NOTES:

- Reservations cannot be made via this online form if reservation is within 24 hours.
  - Please check with library branch for assistance.
- Email address is required to request use of a room.
- Library card and PIN is optional; can be beneficial for managing your own reservations.
- Screenshots within this document may differ from the actual software. Several rooms are currently not available.

Text instructions
(See next page for visual instructions.)

- View Request Form via the library website > Services > Rooms & Reservations.
  - Direct link: https://calcasieulibrary.org/meeting-rooms
- Click the Reservation Request button located near the bottom of the page.
- Choose your desired date.
  - You can view all rooms, or filter by library location.
- Click on the Room Name.
  - Use the time bar to choose a start time and end time.
  - See legend for availability, etc.
- Click the CHOOSE button.
- Complete the online form.
  - LIBRARY card and PIN are optional.
    - TIP: If you enter this information, you can view all reservations via a special myreservations link. (See Managing Reservations below.)
    - This link will be included in a confirmation email that is sent to you, or you may also find this special link on the Meeting Room webpage.
- Click Next.
- View Confirmation Screen.
- Click Reserve.
- You will receive an email letting you know that you requested use. The reservation will go through an approval/decline process. You will be notified when complete.

Email notifications

- Submission confirmation – you did submit the request use form
- Approved/Decline confirmation
- Reminder of upcoming reservation
Visual instructions

- View Request Form via the library website > Services > Rooms & Reservations.
  - Direct link: [https://calcasieulibrary.org/meeting-rooms](https://calcasieulibrary.org/meeting-rooms)

- Click the Reservation Request button located near the bottom of the page.

- Choose Date and Branch.
  - You can view all rooms, or filter by library location (s).

- Click on Room Name.
• Use the time bar to choose a start time and end time.
• Click on the start time then click on the end time.
• See legend for availability, etc.

Click the Choose button.
• Complete online form.

**Moss Bluff Conference Room**, Moss Bluff Branch  
**11:00am - 4:00pm, November 04, 2022**

<table>
<thead>
<tr>
<th>Library card number</th>
<th>PIN / Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Find details</td>
</tr>
</tbody>
</table>

Library card and PIN necessary to view and manage all of your reservations. Enter your Library card number and PIN and we’ll look up your details to fill in the next fields.

- **First name**
- **Last name**
- **Email**
  - We’ll use the email address to confirm the booking and to notify if the room becomes unavailable.
- **Phone**
  - Please send me text message confirmations and reminders related to this registration.
- **Group name**
  - (This is not displayed to the public)
- **Booking title**
  - (This will be displayed to the public)
- **Attendees**
  - Number of attendees expected.

- Library card number and PIN are optional.
  - **TIP**: if entered, you can view all reservations via a special myreservations link sent in confirmation email or on the Meeting Room webpage.
  - Enter library card and PIN then click Find Details. Certain info will auto populate on the form.
- Click Next.
- View Confirmation Screen.
- Click Reserve.
  - You’ll receive a confirmation message on the screen as well as an email address.
  - A library card and PIN (if supplied within the reservation form), or the Ref number on the confirmation screen/email can be used to view this specific reservation.
Reservation details
Central Library
1:00pm - 5:00pm, January 30, 2020

Booking details
First name: DELORES
Last name: HERTBERT
Phone:
Email:
We'll use the email address to confirm the booking and to notify if the room becomes unavailable.

[Field required] [Cancel] [Reserve]

Your room booking information
Central Room
Central Library

- Reservation for:
- Reservation of this room requires approval. Your reservation is pending review. You will receive another notification once your request is approved.
- January 30, 2020
- 1:00pm - 5:00pm
- Ref: $5/mys

View online
You can manage your room bookings at:
calculuslibrary.illnet.info/myreservations
Managing Reservations

- My Reservations link: https://calcasieulibrary.org/myreservations
  - If you entered your library card and PIN when you requested use of a room, then use the library card and PIN to view reservations. Otherwise, you’ll need to use the Ref number supplied on the confirmation screen after you completed the request form or via the confirmation email to view a specific reservation.
- Enter the library card/PIN or Ref number, then click GO.
- The status of the reservation will display. Approved, Awaiting Approval, etc.
- You may cancel a reservation by using the cancel button that corresponds with the specific reservation.