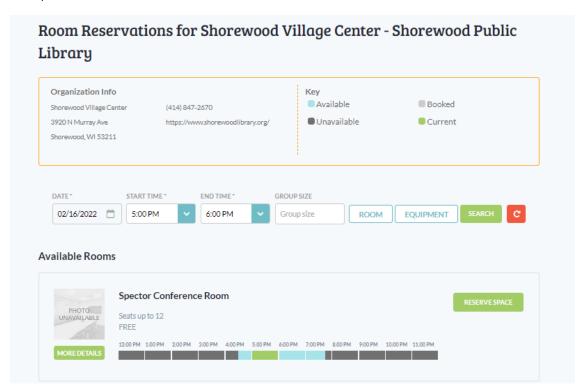# Introducing LocalHop: The Shorewood Public Library's new room reservation software!

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.
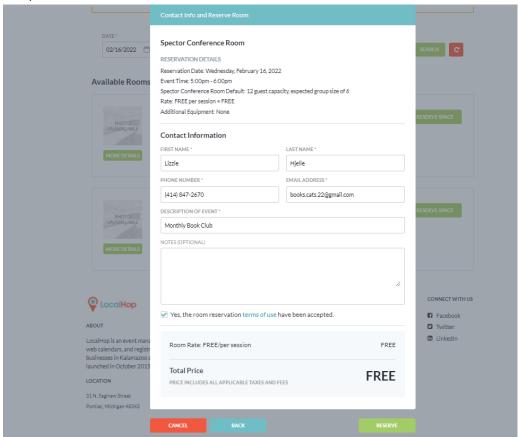
1. **Select Reservation Time and Date**: Using the drop-down menus at the top of the page, select the date, start time, end time, and group size for your first reservation and click "Search." Rooms and times available to reserve will appear in green, unavailable rooms and times will appear in grey. You 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.

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!

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.