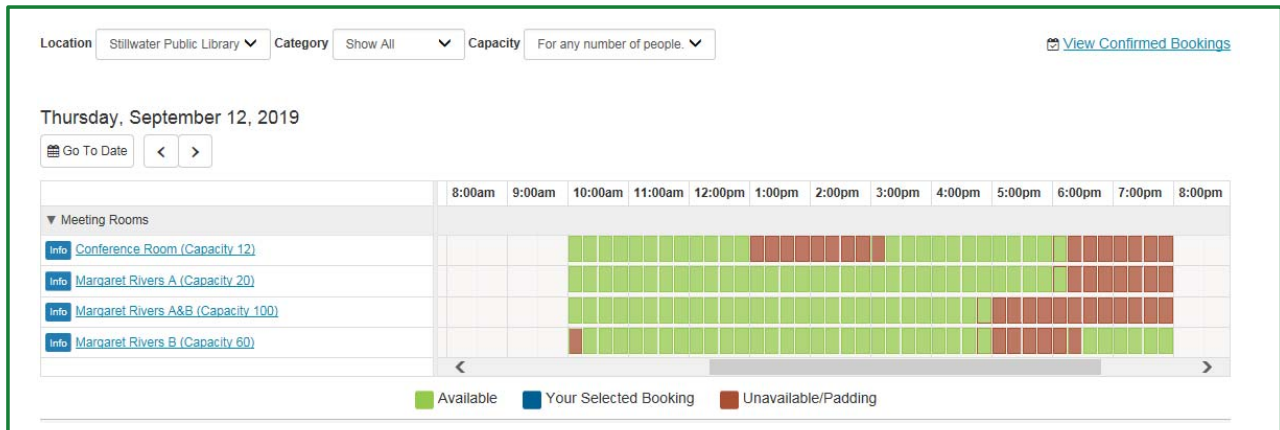


Stillwater Public Library Booking How-To Guide

Tuesday, August 06, 2019 2:45 PM

1. Go to the online reservation system at <https://washcolib.libcal.com/reserve/StillwaterPublicLibrary>.



Location Stillwater Public Library Category Show All Capacity For any number of people. [View Confirmed Bookings](#)

Thursday, September 12, 2019

Go To Date < >

	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Meeting Rooms													
Info Conference Room (Capacity 12)													
Info Margaret Rivers A (Capacity 20)													
Info Margaret Rivers A&B (Capacity 100)													
Info Margaret Rivers B (Capacity 60)													

Available Your Selected Booking Unavailable/Padding

2. Navigate to the date when you want to book a space.

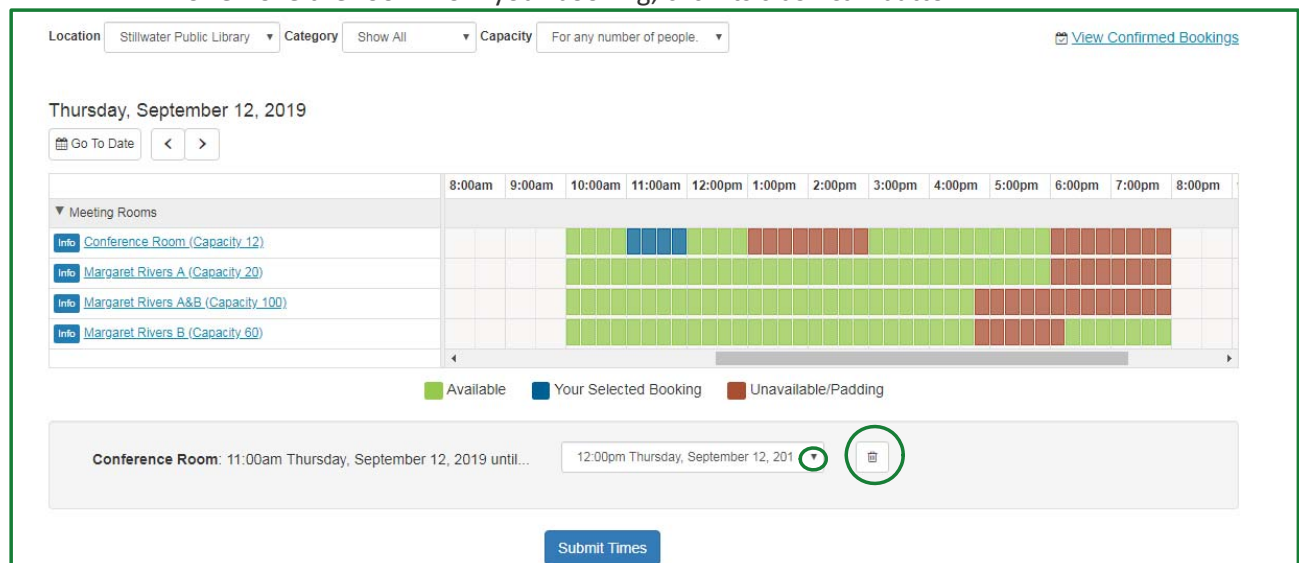
- Use the **Go to Date** button to select a specific date.
- Use the **Back (<)** and **Forward (>)** buttons to navigate between days.

3. Click on an available time slot for a space to start a booking at that time.

- To view more info about a space, including the photo, description, and directions, click on the room's **Info** badge.
- To view more info about the space *and* see a calendar with only that space listed, click on the room name. The calendar will default to the current date.
- Use the horizontal scroll bar to view additional times in the grid.

4. The selected room will then be listed below the time slot grid.

- You can select an ending time in 15-minute increments by clicking on the dropdown menu.
- To remove the room from your booking, click its **trash can** button.



Location Stillwater Public Library Category Show All Capacity For any number of people. [View Confirmed Bookings](#)

Thursday, September 12, 2019

Go To Date < >

	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Meeting Rooms													
Info Conference Room (Capacity 12)													
Info Margaret Rivers A (Capacity 20)													
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Info Margaret Rivers B (Capacity 60)													

Available Your Selected Booking Unavailable/Padding

Conference Room: 11:00am Thursday, September 12, 2019 until... 12:00pm Thursday, September 12, 2019

5. To add another meeting date to the booking for the *same space*:

- Navigate to the next date when you would like to book a meeting.
- Click on an available time slot for a space for the start time of the meeting.
- The additional date will be added below the time slot grid. Adjust the end time by clicking on the dropdown menu.
- Repeat for any additional dates needed for the *same space*.

Conference Room: 11:00am Thursday, September 12, 2019 until... 12:00pm Thursday, September 12, 2019 [trash icon]

Conference Room: 11:00am Thursday, September 26, 2019 until... 12:00pm Thursday, September 26, 2019 [trash icon]




Conference Room: 11:00am Thursday, October 10, 2019 until... 12:00pm Thursday, October 10, 2019 [trash icon]

6. Click **Submit Times** button.

7. Review and agree to the terms and conditions for the space, then click **Continue**. To modify your booking, click the **Change** link under the Booking Details.

8. The requested space and timeframe will appear at the top of the Booking Details page.

- If the booking needs a correction to the date or time, click the **Change** link under the **Booking Details**.

Booking Details					
	Item	Category	From	To	
	Conference Room	Meeting Rooms	11:00am Thursday, September 12, 2019	12:00pm Thursday, September 12, 2019	Change
	Conference Room	Meeting Rooms	11:00am Thursday, September 26, 2019	12:00pm Thursday, September 26, 2019	Change
	Conference Room	Meeting Rooms	11:00am Thursday, October 10, 2019	12:00pm Thursday, October 10, 2019	Change

9. Complete booking form and click **Submit My Booking**. The following information will be requested:

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

Full Name *

Email *

Meeting Name for Public Calendar *

Phone *

Organization Name *

Organization Type *

- Corporate/ For Profit
- Nonprofit
- Private
- Government

Private
 Government
 Education

Number of Attendees *

Notes

Equipment Needs
 Projection (Available in Conf Rm, MR A&B or MR B)
 Microphones (Available in MR A&B or MR B)
 Library Laptop (Available in MR A&B or MR B)
 Podium (Available in MR A&B or MR B)
 Polycam (Available in Conf Rm)
 Videoconferencing (Available in Conf Rm)

Configuration Request (requires library approval) *

Meeting Purpose and Description *

Public Contact Info (phone, email or website for patrons inquiring about group/meeting) *

- First Name and Last Name
- Email Address
- Meeting Name for Public Calendar: Enter the public name for the meeting. This name will be posted on signs listing the meetings in the library for the week and will be searchable under confirmed bookings. Only date, time and meeting location will be provided.
- Phone
- Organization Name
- Organization Type
- Number of Attendees: Estimate the number of attendees you expect. Please do not enter text or a range of numbers.
- Equipment Needs: Indicate which equipment is needed for the meeting. Make sure the equipment is available for the room that you have selected.
- Configuration Request: Select the preferred configuration for Margaret Rivers B or Margaret Rivers A&B. The configuration request will be reviewed by library staff to determine if the set-up can be accommodated given the number of attendees and the configuration needs of other meetings in the space that day. Please note that the Conference Room (board-room style for 12) and Margaret Rivers A (hollow rectangle for 20) do not allow custom configuration.
- Meeting Purpose and Description: Please tell us the purpose of the meeting. Describe if there will be presenters, group discussion, breakouts, etc. This helps us better understand use of space and configuration needs.
- Public Contact Info: Community members may hear about your meeting from friends, social media, a flyer, and more. If a patron calls the library wanting to learn more about the specific

meeting or your organization, please provide an appropriate way for the public to contact your organization.

- Notes: Provide any other notes or questions for library staff regarding the meeting.

10. A screen will appear indicating the bookings are pending library approval.

Thank you!

The following bookings are now pending Library approval:

Margaret Rivers A&B: 10:15am - 12:00pm, Thursday, September 12, 2019

You will receive an email with the Library's decision. Please check your spam folder, too.

[Make Another Booking](#)

- An email will be sent to the email address provided in the booking form with a verification of the information submitted in the booking form.
- To reserve times in a different meeting room, click **Make Another Booking** and repeat steps 2-9.

11. To view confirmed bookings, you can click **Make Another Booking** or return to the main booking page at <https://washcolib.libcal.com/reserve/StillwaterPublicLibrary>.

- Click on the **View Confirmed Bookings** link.

Location: Stillwater Public Library ▼ Category: Show All ▼ Capacity: For any number of people. ▼ [View Confirmed Bookings](#)

- Use the **Location**, **Category**, or **When** filters to browse upcoming bookings, or **search** by the public booking name.

Location: Stillwater Public Library ▼ Category: Show All ▼ When: Today ▼ Search booking name... [Search](#) [Clear](#)

- Available date filter options include:
 - Today
 - Next 7 days
 - Next 14 days
 - Next 90 days
 - Custom Date (this allows you to select a specific date using a date picker)