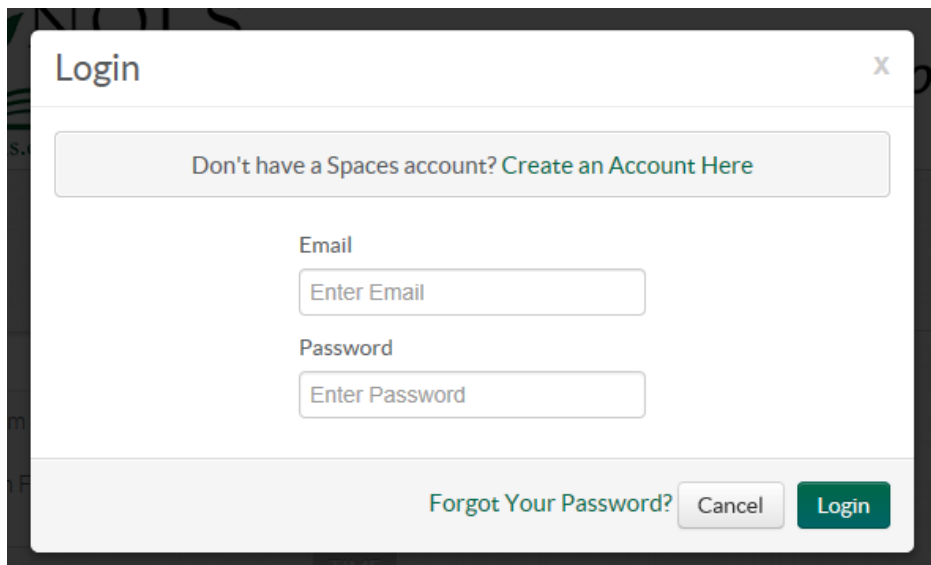
If you are not taken to a login in page from a link in your email while creating a new account, you may return to the SPACES page from [www.nols.org](http://www.nols.org) by selecting the “Services” drop down tab, selecting “Reserve a Meeting Room” and then click the “Reserve a Room” button.

- From the main SPACES page where you created your account, select “Login” in the upper right corner.



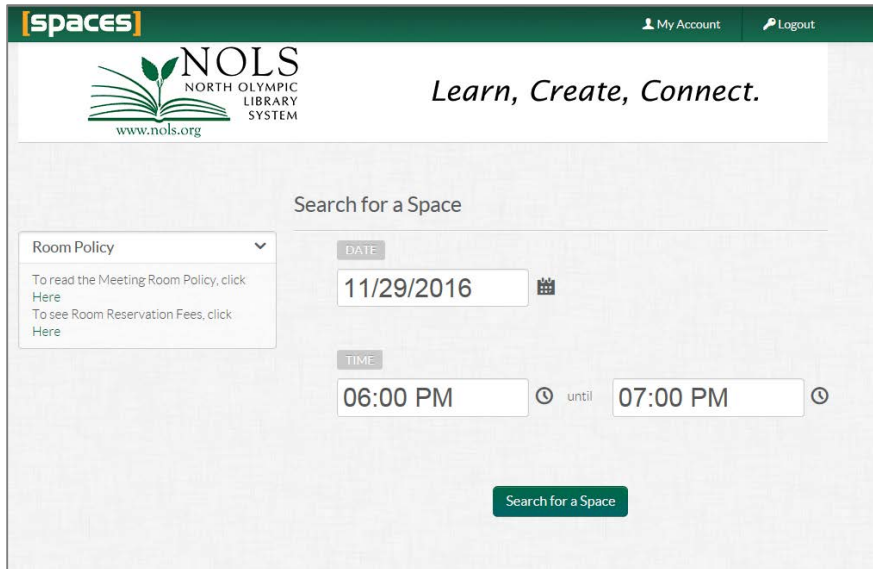
The screenshot shows the SPACES website interface. At the top left is the [spaces] logo. To the right are links for "Create an Account" and "Login". Below the logo is the NOLS North Olympic Library System logo and the tagline "Learn, Create, Connect." The main content area is titled "Search for a Space". It features a "Room Policy" dropdown menu with links to "Meeting Room Policy" and "Room Reservation Fees". To the right are input fields for "DATE" (11/29/2016) and "TIME" (06:00 PM until 07:00 PM). A green "Search for a Space" button is located at the bottom right of the search area.

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

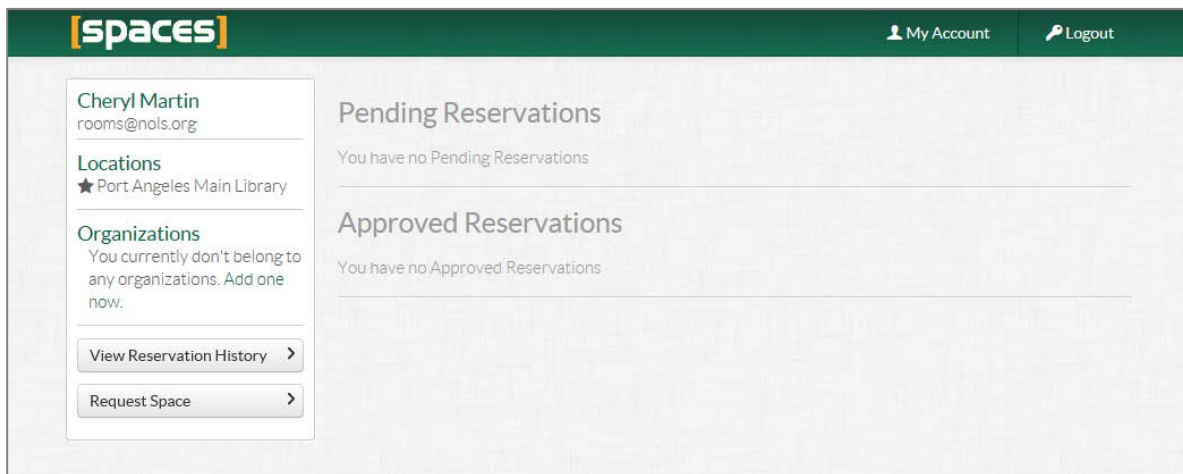


The screenshot shows a "Login" modal box. At the top left is the title "Login" and a close button (X). Below the title is a link: "Don't have a Spaces account? [Create an Account Here](#)". The form contains two input fields: "Email" with the placeholder "Enter Email" and "Password" with the placeholder "Enter Password". At the bottom of the modal are three buttons: "Forgot Your Password?", "Cancel", and "Login".

- 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](mailto: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.

## Reserve a Space

- From the My Account page, select “Request Space” to go to the Search for a Space page.

The screenshot shows the 'Search for a Space' page. At the top, there is a navigation bar with 'spaces' and 'My Account' / 'Logout' links. Below this is the NOLS logo and the tagline 'Learn, Create, Connect.' The main content area is titled 'Search for a Space'. It contains a search form with the following elements:

- A 'Room Policy' dropdown menu with links to read the policy and see reservation fees.
- A 'DATE' field with a calendar icon, showing '11/29/2016'.
- A 'TIME' field with a clock icon, showing '06:00 PM' until '07:00 PM'.
- A green 'Search for a Space' button.

- Select the desired reservation date using the calendar icon.
  - Reservations can be made up to 90 days ahead of the desired date.
- Set the desired time then click the “Search for a Space” button.
- A list of available spaces will display. If no spaces are available for the time and date desired, unavailable spaces will display a “Hide Unavailable Spaces” at the top of the page.

[Hide Unavailable Spaces](#) ▾

- Select 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.

The screenshot shows the 'Available Spaces' page. At the top, it displays the date 'November 30, 2016' and the time '6:00 PM - 7:00 PM'. Below this is a 'Time' and 'Date' selector. The main content area lists three available spaces:

- Forks Conference Room - Forks Branch Library** (Maximum Capacity: 10). The time slot 6p-7p is highlighted in green. A 'Pick Me!' button is present.
- Sequim Meeting Room (North) - Sequim Branch Library** (Maximum Capacity: 12). The time slot 6p-7p is highlighted in green. A 'Pick Me!' button is present.
- Sequim Meeting Room (South) - Sequim Branch Library** (Maximum Capacity: 25). The time slot 6p-7p is highlighted in green. A 'Pick Me!' button is present.

On the left side, there is a 'Locations' sidebar with a 'Select All' checkbox and checkboxes for 'Port Angeles Main Library', 'Sequim Branch Library', 'Forks Branch Library', and 'Clallam Bay Branch Library'. A 'Room Policy' dropdown menu is also visible at the bottom left.

- When you see a space that you wish to reserve and the 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 for the desired time.

- 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:

Carver Room (All) - Port Angeles Main Library

Maximum Capacity 200

5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p

Cheryl Martin  
rooms@nols.org

\* Purpose...

Choose Organization  
-- Select Organization

Join an Organization

\* Library meeting rooms are available for public use, free of charge, to groups or individuals meeting all the following criteria: a) The group or organization sponsoring the event must be a 501c3 non-profit group OR an individual or group that is community based. b) The event or meeting for which the room is indisputably not commercial in nature. c) Events must be open to all persons who wish to attend. Mere willingness to allow non-members to attend a meeting or event, the underlying purpose of which is primarily private or limited in scope, does not constitute compliance with this requirement. d) No fees or donations may be solicited or collected for admission to, or participation in, any such event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or likely to be monetarily profitable for the sponsoring individual, group, or organization at a later date.

Yes, my organization meets all of the free use requirements  
 No, my organization does not meet the following requirements.

\* You may include comments or questions here (enter "n/a" if none):

\* Number of people in attendance:

Back Submit Request

- **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.
  - **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. Library staff may also add notes about your reservation here.
  - **Number of People in Attendance:** Please estimate the number of people that will attend your event.
  - **Equipment Reservations:** Carver Room use only - please select any equipment you may need or “none”.
- Please remember to include any setup and take down times you require in your reservation request using the slide bar at the top of the page.
  - 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 2 business days for Library staff to review your request. You will also receive a reminder email approximately 2 days before your reservation takes place.