

How to Book a Clearwater Library Meeting Room

Use of CPLS meeting rooms requires an email address and agreement to abide by library's meeting room policy and code of conduct.

Creating an Account

- 1) To reserve a room, you will need an account linked to your e-mail address. You can create an account by clicking "login" in the upper right corner.
- 2) Click "Create an Account Now".
- 3) Fill in your first name, last name, email address, password, phone number and a library branch of your choosing.
- 4) Click "Create Account." Check your email for a confirmation message; click the link to confirm your account.
- 5) Login to your account using your email address and password.
- 6) Your account will list all your reservations, both pending and approved. You can also cancel or modify reservations from here.

Reserving a Room

- 1) Go to <http://myclearwater.evanced.info/spaces> or click Reserve a Meeting Room on the library's website.
- 2) Enter the date (ex. 02/15/2016) and times (ex. 11:00AM, 3:00PM) you wish to book a space. Make sure the AM/PM is correct.
- 3) Click "Search for a Space." You will see a list of all rooms available during that time.
- 4) You can narrow your search by selecting a specific branch under "Locations."
- 5) You can modify your reservation time using the sliders at the top of the screen. You can toggle between time and date to see other available spaces.
- 6) Click "Pick Me!" when you see the booking you want.
- 7) At this point you must login or create an account if you don't have one.
- 8) In the box provided, enter a detailed "purpose" for the meeting.
- 9) Choose your organization from the drop down list.
 - a. If your organization is listed but this is your first time booking a room, click "Join an Organization" and choose your group from the list available.
 - b. If your organization isn't listed, choose *New Organization* and indicate your group's name in the Purpose section so we can add you to the list.
- 10) You will receive an email confirming your request.
- 11) When the request is approved (or denied), you will receive a final email.