Creating an Account

1. Visit **http://collierlibrary.org/**
2. Click on **Services** and then **Room Reservations**
3. Click on the **Create an Account** button in the top right corner.
4. Fill out the required information, then click **Create Account.**
5. An account confirmation link will be sent to your email address. Click the link. This is required, and you have 72 hours to verify your account.

Searching for a Space

1. Visit **http://collierlibrary.org/**
2. Click on **Services** and then **Room Reservations**
3. Select the correct date and time.
4. Click **Search for a Space**.
5. On the next screen review the room availability for your selected date and time.
    a. Hours the library is closed will appear dark gray.
    b. Unavailable hours will appear light gray.
    c. Available hours will appear white.
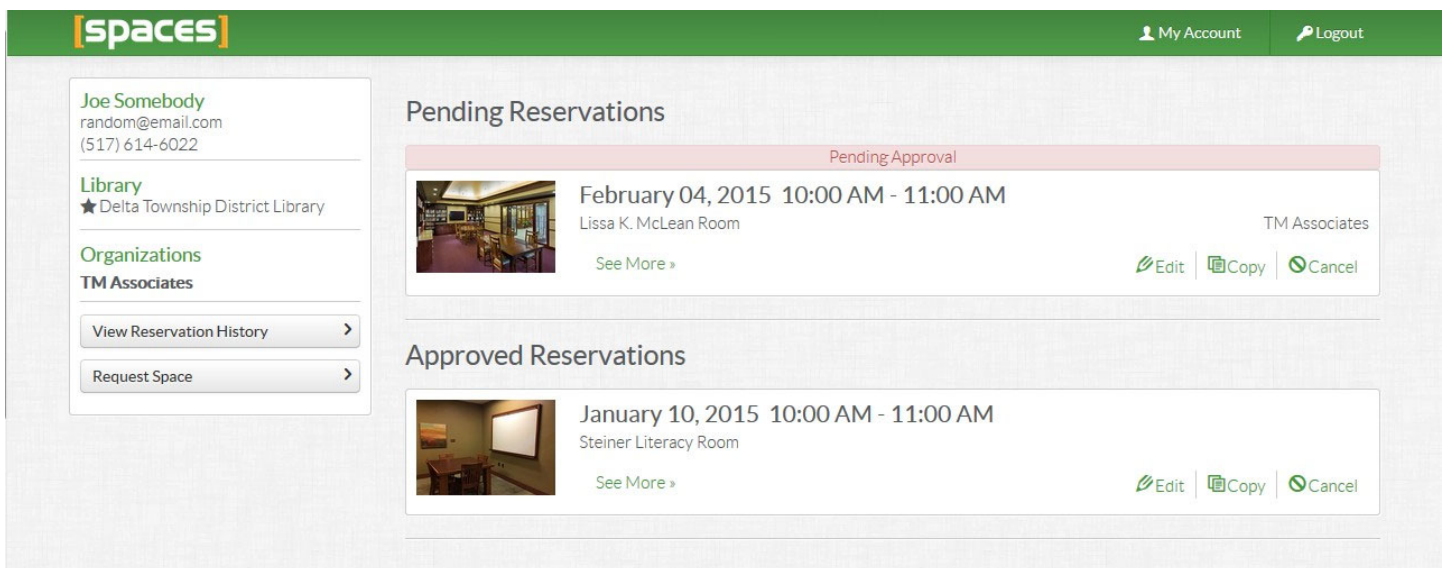   d. Desired Reservation time will appear green.
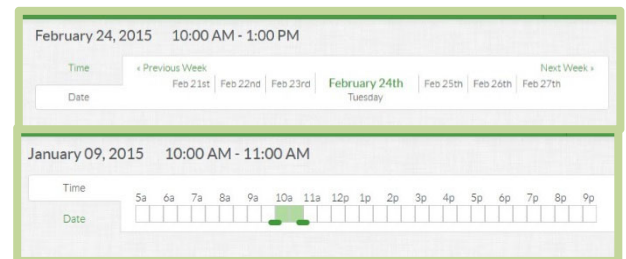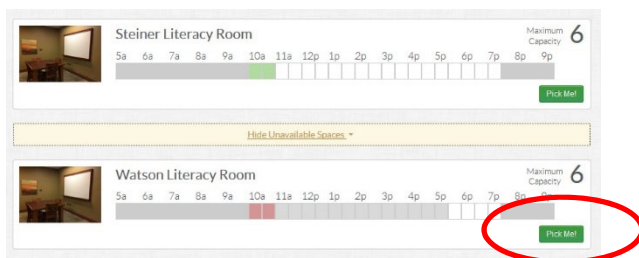
    e. Reservation conflicts will appear red. (Dark red for the actual time conflict and light red for the available times during a reservation with a conflict).
6. If the room you desire is available, click **Pick Me** next to it. Otherwise you can adjust your date and time.
7. To select a new date, click on the date and use the calendar drop down to select a new date. Or quickly jump from day to day or week to week using the links on the Date Tab.
8. To select a new time, click on the Time Tab then click and drag the green sliders (dots) to select a new beginning and ending time.
9. Once you have found a date, time and room that fits your needs, click the **Pick Me** button next to the appropriate room.

Making a Reservation

1. Fill out the required information.
2. Choose Organization:
    a. If you are *not* making a reservation on behalf of an organization, select **No Organization** from the list.
    b. If you are making a reservation on behalf of a group or organization for the first time.
        i.   Click on the **Join an Organization** link.
        ii. Select your organization to submit a request to be added to that Organization.
    c. If your organization is not listed, select **No Organization** and email Events@colliercountyfl.gov with a request to add your organization to the list.
3. Once all the information is complete, click **Submit Request**. You will receive an email confirming that you have a pending request and another once your request has been approved or denied.

My Account

To view your Pending Reservations, Approved Reservations, Reservation History, and account information
Login to your account and then click on **My Account**. The My Account screen will display as seen below.


1. **Account Information**
    *   To edit your account information, move your mouse over the information and then click on the pencil icon that appears on the right.
2. **Location** where reservations are being made, i.e. South Regional Branch.
3. **Organizations**
    *   To edit your organizations or join a new one, move your mouse over the information and then click on the pencil icon that appears on the right.
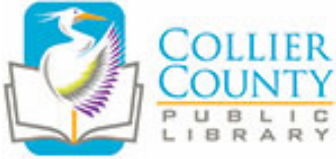
- Select the organization you would like to add and click Request to Join.
- If your organization is not listed, send a request to register your organization to Events@colliercountyfl.gov.

4. **View Reservation History**
   - View your past reservations and **Copy** previous reservations to save some time when making a new reservation.

5. **Request Space**
   - Make a new reservation.

6. **Reservation List**
   - A list of all pending, approved, and inactive (denied) reservations.
   - For pending and approved reservations you can:
     - **Edit** the date, time and other required information. It is not possible to change the room for a submitted reservation.
     - **Copy** the reservation to save time in creating a new reservation and edit the date and time.
     - **Cancel** the reservation.