

How to use the online E-Vanced calendar reservation system

1. The first step is to click on the link to our online form.
 - o Go to <http://events.carr.org/carroll/evanced/roomrequest.asp> to make a reservation
2. Select location of the branch you wish to make a reservation from the drop down list on the upper left hand side of the page.

LIBRARY SELECTION

Eldersburg Branch Library	▼
Eldersburg Branch Library	
Headquarters - STAFF ONLY	
Mount Airy Branch Library	
North Carroll Branch Library	
Taneytown Branch Library	
Westminster Branch Library	

3. After you have selected a branch, check which meeting room, (Large or Small) you would like to reserve and press the refresh button. This is directly below the list of branches.

ROOM SELECTION

Refresh

Check All/ Uncheck All

Large Meeting Room

Small Meeting Room

Refresh

4. At the top of the calendar, select the month that you would like to make the reservation.

Day Week Month

DATE SELECTION
Large Meeting Room

< PREV May 2006 NEXT >

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM - 12:00 PM ELC J	2 9:00 AM - 9:00 PM ELC J	3 May 2006 May 2006 June 2006 July 2006 PM ELC J	4 9:00 AM - 12:00 PM ELC J	5 9:00 AM - 12:00 PM ELC J

5. Select the day you want to reserve.

DATE SELECTION
Small Meeting Room

June 2006 NEXT >

Tuesday	Wednesday	Thursday	Friday	Saturday
		1 2:00 PM - 4:30 PM ELC Dept. Head Meeting Small Meeting Room	2	3
	7 7:00 PM - 8:30 PM Carroll birthing center Small Meeting Room	8 1:00 PM - 2:30 PM Merchandising Team Small Meeting Room	9	10 1:00 PM - 2:30 PM Scrabble Cl. Small Meeting Room
14		15	16	17

6. Select the box for the time you want the meeting to start and the box for the time you want the meeting to end and press continue.

Small Meeting Room on 6/9/2006

SELECT	TIME	STATUS
<input type="checkbox"/>	9:30 AM-10:00 AM	OPEN
<input type="checkbox"/>	10:00 AM-10:30 AM	OPEN
<input checked="" type="checkbox"/>	10:30 AM-11:00 AM	OPEN
<input checked="" type="checkbox"/>	11:00 AM-11:30 AM	OPEN
<input checked="" type="checkbox"/>	11:30 AM-12:00 PM	OPEN
<input checked="" type="checkbox"/>	12:00 PM-12:30 PM	OPEN
<input type="checkbox"/>	12:30 PM-1:00 PM	OPEN

7. On the next page fill in all boxes with an asterisk next to them.
8. You must indicate whether or not your group is non-profit. If not you will need to provide payment within 10 days of making the reservation.
9. Next is an optional notes section. In this area you can enter any questions you have or any special requests.
10. Below this area is an area where you can indicate if you would like to request any optional equipment such as a laptop or projector.

11. Click on the verify request button.

By clicking the Submit button, I agree to the **CCPL Meeting Room Regulations**.

[Verify Request](#) [Cancel](#)

12. On the next page you will be able to verify all the information you have entered. If it is correct, you can click the submit request button. **By pressing the Submit Button you are agreeing to the CCPL Meeting Room Regulations. You may click on this link on the page for more information of this.**

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.

By clicking the Submit button, I agree to the **CCPL Meeting Room Regulations**.

[Submit Request](#) [Cancel](#)

13. Your request will now be a pending reservation. If you entered your email address you will receive a confirmation email.

14. You will receive an email notifying you when request is accepted.