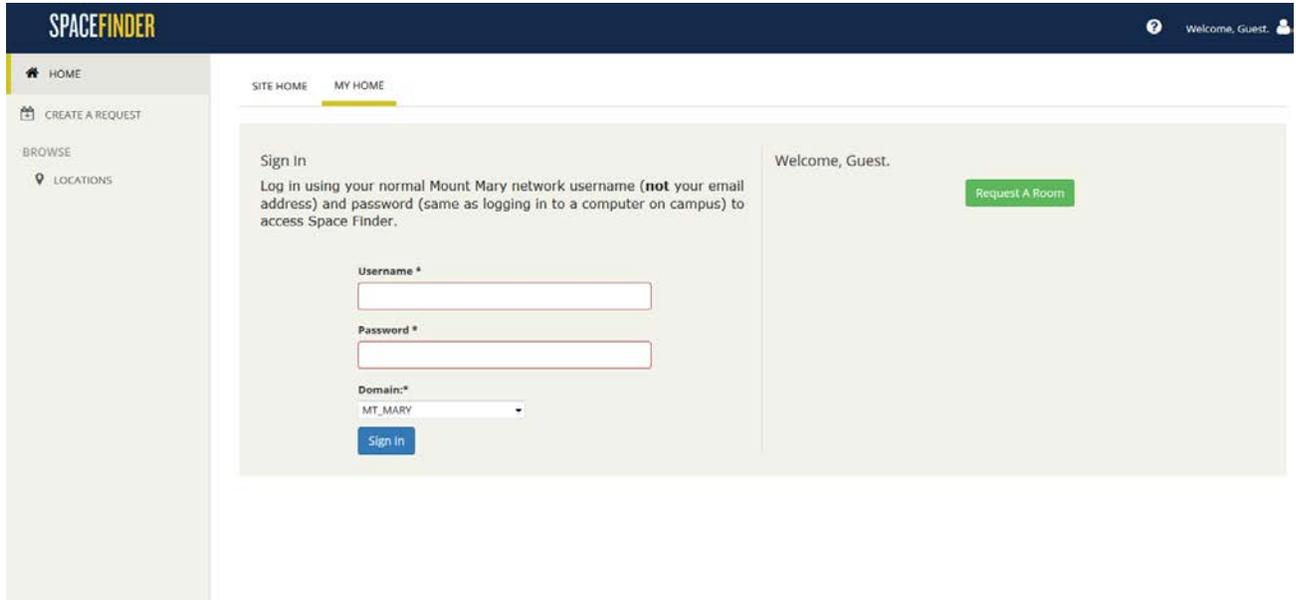


Spacefinder Guide, Spring 2017

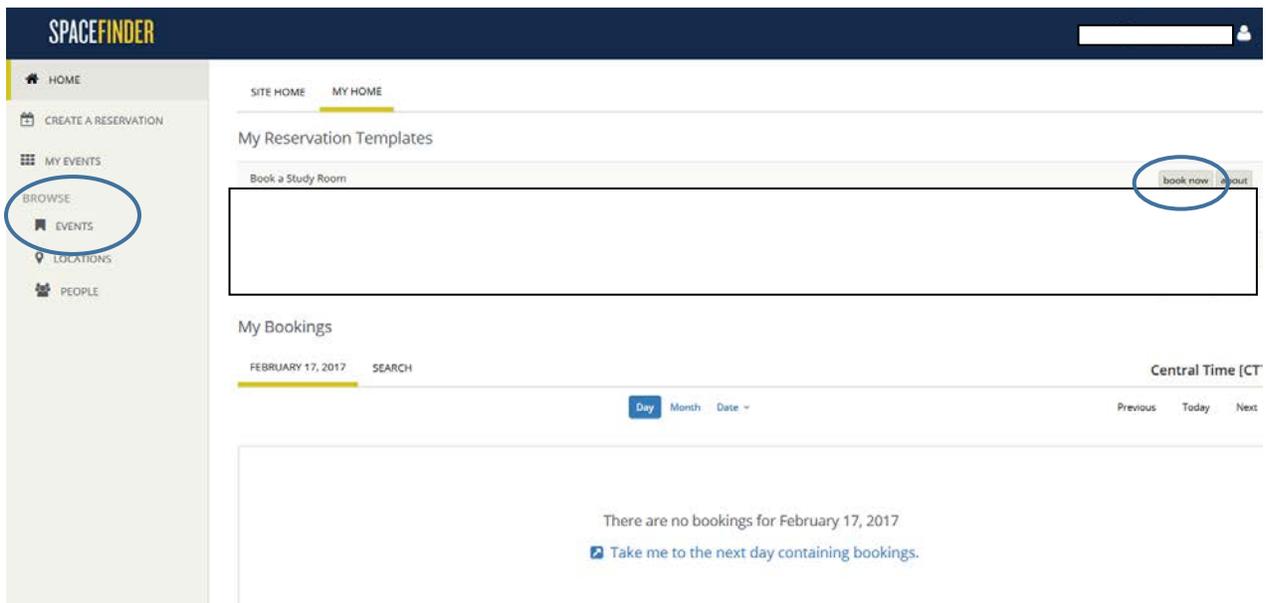
Booking a Library Study Room

Haggerty Library

First, log in.



Click Book Now to get started, or Browse Events if you want to see what's happening around campus.



Choose to automatically add to your Outlook calendar, or scroll down to complete your reservation.

The screenshot shows the 'Reservation Details' section of the Spacefinder Room Request form. At the top, there is a navigation bar with the Spacefinder logo and 'Room Request' text. Below this, a breadcrumb trail shows 'Book a Study Room' and two tabs: '1 Rooms & Attendees' and '2 Reservation Details'. A 'My Cart (1)' icon and a green 'Create Reservation' button are visible in the top right. The 'Reservation Details' section is divided into 'Event Details' and 'Calendaring Details'. In the 'Event Details' section, there are input fields for 'Event Name *' (containing 'Student Study Session') and 'Event Type *' (a dropdown menu with 'Study Session' selected). The 'Calendaring Details' section includes a checkbox for 'Add this reservation to my calendar' (circled in blue), a 'Private' checkbox, a 'Subject' field (containing 'Student Study Session'), a 'Show Time As' dropdown (set to 'Busy'), and a 'Reminder' dropdown (set to '(none)'). Below these are a 'Message' text area and an 'Attach File' section with a 'Select your files' button and a 'Drag and drop your files here' instruction.

The screenshot shows the 'Group Details' section of the Spacefinder Room Request form. It features a large empty text input field at the top. Below it are several input fields: '1st Contact' (a dropdown menu with '(temporary contact)' selected), '1st Contact Name *' (a red-bordered text input field), '1st Contact undefined' (two empty text input fields), and '1st Contact Email Address *' (a red-bordered text input field). An 'Attachments' section follows, with a 'Select your files' button and a 'Drag and drop your files here' instruction. At the bottom, there is a checkbox for 'I have read and agree to the terms and conditions' (circled in blue) and a green 'Create Reservation' button in the bottom right corner.

Enter your name as a contact. Spacefinder should fill in your email address.

To avoid extra steps, make SURE you click the final check box! You will receive an email confirmation of your reservation in your Mount Mary email.