Reserving a Meeting Room

Opening Page

Fill in basic information, then click Search for a Space

Meeting Rooms

The Second Page

More about the Second Page

[spaces]

Locations

☑ Select All

☑ ⊕ Bailey Cove Branch Library

☑ ⊕ Downtown Library

☑ ⊕ Eleanor E. Murphy Branch Library

☑ ⊕ Gurley Public Library

☑ ⊕ Madison Public Library

☑ ⊕ Tillman D. Hill Public Library

Equipment

⊞ Audiovisual Package (with MIC) *

Audiovisual Package (without MIC) ☐ *

☐ Audiovisual Technical Support *

*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.

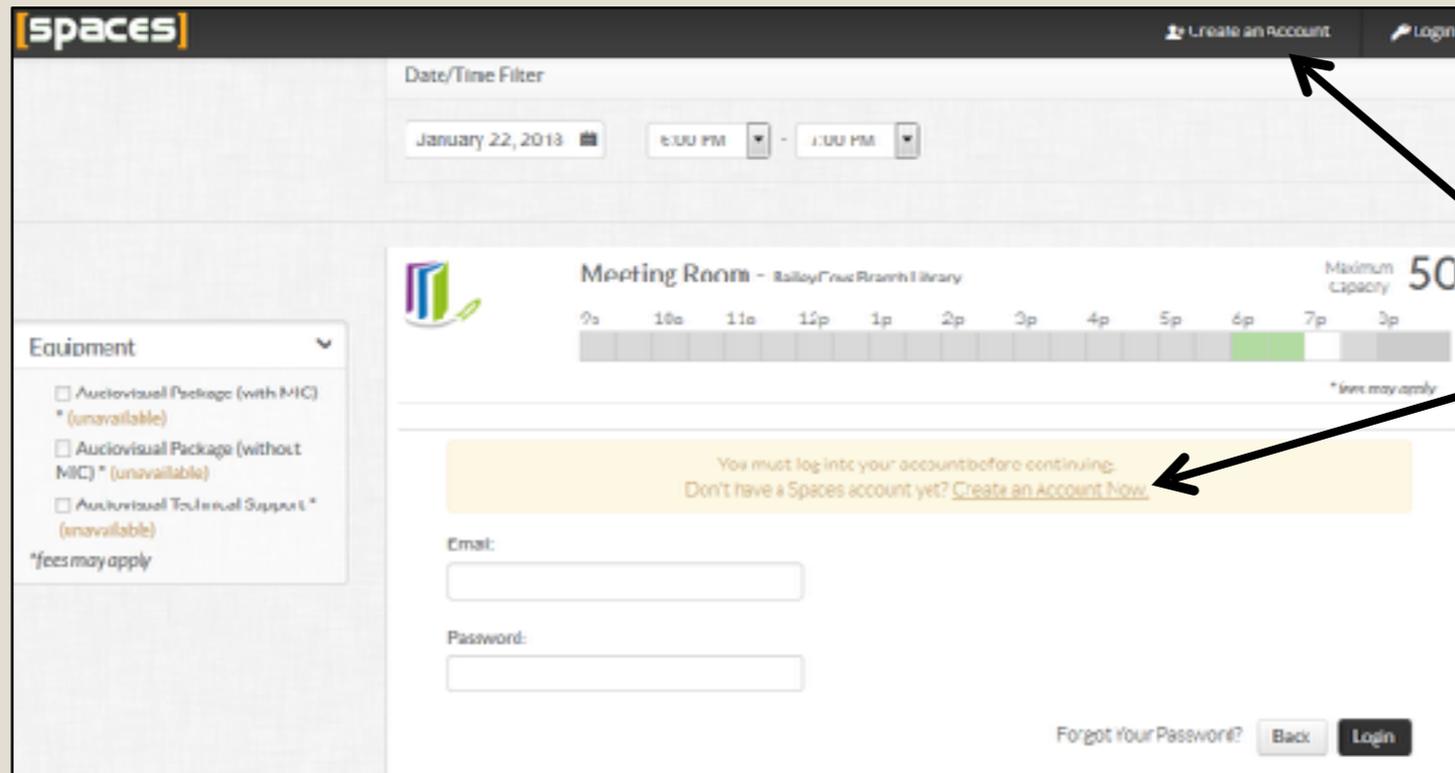The date and time can be changed as well.

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

Account Confirmation

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

Confirm your New Account   X

Account confirmation instructions have been mailed to your email address.

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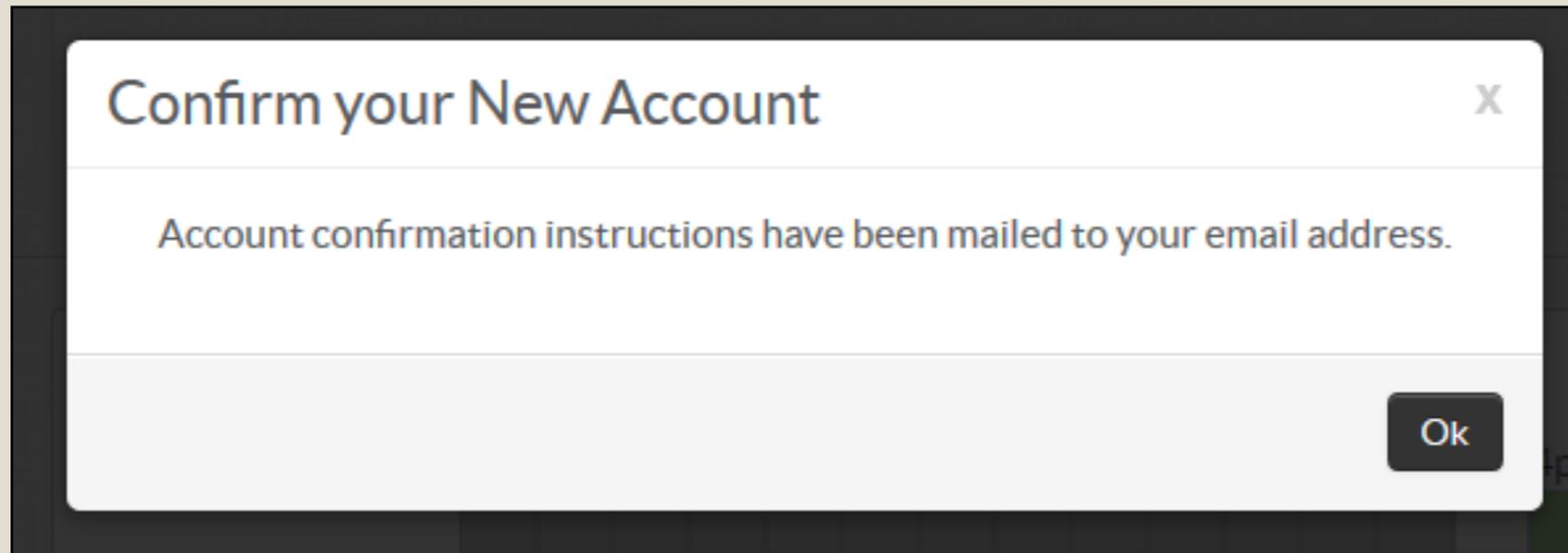
The patron will need to access their email to confirm the account.

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

Reservations Redux

After signing in, the following will display.

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