

Creating an Account

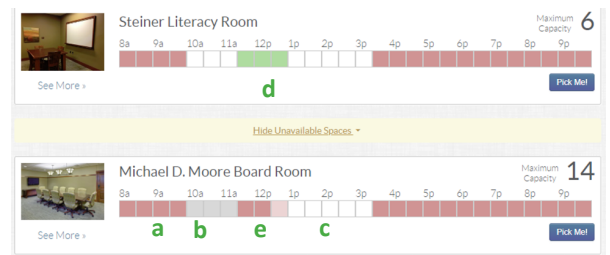
1. Visit <http://dtdl.evanced.info/spaces/>.
2. Click on the **Create an Account** button in the top right corner.
3. Fill out the required information, then click **Create Account**.

Note: A library card is required for making reservations. You will be asked for your card number prior to submitting a reservation.

4. Account confirmation link will be sent to your email address. Click the link.

Searching for a Space

1. Visit <http://dtdl.evanced.info/spaces/>.
2. Select the correct date and time.
3. Click **Search for a Space**.
4. On the next screen review the room availability for your selected date and time.



- a. Hours the library is closed will appear dark red.
- b. Unavailable hours will appear light gray.
- c. Available hours will appear white.
- d. Desired Reservation time will appear green if no conflicts exist.
- e. Reservation conflicts will appear red. (Dark red for the actual time conflict and light red for the available times during a reservation with a conflict).

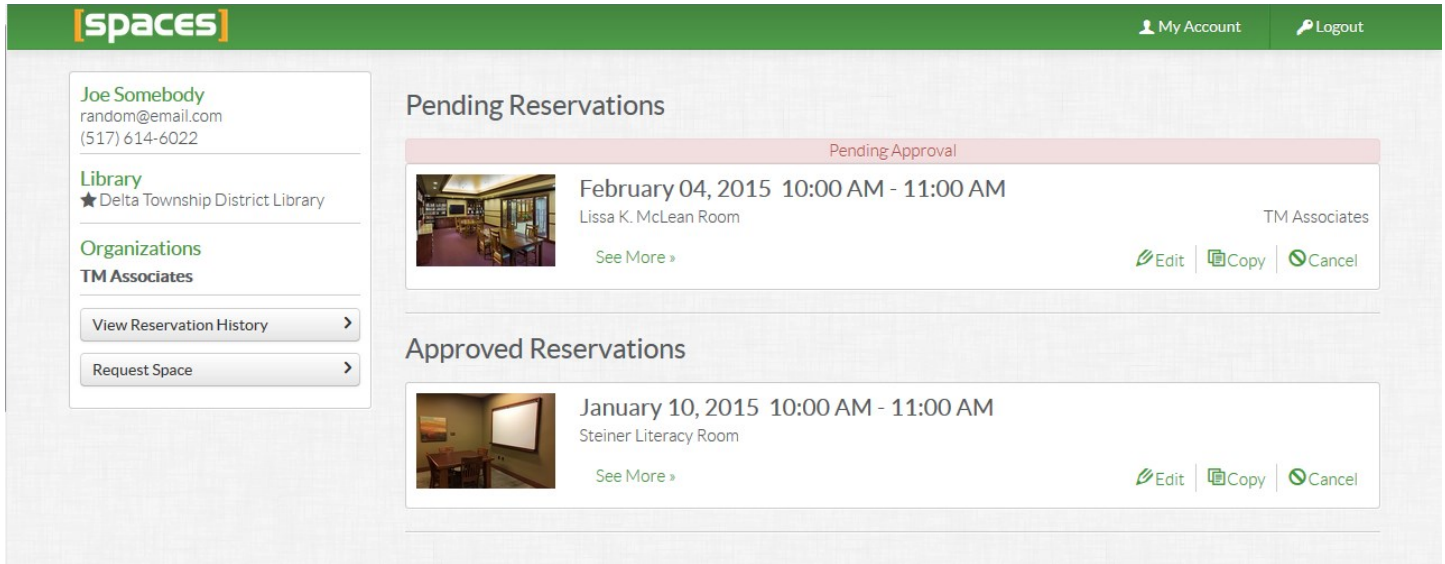
5. If the room you desire is available click **Pick Me**. Otherwise you can adjust your date and time.
6. To select a new date and time, use the Date/Time Filter at the top of the screen.
7. Once you have found a date, time and room that fits your needs, click the **Pick Me** button next to the appropriate room.

Making a Reservation

1. Fill out the required information.
2. Choose Organization:
 - If you are not making a reservation on behalf of an organization, select **No Organization** from the list.
 - If you are making a reservation on behalf of a group or organization for the first time.
 - Click on the **Join an Organization** link.
 - Select your organization to submit a request to be added to that Organization.
 - Once your request is submitted, your ability to make reservations on behalf of that organization will be pending until approved. To place your current reservation, select **No Organization** from the list.
 - If your organization is not listed, select **No Organization** and email tmoore@dtdl.org with a request to add your organization to the list.
3. Once all the information is complete, click **Submit Request**. You will receive an email confirming that you have a pending request and another once your request has been approved or denied.

My Account

To view your Pending Reservations, Approved Reservations, Reservation History, and account information Login to your account and then click on **My Account**. The My Account screen will display as seen below.



The screenshot shows the 'spaces' My Account interface. At the top, there is a green header with the 'spaces' logo and navigation links for 'My Account' and 'Logout'. On the left, a user profile for 'Joe Somebody' is displayed, including their email and phone number. Below the profile, there are sections for 'Library' (Delta Township District Library) and 'Organizations' (TM Associates), with buttons for 'View Reservation History' and 'Request Space'. The main content area is divided into two sections: 'Pending Reservations' and 'Approved Reservations'. The 'Pending Reservations' section shows a reservation for February 04, 2015, from 10:00 AM to 11:00 AM in the Lissa K. McLean Room, with a 'Pending Approval' status and options to Edit, Copy, or Cancel. The 'Approved Reservations' section shows a reservation for January 10, 2015, from 10:00 AM to 11:00 AM in the Steiner Literacy Room, with options to Edit, Copy, or Cancel.

1. Account Information

- To edit your account information, move your mouse over the information and then click on the pencil icon that appears on the right.

2. Location where reservations are being made aka Delta Township District Library.

3. Your Organizations

- To edit your organizations or join a new one, move your mouse over the information and then click on the pencil icon that appears on the right.
 - Select the organization you would like to add and click Request to Join.
 - If your organization is not listed, send a request to register your organization to Thomas Moore at tmoore@dtdl.org.
- Any pending requests to Join an Organization will be noted.

4. View Reservation History

- View your past reservations and **Copy** previous reservations to save some time when making a new reservation.

5. Request Space - Make a new reservation.

- Make a new reservation.

6. Reservation List

- A list of all pending, approved, and inactive (denied) reservations.
- For pending and approved reservations you can:
 - Edit** the date, time and other required information. It is not possible to change the room for a submitted reservation.
 - Copy** the reservation to save time in creating a new reservation and edit the date and time.
 - Cancel** the reservation.