

How to Reserve a Study Room Online

<http://poudrelibraries.org/meet/#study>

1. Go to the Library District web site and click on the **Meeting Rooms** link at the bottom of any web page.
2. Click on the **Study Rooms** link under the Page Title.
3. Select the **'Reserve a Study Room'**.

[Reserve a Study Room](#) 

[How to Reserve a Study Room](#)

[Study Room Rules and Guidelines](#) (PDF format/22K)

4. On the left hand side, **check** the box next to the study room you wish to reserve. *Tip: Hover over each room name to see the capacity and features of each room.*
5. Click refresh. Notice the **room name in green** above the month in the calendar.

		Day	Week	Month	Search		
SELECTION Expand All Collapse All Refresh <input type="checkbox"/> Check All/Uncheck All [-] Old Town <input type="checkbox"/> Study Room A <input type="checkbox"/> Study Room B <input type="checkbox"/> Study Room C <input type="checkbox"/> Study Room D / Collaboration Room <input type="checkbox"/> Study Room E <input type="checkbox"/> Study Room F <input checked="" type="checkbox"/> Study Room 1 <input type="checkbox"/> Study Room 2 <input type="checkbox"/> Study Room 3 Refresh		DATE SELECTION Study Room 1 March 2016					
		< Prev					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 9:00 AM - 11:00 AM Heat Software Study Room 1 11:30 AM - 1:30 PM Study Room 1 2:00 PM - 4:00 PM Study Room 1 4:00 PM - 5:00 PM Study Room 1	2 10:00 AM - 12:00 PM Study Room 1 12:00 PM - 2:00 PM Study Room 1 2:00 PM - 4:00 PM Study Room 1 4:00 PM - 5:00 PM Study Room 1 6:00 PM - 8:00 PM Study Room 1	3 5:30 PM - 7:30 PM Study Room 1	4 10:00 AM - 12:00 PM The Blue Umbrella Study Room 1 12:30 PM - 2:30 PM Study Room 1	5 10:00 AM - 11:00 AM Study Room 1 4:00 PM - 5:00 PM Study Room 1
Week 10							
	6 12:30 PM - 2:30 PM Study Room 1 3:00 PM - 4:00 PM Bibi Study Room 1	7 9:30 AM - 11:30 AM Study Room 1 2:00 PM - 4:00 PM Study Room 1 4:00 PM - 6:00 PM Study Room 1 7:30 PM - 9:00 PM Study Room 1	8 11:00 AM - 1:00 PM Heat Software Study Room 1 5:30 PM - 7:30 PM Mkt Study Room 1	9 9:30 AM - 11:30 AM Austin Study Room 1	10	11	12
Week 11							

6. Select a **Date** by clicking the number on the calendar. Change the month by using the drop-down list under the room name (in green).

7. Next select the **Time** you wish to request the room using the check boxes that are available. Study rooms are available for a maximum of 2 hours per reservation. Click the ‘**Continue**’ button at the bottom.

TIME SELECTION		
[Please include set up and take down times.]		
Study Room 1 on 3/10/2016		
Select	Time	Status
<input checked="" type="checkbox"/>	9:00 AM-9:30 AM	OPEN
<input checked="" type="checkbox"/>	9:30 AM-10:00 AM	OPEN
<input checked="" type="checkbox"/>	10:00 AM-10:30 AM	OPEN
<input type="checkbox"/>	10:30 AM-11:00 AM	OPEN
<input type="checkbox"/>	11:00 AM-11:30 AM	OPEN
<input type="checkbox"/>	11:30 AM-12:00 PM	OPEN
<input type="checkbox"/>	12:00 PM-12:30 PM	OPEN
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<input type="checkbox"/>	2:00 PM-2:30 PM	OPEN
<input type="checkbox"/>	2:30 PM-3:00 PM	OPEN
<input type="checkbox"/>	3:00 PM-3:30 PM	OPEN
<input type="checkbox"/>	3:30 PM-4:00 PM	OPEN
<input type="checkbox"/>	4:00 PM-4:30 PM	OPEN
<input type="checkbox"/>	4:30 PM-5:00 PM	OPEN
<input type="checkbox"/>	5:00 PM-5:30 PM	OPEN

8. **Fill out the form.** All fields are required.



Room Request Contact Information

Branch:	Old Town Library			
Meeting Room Regulations				
Room Name:	Study Room 1			
Date(s):	3/10/2016			
Meeting Times:	Reservation Start Time 9:00 AM	Meeting Start Time 9:00 AM <input type="button" value="v"/>	Meeting End Time 10:30 AM <input type="button" value="v"/>	Reservation End Time 10:30 AM
*Number of Attendees:	<input type="text" value="1"/>			
*Name that Displays on Screen:	<input type="text" value="jd"/>			
*Contact Name:	<input type="text" value="Jane Doe"/>			
*Email:	<input type="text" value="jdoe@gmail.com"/>			
Meeting Room Regulations				

* = Required Field

9. At the end of the form, click the ‘**Verify Request**’ button. **IMPORTANT: You are not done yet!**

10. Double-check your choices and then click ‘**Submit Request**’ to complete the reservation. **If you do not click ‘Submit Request’ your study room reservation will not be sent.**

You have requested the following:

It is understood that by completing this reservation you have reviewed and understood Old Town Library’s room reservation regulations.

[Meeting Room Regulations](#) | [Study Room Rules and Guidelines](#)

Room Name:	Study Room 1			
Date(s):	Thursday, March 10, 2016			
Meeting Times:	Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time
	9:00 AM	9:00 AM	10:30 AM	10:30 AM
Number of Attendees:	1			

Contact Information	
Name that Displays on Screen:	Jd
Contact Name:	Jane Doe
Email:	jdoe@gmail.com

Please verify that the information is correct. Use the browser Back button to go back and make changes or click the Submit Request button to complete the reservation process.

11. Once your reservation is complete you will receive an email with your **confirmation number**. You may also copy the confirmation number and/or print the following page for your records:



Room Request

Thank you for submitting a Study Room Reservation Request.

Library: Old Town Library
Location: Study Room 1
Date: Thursday, March 10, 2016, 9:00 AM to 10:30 AM
Confirmation number: NMUQKJA

Please print and save this page for your records.

Call 970-221-6740 with any questions/problems regarding your reservation request.

12. **Cancel a reservation** by going to <http://poudreriver.evanced.info/regcancel.asp>.

13. **Enter the confirmation number** and click ‘**Submit**’ to cancel the reservation.

Room Cancellation
Confirmation Number: <input type="text" value="NMUQKJA"/>
<input type="button" value="Submit"/> <input type="button" value="Home"/>

14. If you need help with your study room request call 221-6740.

How to Search for a Study Room Online

1. Go to the Library District web site and click on the **Meeting Rooms** link at the bottom of any web page.
2. Click on the **Study Rooms** link under the Page Title.
3. Select the ‘**Study Room Calendar**’.
4. Click the ‘**Search Tab**’ on the top of the calendar.

	Day	Week	Month	Search																																				
<div style="border: 1px solid #ccc; padding: 5px;"> <p>SEARCH SELECTION</p> <p>*Start Date: <input type="text" value="01/26/2016"/> </p> <p>*Reservation Length: <input type="text" value="1.5"/> Hour(s)</p> <p>Number of People in Your Group: <input type="text" value="2"/></p> <p>*Selection: Expand All Collapse All <input checked="" type="checkbox"/> Check All/Uncheck All [-] Old Town <input checked="" type="checkbox"/> Study Room A <input checked="" type="checkbox"/> Study Room B <input checked="" type="checkbox"/> Study Room C <input checked="" type="checkbox"/> Study Room E <input checked="" type="checkbox"/> Study Room F</p> <p>Time Range: <input type="text" value="8"/> : <input type="text" value="00"/> AM TO <input type="text" value="1"/> : <input type="text" value="00"/> PM</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Home"/> </p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #4b4b4b; color: white; padding: 2px;">SEARCH RESULTS</p> <p style="color: #ccc; font-size: small;">[Please include set up and take down times.]</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d9ead3;"> <th colspan="5">Matching Results</th> </tr> <tr style="background-color: #d9ead3;"> <th></th> <th>Room Name</th> <th>Start Time</th> <th>End Time</th> <th>Date(s)</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><input type="button" value="Select"/></td> <td>Study Room A - Old Town</td> <td>9:00 AM</td> <td>10:30 AM</td> <td>1/26/2016</td> </tr> <tr> <td style="text-align: left;"><input type="button" value="Select"/></td> <td>Study Room B - Old Town</td> <td>9:00 AM</td> <td>10:30 AM</td> <td>1/26/2016</td> </tr> <tr> <td style="text-align: left;"><input type="button" value="Select"/></td> <td>Study Room C - Old Town</td> <td>9:00 AM</td> <td>10:30 AM</td> <td>1/26/2016</td> </tr> <tr> <td></td> <td>Study Room E - Old Town</td> <td>9:00 AM</td> <td>10:30 AM</td> <td>1/26/2016</td> </tr> <tr> <td></td> <td>Study Room F - Old Town</td> <td>9:00 AM</td> <td>10:30 AM</td> <td>1/26/2016</td> </tr> </tbody> </table> </div>					Matching Results						Room Name	Start Time	End Time	Date(s)	<input type="button" value="Select"/>	Study Room A - Old Town	9:00 AM	10:30 AM	1/26/2016	<input type="button" value="Select"/>	Study Room B - Old Town	9:00 AM	10:30 AM	1/26/2016	<input type="button" value="Select"/>	Study Room C - Old Town	9:00 AM	10:30 AM	1/26/2016		Study Room E - Old Town	9:00 AM	10:30 AM	1/26/2016		Study Room F - Old Town	9:00 AM	10:30 AM	1/26/2016
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5. Use the search options to **select a start date, reservation length, room(s) and time range.**
6. Click the ‘**Search**’ button to start the search.
7. Options with an orange ‘**Select**’ button are the closest match to your search criteria. Select one.
8. **Fill out the form.** All fields are required.
9. At the end of the form, click the ‘**Verify Request**’ button. **IMPORTANT: You are not done yet!**
10. Double-check your choices and then click ‘**Submit Request**’ to complete the reservation. **If you do not click ‘Submit Request’ your study room reservation will not be sent.**
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