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

![Create an Account](image)

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

![Create an Account for Spaces](image)
3. Click the button **Create Account**; if successful you will see a box asking you to confirm your new account

![Confirm your New Account](image)

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”

![Spaces New Account Verification](image)

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

![New Account Confirmation](image)
7. Complete the login process to verify that your account has been created successfully.

   ![Login Screen]

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

   ![Pending and Approved Reservations]

   - Pending Approval: June 30, 2022 4:00 PM - 7:30 PM
   - Approved Reservations: September 12, 2022 3:00 PM - 4:00 PM
   - Location: Rosenberg Library
   - Organizations: Fig Newton Dudes, Girl Scouts of San Jacinto

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Making a Room Reservation with Spaces

1. Navigate to rosenberg-library.evanced.info
2. Log in to your account using 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
4. You should now see a list of available rooms and equipment. Room capacities are show in the top right corner of each room; You can filter available spaces based on equipment needs, using the column on the left.

5. Once you have found the room you wish to reserve, click the Pick Me! button.
6. If available, choose the room layout that best suits your event; Complete the questions on the registration form and acknowledge the reservation policy.

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.
   a. Note: This is not an application to join an organization, please only join organizations that you are already associated with.
   b. 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)

9. Once you have selected your equipment and completed the questions, click Continue
10. Review the summary page, if everything looks correct, click 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
12. You should also receive a confirmation email telling you that your Spaces request has been received and is pending approval

Hello Henry,

We would like you to know that we have received your reservation request. You will be notified when your request has been approved. If you would like to change or check the status of your request, please [click here].

You have requested:

- Girl Scouts of San Jacinto
- Randall Room in Rosenberg Library
- 6/30/2022 - 4:00 PM to 7:30 PM

Thanks,

Rosenberg Library

13. If you 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