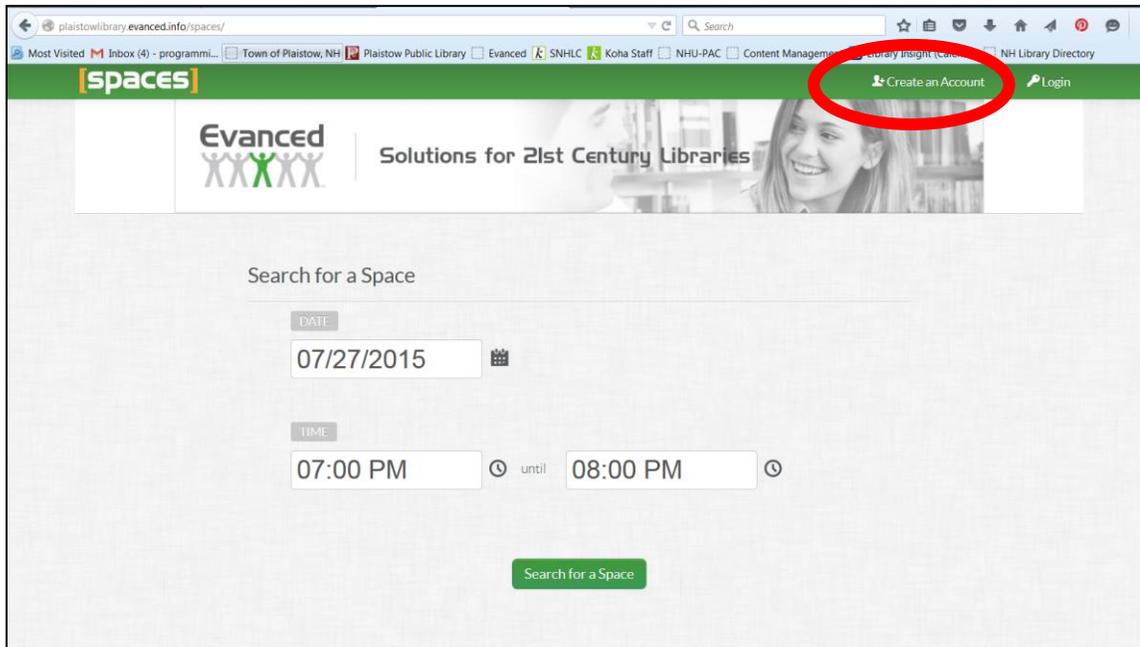


MEETING ROOM SELF-SERVICE ONLINE BOOKING INSTRUCTIONS

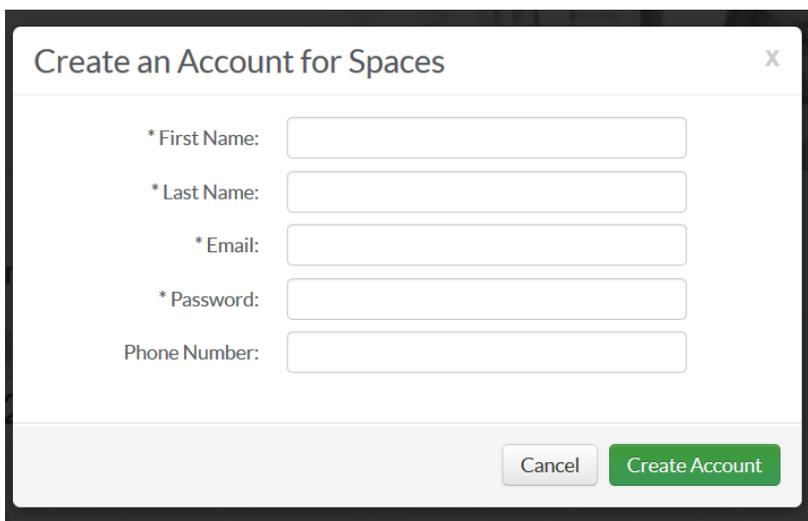
We now have an online Room Request system. All outside groups MUST create an account AND create their organization in the online system in order to book a room.

To get started, please follow these instructions:

1. Go to plaistowlibrary.com --> Meeting Rooms (left hand menu, hold mouse over the words) --> Room Request (pop-up)
2. Once the "Spaces" page comes up, click "Create Account" in the right hand corner (circled in red here).

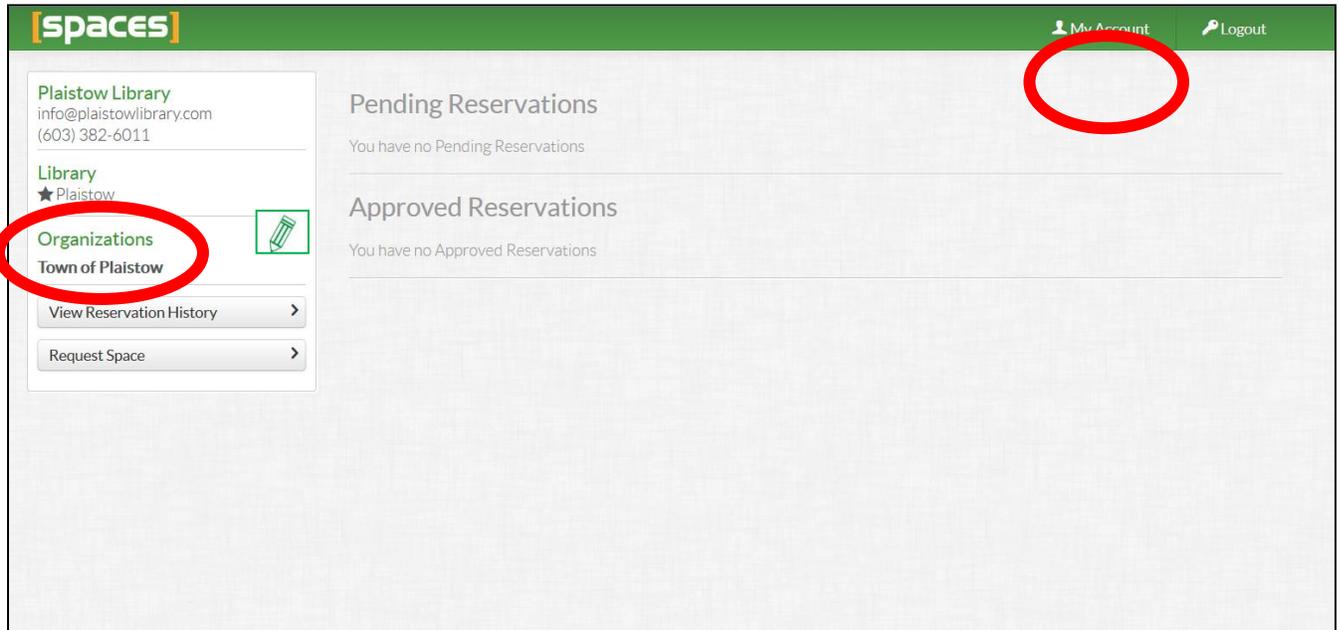


3. A popup window will appear. Input your desired account information to create your account (you will only need to do this once).

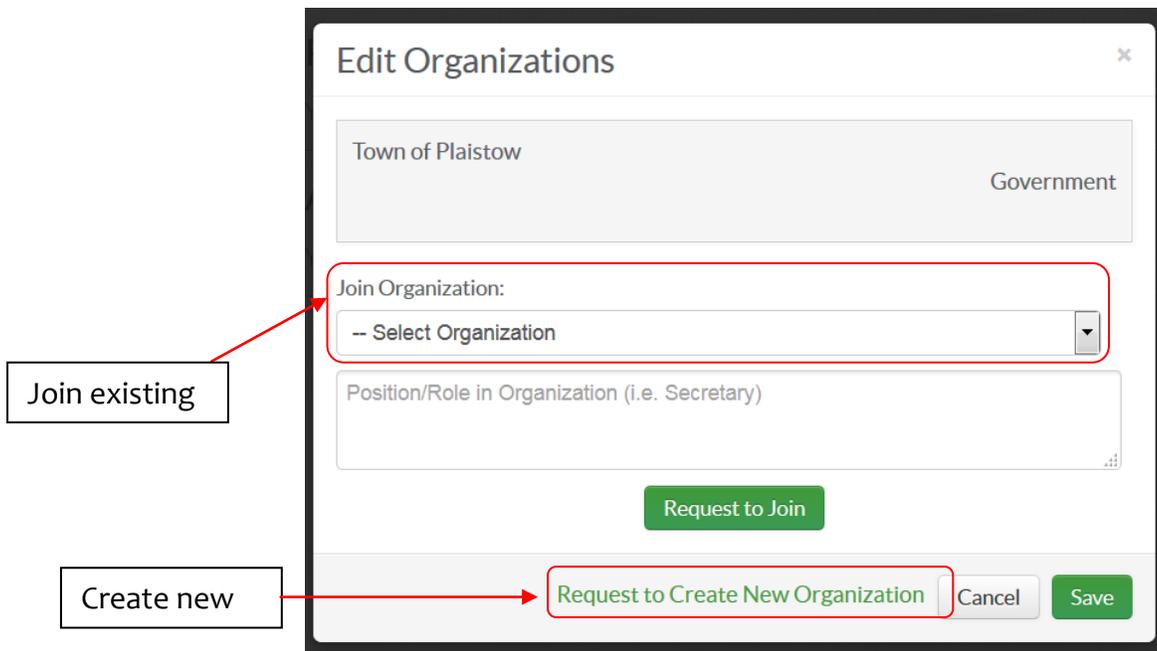
A screenshot of a 'Create an Account for Spaces' popup window. The form contains the following fields: '* First Name:', '* Last Name:', '* Email:', '* Password:', and 'Phone Number:'. Each field is represented by a white input box. At the bottom of the form, there are two buttons: a grey 'Cancel' button and a green 'Create Account' button.

4. An email will be sent to the email account you provided that will confirm your account.
5. You will need to activate your account by clicking on the link in your confirmation email, which will direct you back to the "Spaces" booking system.

6. After you login with your email and password, go to the “My Account” button at the right top corner.



7. In your account screen (displayed above), you will see the word “Organizations” in the left-hand menu bar. Any organization you already belong to will be listed below. Hold your cursor over the word “Organizations” and a pencil icon will appear:  This allows you to edit the organizations you belong to. Click on the pencil and a pop-up window will appear:

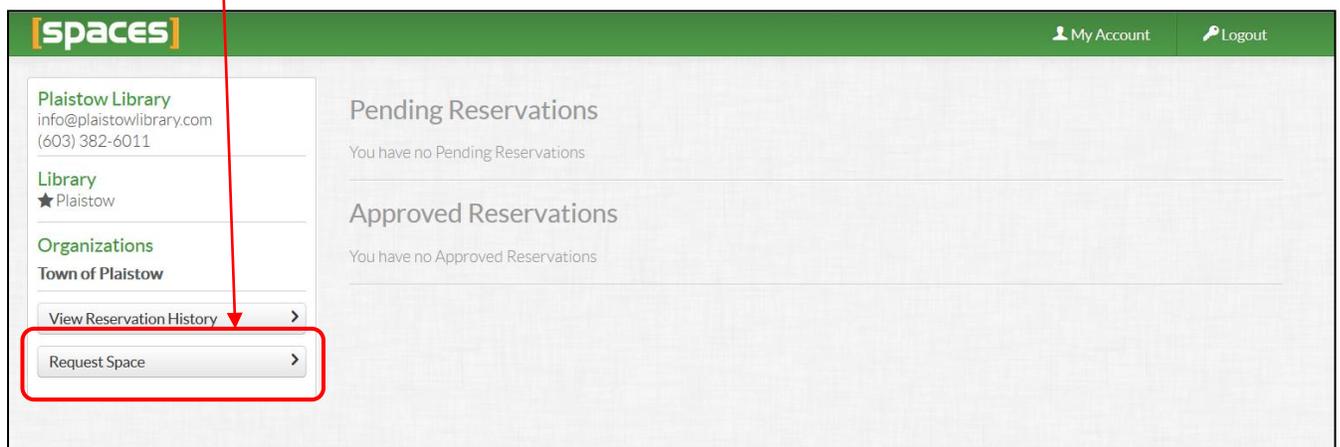


You can either request to join an existing organization or you can click on the link in green text that says “Request to Create New Organization.” **If your organization is not in the list under “Join Organization” then you MUST create your organization in order to be eligible to book a room.**

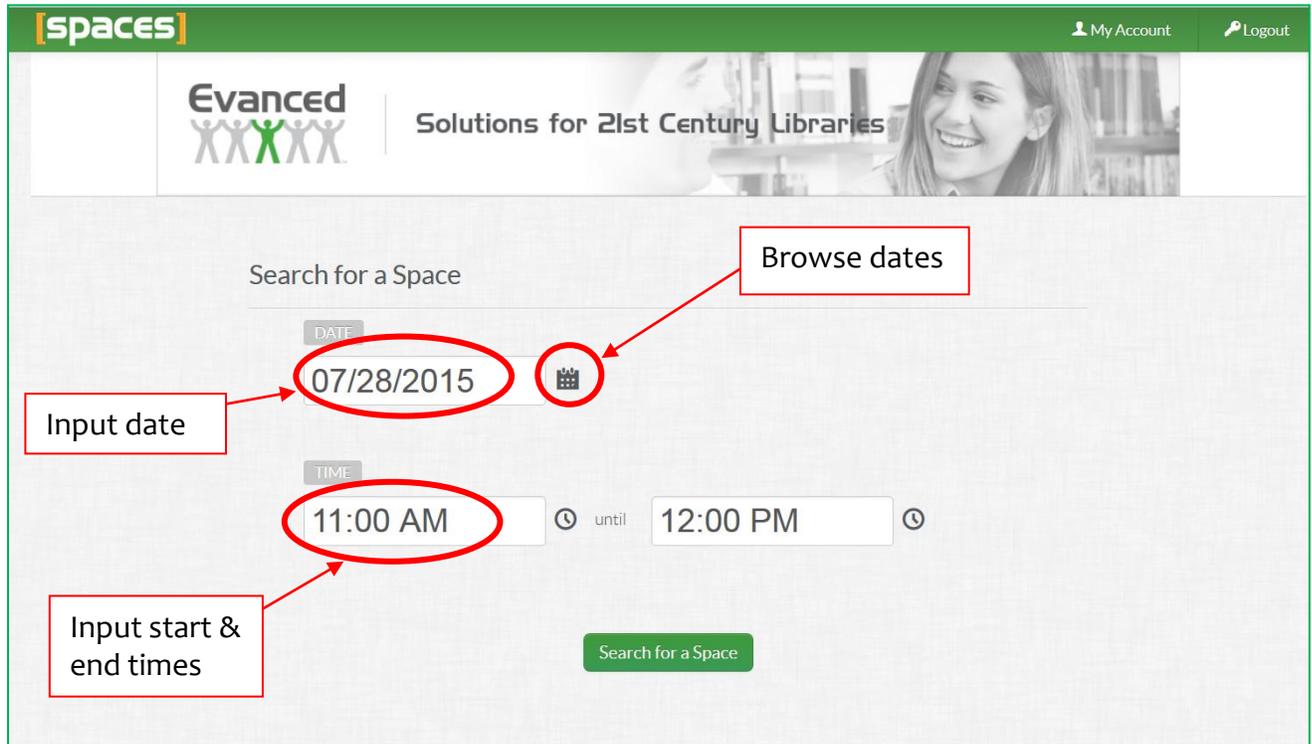
Complete the form for your new organization and submit. **You must provide an email and phone number and contact person for your organization.** The request will come to the library and we will approve or deny as appropriate.

The screenshot shows a web form titled "Request to Create New Organization" with a close button (x) in the top right corner. The form is divided into two sections. The first section, "Spaces Organization Information", contains the following fields: "* Organization:" (text input), "Address:" (text input), "Address 2:" (text input), "City:" (text input), "State/Zip:" (a dropdown menu with "Please select a state:" and a text input for the zip code), "Phone Number:" (text input), "Email:" (text input), and "* Organization Type:" (a dropdown menu with "Please select an organization type:"). The second section, "What is your position/role in the organization?", has a text input field containing "(i.e. Secretary)". At the bottom of the form are two buttons: "Cancel" and "Submit Organization Request".

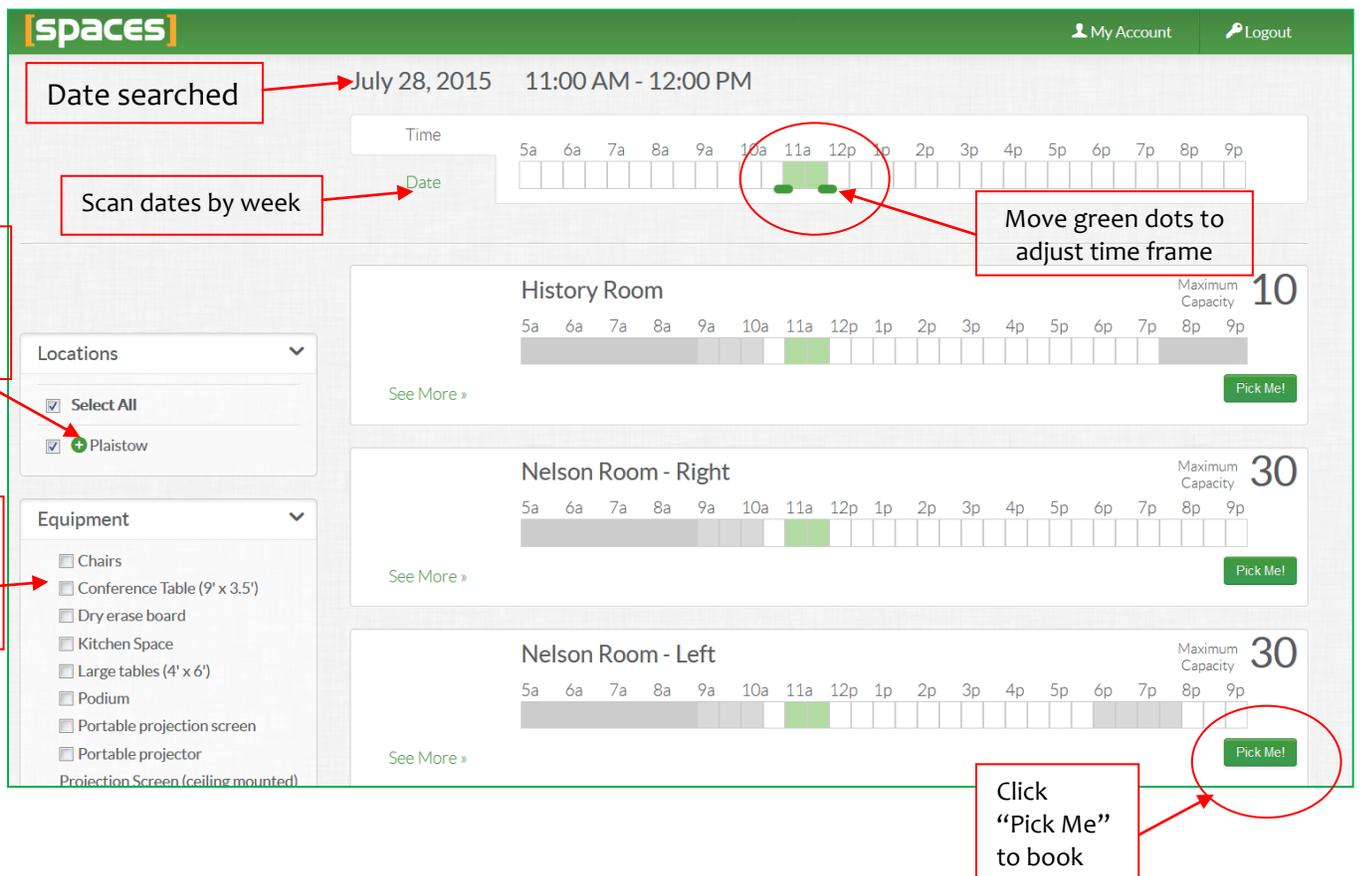
- Once your organization has been approved, you can begin searching for available dates and submit your request. You can either return to the Spaces page from the library website or from the link <http://plaistowlibrary.evanced.info/spaces>. Login in the top right corner. In your account home page, click "Request a Space"



9. You can look for a specific date or browse by week.



10. Once you choose a date, rooms will appear that are available (you can also opt to have unavailable spaces displayed). On the timeline at the top of the page, sections in gray are not available. You can search by room (left hand side, click green circle with "+" in it), room features (left side menu), date (top of page).



11. Once you find an available time, you submit the request (click the green "Pick Me" button) and fill out the required information. You must choose an organization.
12. Once you submit your Spaces request, the library will either approve or deny it. Common reasons for denial are that the request is for a date too far in advance or that the event is not free and open to the public.
13. You will be notified by email when your request is either approved or denied.