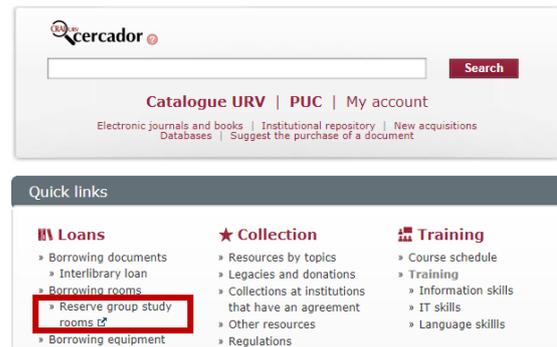# HOW TO RESERVE A GROUP WORKSPACE IN 10 STEPS

1. In the section **Loans** of **Quick links** on CRAI's webpage, click on "**Reserve group study rooms**".

2. Click on the CRAI where you want to reserve the space.

3. Select the option: **Clica aquí per RESERVAR UN ESPAI**

4. If you have not entered your username to access **My account** you will be asked to do so now.

5. Enter the date and time that you wish to reserve the space for and click on **Cerca**. You must distinguish between AM and PM (Up till 11.59 in the morning it is AM and from 12.00 midday it is PM). If the date is not correct or the time is not valid you will receive a warning message.

6. The various reservation options for each workspace will appear. Choose the date and finish time for your reservation and click on **Cerca**. The maximum reservation is three hours. Here you can no longer change the start time.

7. Select a WORKSPACE that is free and available for your reservation. The system will automatically set your reservation to the maximum period of three hours. You can reduce this if you wish. Finish by clicking on **Cerca**.

8. If you have carried out the reservation correctly, you will receive a confirmation message. If you have not, you will see the following message "**Disculpeu. L'exemplar no està disponible per a reservar-lo**" and you must repeat the process.

9. You can confirm the reservation in **My account**, or if you are already in **My account** click on **Tornar al meu registre**. Click on **Reserves d'espais** to see your current reservations

10. The system will indicate which CRAI and which workspace you have chosen. You can cancel the reservation in **My account**. You cannot renew the reservation.

Cancel your reservation if you do not finally come (use "My account")

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cercador

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