Requesting a Room in Spaces

Choosing Reservation Date/Time

- Go to tbpl.evanced.info/spaces
- Enter the time range, select the date on the landing page and select "Search for Space"

Filtering Reservation Options

From the reservation list, further filtering of the available room list can be accomplished by editing the following parameters:

- **Timeframe** can be edited at the top of the screen, either by clicking and editing the time text displayed at the top of the screen, or by click and dragging either end of the slider bar to alter the time length of the reservation.
- **Date** can be changed by accessing the "Date" tab and select the day in view.
- **Branch and Room** designation can be accessed on the left-hand column of the site. Select the branch and click on the "+" sign to the left of the branch title to select rooms to be included in the available reservation list as well as any equipment they require.
- **Equipment** filtering is accessible on the left-hand column of the site (under the Location filters section) these further limit the rooms available for reservation based on the equipment selected (if projector is selected - only rooms with projectors available will show).
Available rooms appear, with existing reservations represented by red conflict bars along with photos of the rooms and the room's capacity.

**Selecting a Reservation**
To choose a room reservation, click the "Pick Me!" button that corresponds with the room of choice.

To proceed with the reservation you need to have a patron account in the system.

- If you have a login, enter the email address and password into the login area
- If you need to create an account for the first time, select the "Create an Account Now" and step through the prompts to create a new account and complete the reservation

After logging in with your account, the reservation can be completed by filling out the reservation form:

- Choose a room layout (if applicable.)
- Enter a purpose for which you intend to use the room.
- You may choose an organization affiliated with the account from the organization drop-down menu. If there is no organization affiliated with the request, choose, "No Organization" from the drop-down.
- You can also request to create a new organization by choosing the "Create Organization" link. Note: after the organization request is submitted, the new organization must first be approved by staff before it is available as an optional organization from the drop-down list
- Select the "Continue" button to continue to the Request Summary
• If there is a cost you will see a Payment Summary listing any required payments required for the reservation.
• Click on the "Select Reservation" button to complete the reservation request process.

After the reservation is submitted, you will receive a notice that your reservation is pending approval and you will be directed to the account details page.