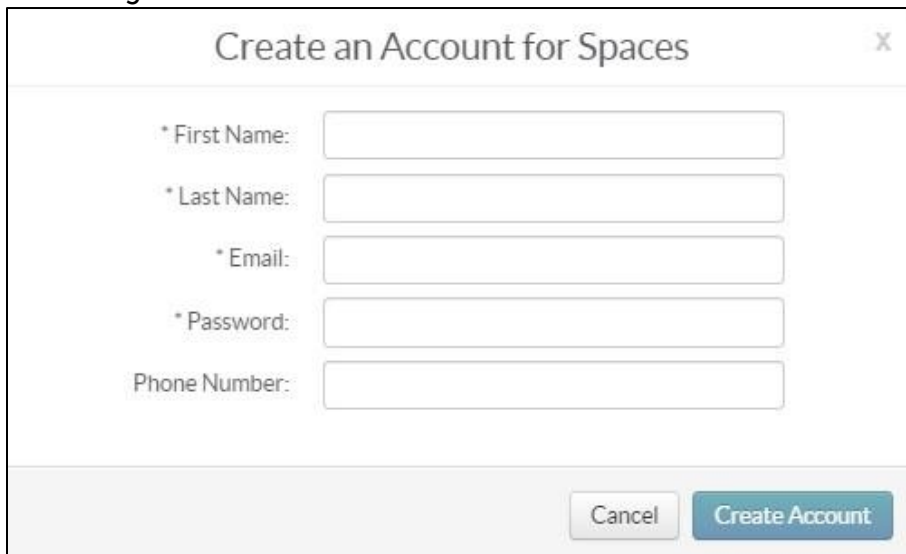


# Creating a New Account

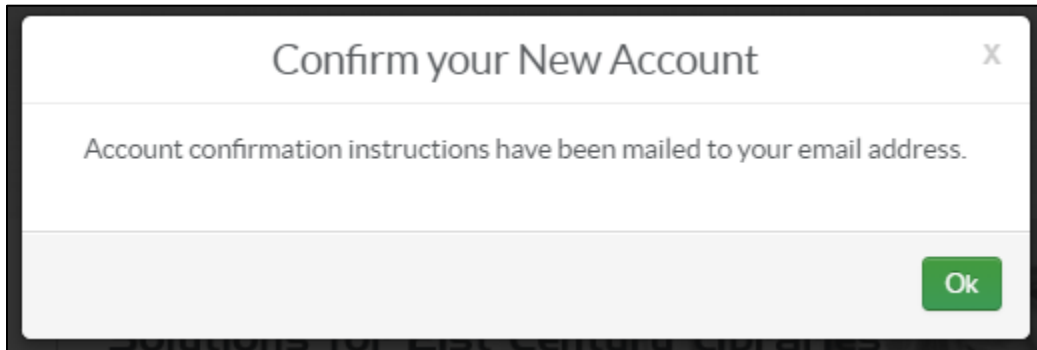
1. Navigate to the **Spaces** homepage from the Library's Room Reservation page. In the top right corner, click the button **Create an Account**



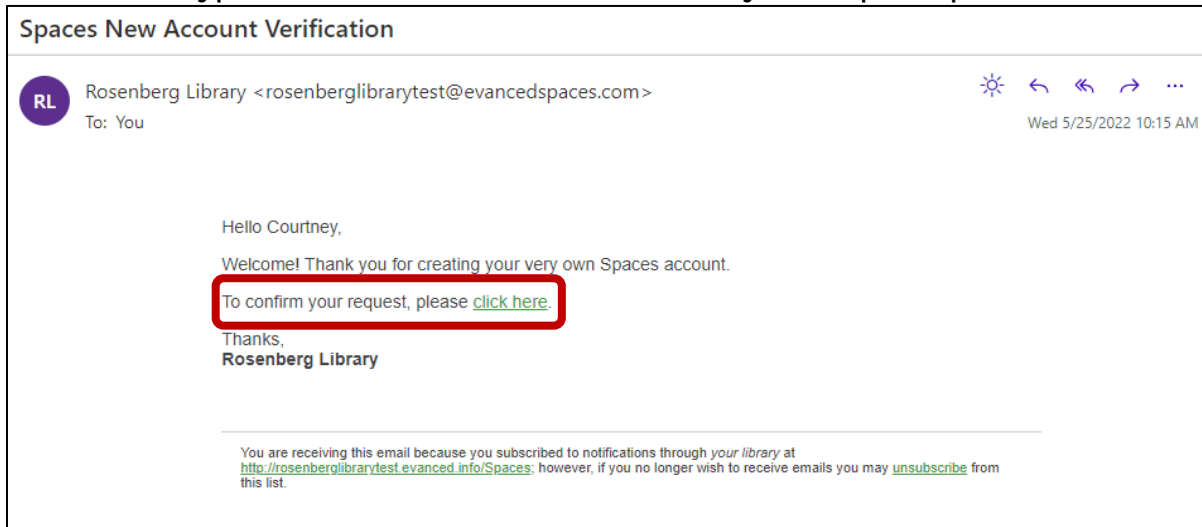
2. Fill in the boxes with the necessary information; Phone number is optional but strongly encouraged

A screenshot of a modal form titled 'Create an Account for Spaces'. The form contains five input fields: '\* First Name:', '\* Last Name:', '\* Email:', '\* Password:', and 'Phone Number:'. The 'Phone Number' field is optional. At the bottom of the form are two buttons: 'Cancel' and 'Create Account'.

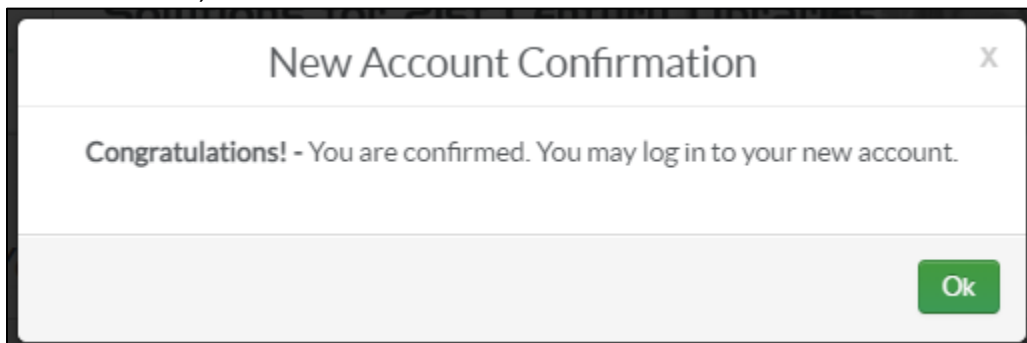
3. Click the button **Create Account**; if successful you will see a box asking you to confirm your new account



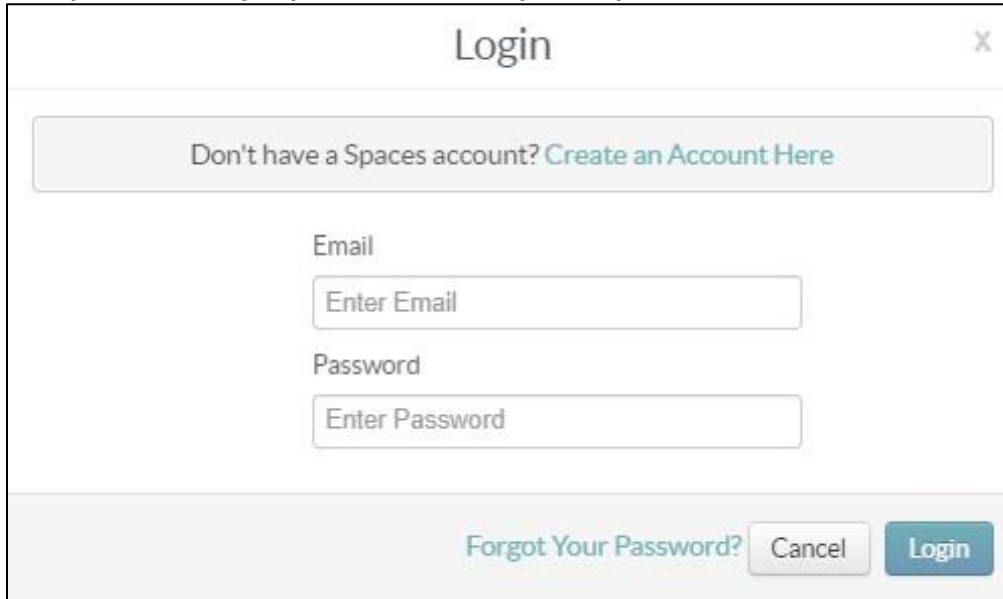
4. Open a new window/tab and navigate to the email used to register for the account
5. Find the email with the subject line Spaces New Account Verification; Open the email and click on the hyperlink in the sentence "To confirm your request, please click here"



6. A new window/tab should open and display a message confirming that the account has been created; click Ok

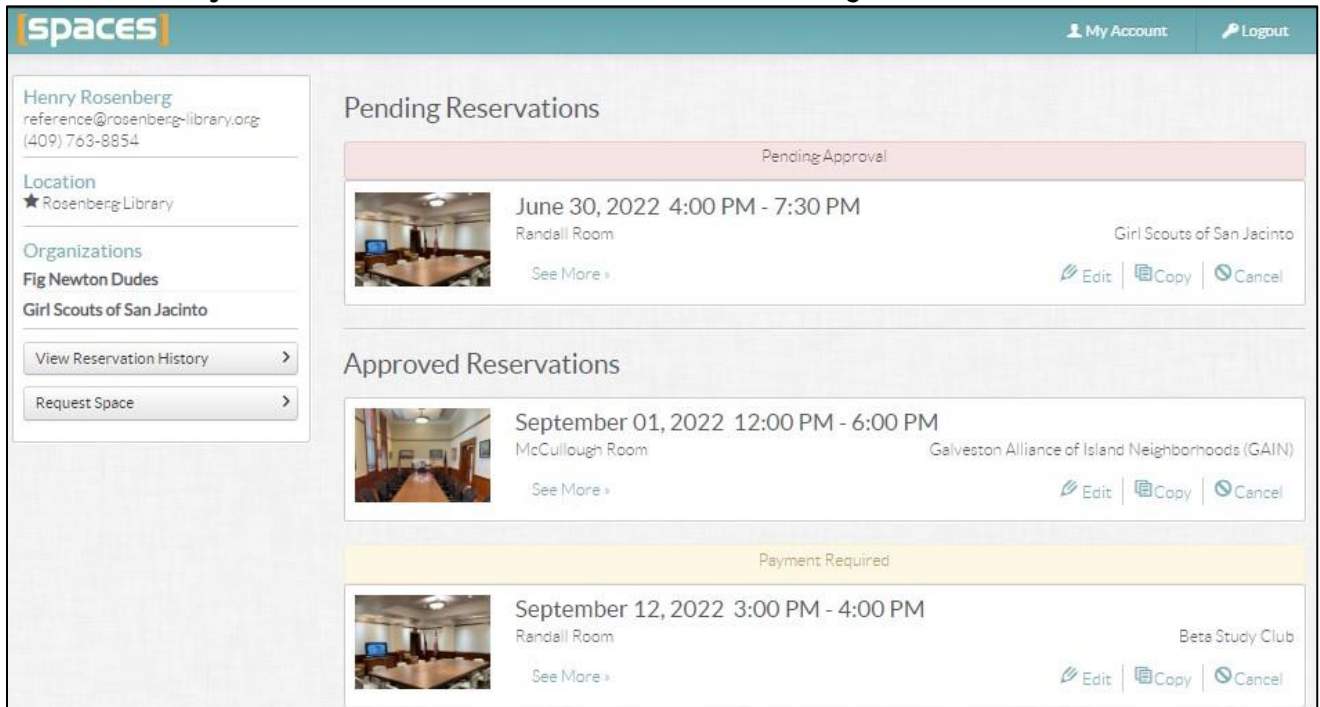


7. Complete the login process to verify that your account has been created successfully



The screenshot shows a 'Login' window with a close button (X) in the top right corner. Below the title bar is a light gray box containing the text 'Don't have a Spaces account? [Create an Account Here](#)'. Underneath are two input fields: 'Email' with the placeholder 'Enter Email' and 'Password' with the placeholder 'Enter Password'. At the bottom of the window, there are three buttons: 'Forgot Your Password?' in teal, 'Cancel' in light gray, and 'Login' in blue.

8. If successful, your account should look similar to the image below



The screenshot displays the Spaces user dashboard. The top navigation bar includes the 'spaces' logo, 'My Account', and 'Logout' links. The user profile section on the left identifies Henry Rosenberg with contact information and lists his location as Rosenberg Library and organizations as Fig Newton Dudes and Girl Scouts of San Jacinto. The main content area is divided into three reservation categories: 'Pending Approvals' (one reservation for June 30, 2022, in the Randall Room for Girl Scouts of San Jacinto), 'Approved Reservations' (one reservation for September 01, 2022, in the McCullough Room for Galveston Alliance of Island Neighborhoods (GAIN)), and 'Payment Required' (one reservation for September 12, 2022, in the Randall Room for Beta Study Club). Each reservation entry includes a room photo, a 'See More' link, and 'Edit', 'Copy', and 'Cancel' options.

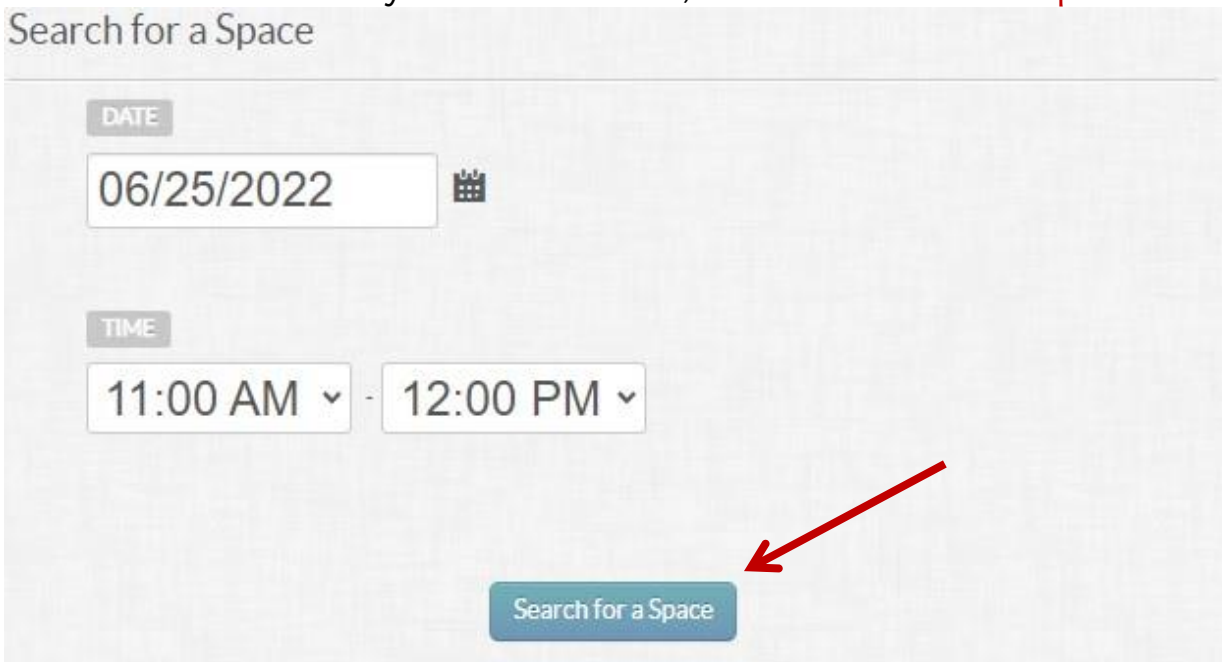
## Making a Room Reservation with Spaces

1. Navigate to [rosenberg-library.evanced.info](https://rosenberg-library.evanced.info)
2. Log in to your account using the **Login** button in the top right corner



The screenshot shows the top of the Rosenberg Library History Center & Museum website. The header includes the 'spaces' logo on the left and 'Create an Account' and 'Login' buttons on the right. Below the header is the library's name and logo. The main content area features a search form titled 'Search for a Space' with a date field set to '06/25/2022' and a time field set to '11:00 AM - 12:00 PM'. A 'Search for a Space' button is located at the bottom of the form. A red arrow points to the 'Login' button in the top right corner.

3. Fill out the date and time you need a room for, then click **Search for a Space**



This is a close-up view of the search form. The 'DATE' field contains '06/25/2022' and the 'TIME' field contains '11:00 AM - 12:00 PM'. The 'Search for a Space' button is highlighted with a red arrow pointing to it from the bottom right.

4. You should now see a list of available rooms and equipment. Room capacities are shown in the top right corner of each room; You can filter available spaces based on equipment needs, using the column on the left

The screenshot displays a booking interface with the following elements:

- Locations:** A dropdown menu with "Select All" and "Rosenberg Library" checked.
- Equipment:** A list of equipment options with checkboxes, including "Coffee (Per Carafe)\*", "Computer w/ TV Monitor", "Conference Phone", "Handheld Wireless Microphone", "Laptop", "Logitech Webcam", "PA System", "Piano (unavailable)", "Podium", "Presenter's Mouse w/ Laser", "Projection Screen (unavailable)", "Projector", "TV Monitor (No Computer)", "Webcam", "Wireless Headset Microphone", and "Zoom Link". A note at the bottom states "\*fees may apply".
- Date/Time Filter:** A date picker set to "June 30, 2022" and a time range from "4:00 PM" to "7:30 PM".
- Room Cards:** Three room cards are shown, each with a photo, name, and availability grid. The "Morgan Room" card has a "Maximum Capacity" of 8. The "Randall Room" and "McCullough Room" cards both have a "Maximum Capacity" of 24. Each card shows a grid of time slots from 9a to 7p, with a green bar indicating availability from 4p to 7p. A "Pick Me!" button is located at the bottom right of each card.

5. Once you have found the room you wish to reserve, click the **Pick Me!** button

This is a close-up view of the "Randall Room" card from the previous screenshot. It shows the room photo, name, and availability grid. A red arrow points to the "Pick Me!" button at the bottom right of the card.

6. If available, choose the room layout that best suits your event; Complete the questions on the registration form and acknowledge the reservation policy

The screenshot displays the reservation interface for the Randall Room. At the top left is a photo of the room. To its right, the room name "Randall Room" is shown, along with a "Maximum Capacity" of 24. Below this is a calendar grid with slots for 9a, 10a, 11a, 12p, 1p, 2p, 3p, 4p, 5p, 6p, 7p, and 8p. The 4p slot is highlighted in green. A red box highlights a floor plan icon and a "Floor Cleared" button. The registration form below includes a "Purpose" field, a "Choose Organization" dropdown menu (currently showing "-- Select Organization"), a "Join or Create an Organization" link, a "Number of attendees expected" field, a "What is your full mailing address?" field, a checkbox for "I understand that room reservations are only for not for profit organizations, as stated in the Rosenberg Library Meeting Room Policy.", a checkbox for "I understand the terms and conditions for room use as outlined here: [Terms and Conditions](#).", and a text area for "Is there any additional information you would like us to know? (Room layout requests, additional chair requirements, etc)". At the bottom right are "Back" and "Continue" buttons.

7. If you are not already part of an organization, click the **Join or Create an Organization** button and choose your organization from the dropdown list
- Note: This is not an application to join an organization, please only join organizations that you are already associated with
  - If you do not see your organization, click the **Request to Create New Organization** and complete the form

8. If you need equipment, you can click the check box by each item you need; Most items will default to one unit, as that is the maximum that can be requested (Coffee has up to 4 carafes, each carafe has approximately 12 cups)

**Equipment**

- Coffee (Per Carafe) \*
- Computer w/ TV Monitor
- Conference Phone
- Handheld Wireless Microphone (unavailable)
- Laptop (unavailable)
- Logitech Webcam (unavailable)
- PA System (unavailable)
- Piano (unavailable)
- Podium
- Presenter's Mouse w/ Laser
- Projection Screen (unavailable)
- Projector (unavailable)
- TV Monitor (No Computer)
- Webcam
- Wireless Headset Microphone (unavailable)
- Zoom Link

\*fees may apply

**Randall Room**

9a	10a	11a	12p	1p	2p

**Floor Cleared**

\* Purpose...

Choose Organization

-- Select Organization

\* Number of attendees expected

9. Once you have selected your equipment and completed the questions, click **Continue**

\* What is your full mailing address?

2310 Sealy Street  
Galveston TX 77550

\* I understand that room reservations are only for not for profit organizations, as stated in the Rosenberg Library Meeting Room Policy.

Yes


\* I understand the terms and conditions for room use as outlined here: [Terms and Conditions](#).

Is there any additional information you would like us to know? (Room layout requests, additional chair requirements, etc)

Please have 10 extra chairs available against back wall for guests.


10. Review the summary page, if everything looks correct, click **Submit Request**

### Request Summary



June 30, 2022 4:00 PM - 7:30 PM  
Randall Room Girl Scouts of San Jacinto

[See Less >](#)



Purpose: Girl Scout Gold Award Presentations

\* Number of attendees expected

\* What is your full mailing address?

\* I understand that room reservations are only for not for profit organizations, as stated in the Rosenberg Library Meeting Room Policy.

Yes

\* I understand the terms and conditions for room use as outlined here: [Terms and Conditions](#).

Is there any additional information you would like us to know? (Room layout requests, additional chair requirements, etc)

### Payment Summary


ROOM CHARGE	Cost	Duration	Total
TOTAL			\$0.00

[Back](#) [Submit Request](#)

11. Once you submit the request, you will be taken back to the Home Page; Your spaces request will be shown as Pending Approval

### Pending Reservations

Pending Approval

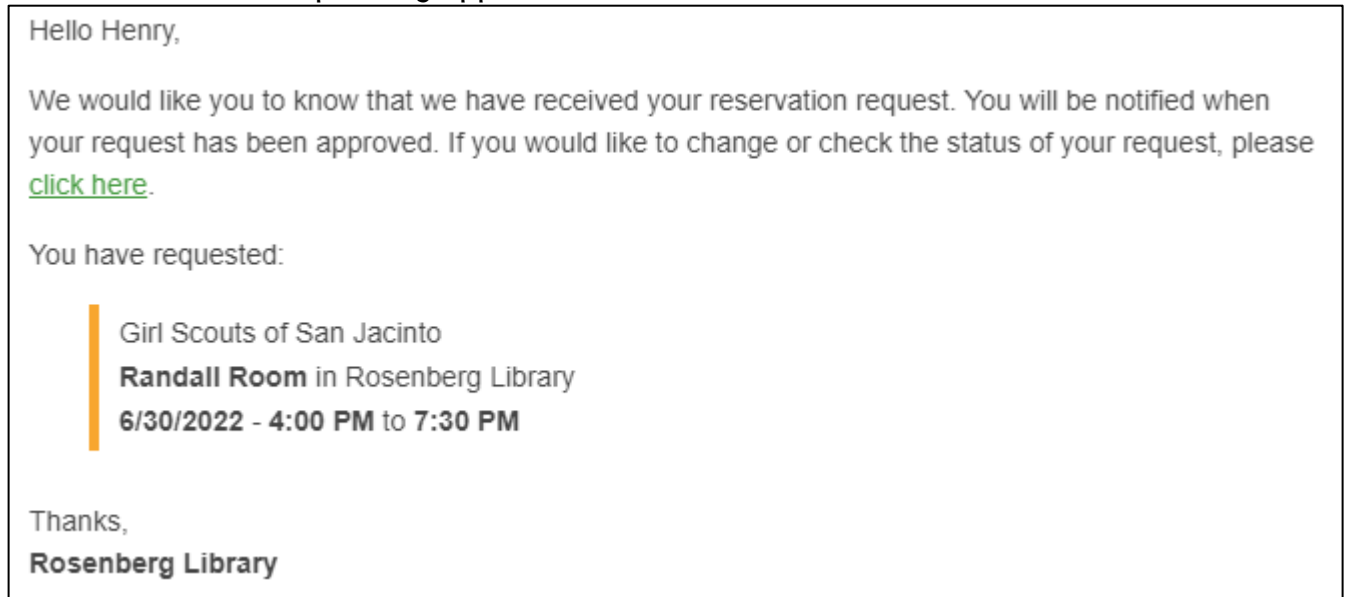


June 30, 2022 4:00 PM - 7:30 PM  
Randall Room Girl Scouts of San Jacinto

[See More >](#) [Edit](#) [Copy](#) [Cancel](#)



12. You should also receive a confirmation email telling you that your Spaces request has been received and is pending approval



13. If your reservation is approved, you will get a follow-up email notifying you that the request was approved; if you requested coffee service or use of the Sealy Pavilion, you can now log back into your account and make the necessary payment