

Using the New Reservation System

1. From the library's website, <https://tscpl.org/meeting-rooms/request> select your group type Non-Profit, For-Profit. In this example we will choose Non-Profit.

2. Use the calendar on the left sidebar to select the date you want to request and click the date to choose it. Scroll down the room listing to find the room you want,

3. Click the green square of the exact begin time of your meeting and the green square of the exact end time of your meeting.
 - a. Setup and teardown times are automatically included as indicated by the gold squares.
 - b. If you don't see the exact time you want, use the dot directly underneath the timeslot squares is a dot on a slider to scroll earlier in the day or later
 - c. Information about the room is displayed as well as Additional resources.

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY


Anton Room 202

12:00 pm 1:00 pm 2:00 pm 3:00 pm 4:00 pm 5:00 pm 6:00 pm 7:00 pm 8:00 pm

Available Unavailable Clash Setup/Breakdown

Select green time blocks

The dot is a slider to find a time that might not display



style boardroom and accommodates 18 around. It is on the 2nd floor of the library.

Included resources

- ✓ Chairs (18)
- ✓ Conference Phone

- If you need audio visual equipment for your meeting, be sure to check the box next to the resource(s) you want to add to your request. *Please note, the library no longer changes the \$25 AV Equipment Use Fee for use of library AV equipment.*

Additional resources

202 - Computer, Projector & Screen

Room Capacity
Total Capacity: 18

Setup Times
Breakdown Time: 30
Setup Time: 30

[Reserve now](#) [Add to basket](#)

- When finished scroll to the bottom of the room's box outlined in blue. Click the **Reserve now** button to request this date. Click the **Add to basket** button to book multiple dates,

Room Capacity
Total Capacity: 18

Setup Times
Breakdown Time: 30
Setup Time: 30

[Reserve now](#) [Add to basket](#)

- On the next page, review your request and enter your Library card number and PIN then click "Login."

Reservation details (1 of 1)



Menninger Room 206

3:00pm - 4:00pm, February 18, 2020

1 hour

\$0.00

sub total \$0.00

Menninger Room 206

3:00pm - 4:00pm, February 18, 2020

Library card number

PIN / Password

Login

A library card is required to book a room.

7. On the Reservation Details page, enter your booking details. Fields with a red asterisk are required. After filling out the form, proceed to the confirmation page by clicking the green **Next** button.
 - a. Using your library card automatically fills in your name, email and phone number from your library account!
 - b. Adjust the attendee number you are expecting for your meeting. If the number exceeds the room capacity, you will get an error message *Expected attendees exceeds capacity* when you go to the next step.
 - c. The Notes field is for any specific setup notes you have.
 - d. Read the terms and conditions and if you agree, check the box "*I have read and agree to the room booking*"

Anton Room 202

2:00pm - 4:30pm, February 25, 2020

First name *	<input type="text" value="BONNIE"/>
Last name *	<input type="text" value="CUEVAS"/>
Email *	<input type="text" value="bcuevas@tscpl.org"/> <small>We'll use the email address to confirm the booking and to notify if the room becomes unavailable.</small>
Phone *	<input type="text" value="785-580-4495"/> <small>Please provide a 10 digit phone number (### ### ####)</small>
Group name *	<input type="text" value="Test Request"/> <small>(This is not displayed to the public)</small>
Booking title *	<input type="text" value="Test Request"/> <small>(This will be displayed to the public)</small>
Attendees *	<input type="text" value="20"/> <small>Number of attendees expected.</small>
Notes	<input type="text" value="We need to project a PowerPoint presentation."/>
Do you need catering? *	<input type="text" value="Beverages"/>
Do you plan to include any of the following? *	<input type="text" value="None"/>
<input type="checkbox"/> *	I have read and agree to the room booking terms and conditions

Please note, a 10-digit phone number is required so if the area code is not included in your phone number you need to add it

8. Next, review your request. If everything looks correct, click the **Reserve** button to complete the process. The Confirmation page displays the booking information and includes a reference number for your booking. It is also in the **Room reservation request** email you will receive.

Please refer to this reference number when calling the events coordinator about your booking.

2/

Your room booking information

Anton Room 202

Topeka and Shawnee County Public 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 28, 2020

3:00pm - 4:00pm

Ref: il4ct9

View online


You can manage your room bookings at:
bookings.tscpl.org/myreservations

Using the *Add to Basket* Feature

Use the **Add to basket** button to request multiple dates and times. Follow steps 2- 5 to request any other dates and times. Hover over the **Room Basket** text at the top right of the screen to review your bookings. At this point, you can remove any resources or cancel the booking completely.

Click the **Reserve** button to complete the booking process -follow steps 6-8.

Room basket (1)

 **Anton Room 202, Topeka and Shawnee County Public Library**

3:00pm - 4:00pm, January 28, 2020

1 hour		\$0.00
202 - Computer, Projector & Screen	qty 1	\$0.00
remove		
	sub total	\$0.00
remove		

\$0.00 [Reserve](#)

Please note, if you cancel at any point in the process, you will return to the beginning of room booking process and your original request will be saved in the Room basket.

Room basket (1)

Reserve a room

Choose a date and room then pick a time

January 28, 2020

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY

Anton Room 202

12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm