

Introducing LocalHop: The Shorewood Public Library's new room reservation software!

If this is your first time reserving a room in 2022, you will need to create a LocalHop account for your group. This can be done at the same time you create your first reservation. After reviewing our Meeting Room Policy on our website, click "Reserve Now." This will bring you to our room reservation webpage. We have two rooms available to reserve: the Spector Conference Room and the Village Center Meeting Room. For more information about our rooms, such as available equipment and room capacity, click on the green "more details" button underneath the room photo.

1. **Select Reservation Time and Date:** Using the drop-down menus at the top of the page, select the date, start time, end time, and group size for your first reservation and click "Search." Rooms and times available to reserve will appear in green, unavailable rooms and times will appear in grey. You may need to adjust the time or date of your reservation before finding an available room. Once you have found an available time and room, click the green "Reserve Space" button.

The screenshot shows the "Room Reservations for Shorewood Village Center - Shorewood Public Library" interface. It includes an "Organization Info" section with contact details for the Shorewood Village Center. A "Key" section defines the color coding: Available (light blue), Booked (grey), Unavailable (dark grey), and Current (green). Below this is a search form with fields for DATE (02/16/2022), START TIME (5:00 PM), END TIME (6:00 PM), and GROUP SIZE (Group size). There are buttons for ROOM, EQUIPMENT, SEARCH, and a red "C" button. The "Available Rooms" section displays the "Spector Conference Room" with a "RESERVE SPACE" button. A timeline shows availability from 12:00 PM to 11:00 PM, with the 5:00 PM to 6:00 PM slot highlighted in green, indicating it is available.

2. **Create Account or Login:** You will be prompted to log in to your account at this time. If you already have a LocalHop account for your organization, enter your email and password and click "LOGIN."
 - o If this is your first reservation, click on "Sign Up" and enter the name, email, and phone number of the reservation contact for your organization. This contact should be the person responsible for all future reservations for your group, and this will be the

account you use each time your group creates a reservation. Enter a password, and click "Create Account."

3. **Create Your Reservation:** Once you have logged in or created your account, you can begin creating your reservation request.
 - Confirm that the time and date of your reservation is correct and click "Continue."
 - Select the default room layout (you can re-arrange the room when you arrive) and enter the number of expected guests, then click "continue."
 - The next step will show you the available equipment in the room you selected. Confirm that this will meet your needs, then click "Continue"
 - Click the check boxes confirming that you have read and agree to abide by our Meeting Room Policy and understand that you are responsible for arranging and resetting the room, enter your organization name, use the drop down menu to indicate whether or not your organization is a non-profit, and enter a brief description of what you will be using the room for during your reservation. Then, click "Continue."
4. **Review and Confirm Your Reservation:** Review and confirm that your reservation details are correct, then enter contact information for your reservation. This can be the same contact information for your LocalHop Account. Enter a brief description of your event, then check the box indicating that you accept our terms of use. Carefully review your reservation information to ensure it is correct, then click the green "Reserve" button. Your reservation request is now complete!

The screenshot shows a reservation confirmation modal window titled "Contact Info and Reserve Room" for the "Specter Conference Room". The reservation details include: Reservation Date: Wednesday, February 16, 2022; Event Time: 5:00pm - 6:00pm; Specter Conference Room Default: 12 guest capacity, expected group size of 6; Rate: FREE per session = FREE; Additional Equipment: None. The contact information section contains: First Name: Lizzie; Last Name: Hjelle; Phone Number: (414) 847-2670; Email Address: books.cats.22@gmail.com. The description of the event is "Monthly Book Club". A checkbox is checked, indicating that the user has accepted the room reservation terms of use. The room rate is listed as "FREE/per session" and the total price is "FREE". The price includes all applicable taxes and fees. The modal has "CANCEL", "BACK", and "RESERVE" buttons at the bottom.

DATE *
02/16/2022

Available Rooms

PHOTO UNAVAILABLE
MORE DETAILS

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MORE DETAILS

LocalHop

ABOUT
LocalHop is an event management, web calendars, and registration services for small businesses in Kalamazoo County, Michigan. LocalHop was launched in October 2015.

LOCATION
31 N. Saginaw Street
Pontiac, Michigan 48342

CONTACT INFO AND RESERVE ROOM

Specter Conference Room

RESERVATION DETAILS
Reservation Date: Wednesday, February 16, 2022
Event Time: 5:00pm - 6:00pm
Specter Conference Room Default: 12 guest capacity, expected group size of 6
Rate: FREE per session = FREE
Additional Equipment: None

CONTACT INFORMATION

FIRST NAME *
Lizzie

LAST NAME *
Hjelle

PHONE NUMBER *
(414) 847-2670

EMAIL ADDRESS *
books.cats.22@gmail.com

DESCRIPTION OF EVENT *
Monthly Book Club

NOTES (OPTIONAL)

Yes, the room reservation terms of use have been accepted.

Room Rate: FREE/per session FREE

Total Price FREE
PRICE INCLUDES ALL APPLICABLE TAXES AND FEES

CANCEL BACK RESERVE

5. **Check Email for Reservation Approval or Denial:** Now that you have submitted your reservation request, we will review your information and either confirm or deny your reservation. You will receive an email at the address listed on your account login indicating whether or not your reservation was approved.