

Reserving a Meeting Room



Opening Page

The screenshot shows the 'spaces' reservation interface. At the top left is the 'spaces' logo, and at the top right is a 'Create an Account' link. The main header features the 'Huntsville-Madison County Public LIBRARY' logo with the tagline 'CREATE. EXPLORE. CONNECT.'. Below the header is a search section titled 'Search for a Space'. It contains a 'DATE' field with the value '01/22/2018' and a calendar icon, and a 'TIME' field with the value '6:00 PM - 7:00 PM'. A 'Search for a Space' button is located at the bottom of the search section.

Fill in basic information, then click Search for a Space

Meeting Rooms



The Second Page

The screenshot shows the SPACES web application interface for booking meeting rooms. The top navigation bar includes the SPACES logo, a 'Create an Account' link, and a 'Login' link. The main content area is divided into several sections:

- Locations:** A list of library branches with expandable options: Select All, Bailey Cove Branch Library, Downtown Library, Eleanor F. Murphy Branch Library, Gunley Public Library, Madison Public Library, and Tillman D. Hill Public Library.
- Equipment:** A list of equipment options with checkboxes: Audiovisual Package (with MIC), Audiovisual Package (without MIC), and Audiovisual Technical Support.
- Date/Time Filter:** A section for selecting a date (January 22, 2018) and a time range (6:00 PM - 7:00 PM).
- Meeting Room Details:** A card for 'Meeting Room - Bailey Cove Branch Library' showing a maximum capacity of 50. It features a time slot grid from 9a to 8p, with the 6p slot highlighted in green. A 'Book Me!' button is visible.
- Additional Options:** A 'Show Unavailable Spaces (9)' button is located below the meeting room card.

Footnotes at the bottom of the interface state: '* fees may apply'.

More about the Second Page



The screenshot shows a mobile application interface with a dark header containing the word 'spaces' in white. Below the header, there are two main sections: 'Locations' and 'Equipment'. The 'Locations' section has a dropdown arrow and contains a list of items, each with a checked checkbox and a plus icon: 'Select All', 'Bailey Cove Branch Library', 'Downtown Library', 'Eleanor E. Murphy Branch Library', 'Gurley Public Library', 'Madison Public Library', and 'Tillman D. Hill Public Library'. The 'Equipment' section also has a dropdown arrow and contains three items: 'Audiovisual Package (with MIC)', 'Audiovisual Package (without MIC)', and 'Audiovisual Technical Support'. At the bottom of the equipment list, there is a small note: '*fees may apply'.

The patron or organization can then select which branch they want

They can also select an equipment package

Even More about the Second Page

As requested information is completed, the right side of the page will show available rooms. If none are available, location and equipment needs can be changed.

The screenshot shows a 'Date/Time Filter' section at the top with a calendar icon, a date field set to 'February 23, 2018', and two time dropdown menus set to '6:00 PM' and '7:00 PM'. Below this are four room listings, each with a grid of time slots from 9a to 8p. The 6p and 7p slots for all rooms are highlighted in green, indicating availability. Each listing includes a 'Pick Me!' button and a note '*Fees may apply'. At the bottom of the screenshot, there is a yellow bar with the text 'Show Unavailable Spaces (4)' and a small upward-pointing arrow.

The date and time can be changed as well.

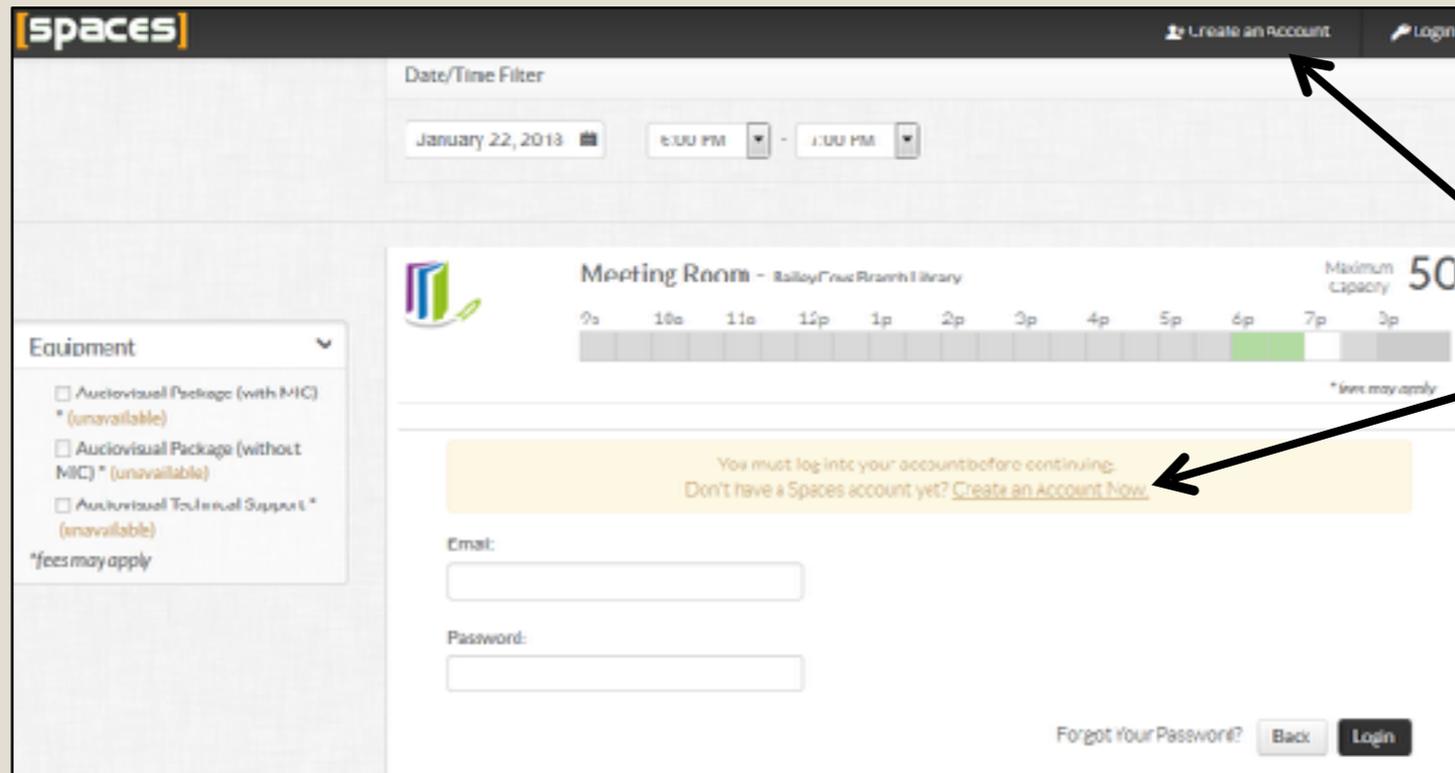
To select a room click "Pick Me!"

Click here to see unavailable rooms

Meeting Rooms



The patron or organization must log into their account before continuing.



If they have yet to create an account, there are two links on this page

Create an Account



The patron will fill out basic information

Create an Account for Spaces X

* First Name:

* Last Name:

* Email:

* Password:

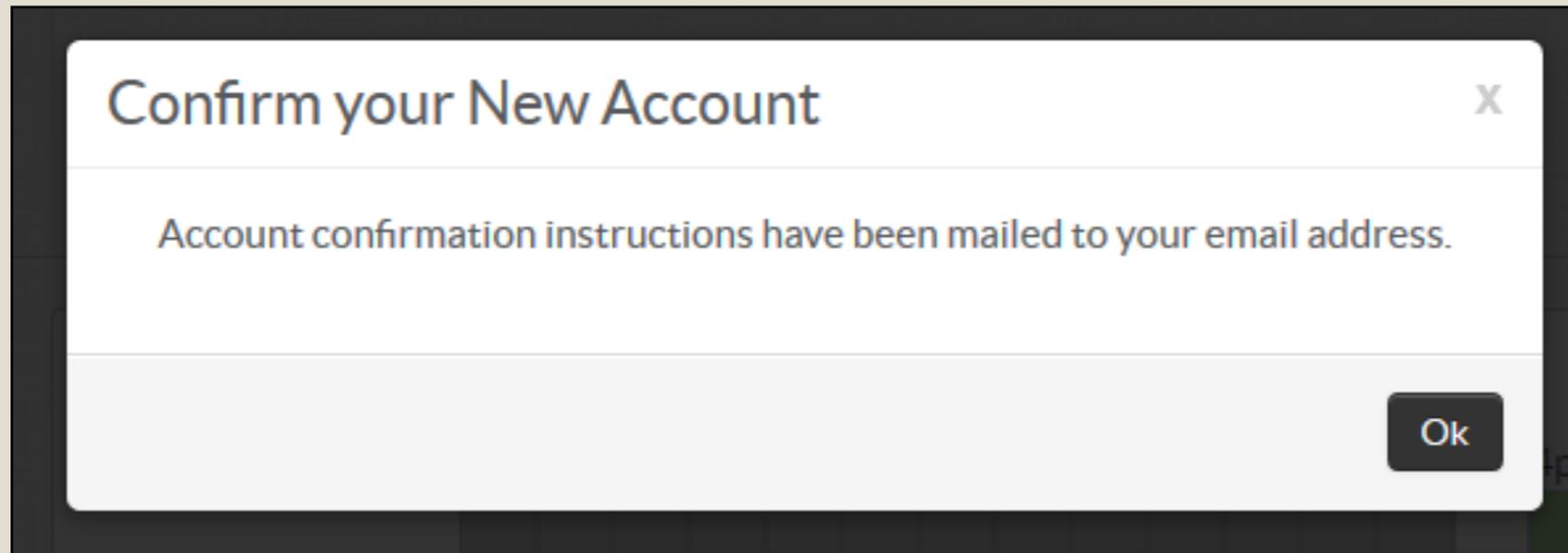
Phone Number:

Primary Location:

Account Confirmation



The patron will get a notice that instructions have sent to their email.



The patron will need to access their email to confirm the account.

The patron will receive notice that the account has been approved.

Reservations Redux



After signing in, the following will display.

The screenshot shows the 'spaces' reservation system interface. At the top, there is a 'Data/Time Filter' section with a date selector set to 'January 24, 2018' and time slots '4:00 PM' and '5:00 PM'. Below this, the main content area displays 'Meeting Room A - Downtown Library' with a 'Maximum Capacity' of '15'. A calendar grid shows the selected time slot highlighted in green. On the left, an 'Equipment' sidebar lists three items: 'Audiovisual Storage (with MFP)', 'Audiovisual Package (without MCI)', and 'Audiovisual Technical Support', all marked as 'Unavailable'. The main form includes a 'Purpose' text area, a 'Choose Organization' dropdown menu, and a 'Join an Organization' link. Below these are several required fields: 'How many people are you expecting?', 'What type of physical activities will be required of the participants?' (with a dropdown set to 'Extremely Inactive'), 'Do you have liability insurance?' (with radio buttons for 'Yes' and 'No'), 'How would you describe your meeting?', and 'Anything else to add about this reservation request?'. At the bottom, there is a checkbox for 'I understand the terms and conditions for room use as outlined here: [Terms and Conditions](#)' and two buttons: 'Back' and 'Continue'.

Organizations



- If you would like to create a request for an organization
 - The organization must be setup in the system by local management prior to making the request
- Once your organization is in the system and your email is associated with it you will be able to reserve space in its name

Reservations Deposit



A page that shows the deposit total will display

Payment Summary

ROOM CHARGE	Cost	Duration	Total
Refundable Deposit	\$50.00		\$50.00
TOTAL			\$50.00

Back

Submit Request

Reservation Pending



The patron will see that their reservation is pending.

Pending Reservations

Pending Approval - Payment Required



January 24, 2018 4:00 PM - 5:00 PM
Meeting Room A

[See More »](#)

 Edit |  Copy |  Cancel

Approved Reservations

You have no Approved Reservations