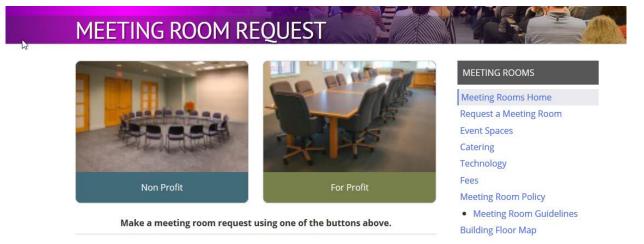
#### Using the New Reservation System

1. From the library's website, <u>https://tscpl.org/meeting-rooms/request</u> select your group type Non-Profit, For-Profit. In this example we will choose Non-Profit.



2. Use the calendar on the left sidebar to select the date you want to request and click the date to choose it. Scroll down the room listing to find the room you want,

🐂 Room basket (0)

### **Reserve a room**

Choose a date and room then pick a time

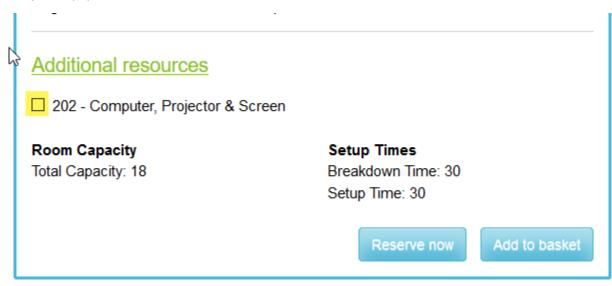
								<	Ja	anua	ry 23	5, 20	20	>	
		BOO	OKING	TYPE	=			PEKA /	AND	SHAW	NEE	COUN		JBLIC	LIBR
N	Non-Profit ~					~	Anton Room 202								
		CH	OOSE	DATE			9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
		Jan	uary 2	2020		»									
Su	Мо	Tu	We	Th	Fr	Sa									
29	30	31	1	2	3	4									
5	6	7	8	9	10	11									
12	13	14	15	16	17	18	Hug	hes R	oom	205					
19	20	21	22	23	24	25	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
26	27	28	29	30	31	1									
2	3	4	5	6	7	8									
			Today	,											

2

- 3. Click the green square of the exact begin time of your meeting and the green square of the exact end time of your meeting.
  - a. Setup and teardown times are automatically included as indicated by the gold squares.
  - b. If you don't see the exact time you want, use the dot directly underneath the timeslot squares is a dot on a slider to scroll earlier in the day or later
  - c. Information about the room is displayed as well as Additional resources.

<b>()</b> TOPE	KA A	ND SH	IAWN	EE CO	DUNT	Y PUE	BLIC L	IBRARY
Anton	Roor	n 202						C
m 12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm
Available	Unava			Setup/Brea		cks		-
0		8				lider to nt not d		d
EL	The seal							odates 18 the library.
		1.E	Y	1 S	cluded re Chairs (1	esources		
		IP25			and a comment	ce Phone		

4. If you need audio visual equipment for your meeting, be sure to check the box next to the resource(s) you want to add to your request. *Please note, the library no longer changes the \$25 AV Equipment Use Fee for use of library AV equipment.* 



5. When finished scroll to the bottom of the room's box outlined in blue. Click the *Reserve now* button to request this date. Click the *Add to basket* button to book multiple dates,

Room Capacity Total Capacity: 18	<b>Setup Times</b> Breakdown Time: 30 Setup Time: 30
	Reserve now Add to basket

6. On the next page, review your request and enter your Library card number and PIN then click "Login."

Reserva	ation details (1 of 1)	
	Menninger Room 206 3:00pm - 4:00pm, February 18, 2020	
1 hour		\$0.00
		sub total \$0.00

# (9) Menninger Room 206 (9) 3:00pm - 4:00pm, February 18, 2020

Library card number

**PIN / Password** 

	Login
A library and is serviced to be be a serve	

A library card is required to book a room.

- 7. On the Reservation Details page, enter your booking details. Fields with a red asterisk are required. After filling out the form, proceed to the confirmation page by clicking the green *Next* button.
  - a. Using your library card automatically fills in your name, email and phone number from your library account!
  - b. Adjust the attendee number you are expecting for your meeting. If the number exceeds the room capacity, you will get an error message *Expected attendees exceeds capacity* when you go to the next step.
  - c. The Notes field is for any specific setup notes you have.
  - d. Read the terms and conditions and if you agree, check the box "I have read and agree to the room booking"

## Anton Room 202 2:00pm - 4:30pm, February 25, 2020

First name *	BONNIE
Last name *	CUEVAS
Email *	bcuevas@tscpl.org We'll use the email address to confirm the booking and to notify if the room
Phone *	becomes unavailable.
	Please provide a 10 digit phone number (#### ######)
Group name *	Test Request
Booking title *	(This is <b>not displayed</b> to the public) Test Request
Attendees *	(This will be displayed to the public)
	Number of attendees expected.
Notes	We need to project a PowerPoint presentation.
Do you need catering? *	Beverages
Do you plan to include any of the following? *	None
1*	forms and conditions

I have read and agree to the room booking terms and conditions



**Please note**, a 10-digit phone number is required so if the area code is not included in your phone number you need to add it

 Next, review your request. If everything looks correct, click the **Reserve** button to complete the process. The Confirmation page displays the booking information and inlcudes a reference number for your booking. It is also inl the **Room reservation request** email you will receive.

Please refer to this reference number when calling the events coordinator about your booking.

à

## Your room booking information

Anton Room 202
 Topeka and Shawnee County Public Library
 RESERVATION FOR:
 Reservation of this room requires approval. Your reservation is pending review. You will receive another notification once your request is approved.

January 28, 2020 3:00pm - 4:00pm Ref: il4ct9

#### View online

You can manage your room bookings at: bookings.tscpl.org/myreservations

### Using the Add to Basket Feature

Use the *Add to basket* button to request multiple dates and times. Follow steps 2- 5 to request any other dates and times. Hover over the *Room Basket* text at the top right of the screen to review your bookings. At this point, you can remove any resources or cancel the booking completely.

Click the *Reserve* button to complete the booking process -follow steps 6-8.

nee County I \$0.00	
\$0.00	)
qty 1	\$0.00
sub total	\$0.00
00	

**Please note**, if you cancel at any point in the process, you will return to the beginning of room booking process and your original request will be saved in the Room basket.

