CivicRec: Tutorial

Part 1: How to CREATE AN ACCOUNT AND...

Part 2: How to BOOK A ROOM...

IN **CIVICREC1** SOFTWARE

* Setting up your Account

   Slides 2-7

* Reserving a Multi-purpose room

   Slides 8-22

A Powerpoint Presentation

Part 1: REGISTRATION…

Go to the CivicRec1 software website.

The Web address for CivicRec1 is:
https://secure.rec1.com/GA/cobb-county-ga/catalog

Use Copy-Paste to place the address into your Web Browser.

Click on the first result on your browser; it should be: Catalog - Cobb County PARKS, Senior Services, Government ... - Rec1

You will now be able to work with the CivicRec1 software while you continue to view this tutorial.

Patrons will click "Log In/Create Account" and then click "Create Your CCGA Account".

Click "Next Step".

Again, here the patron can choose to add another Individual account to this Organization account but they don't need to.

Click "Save & Close" and they're done!

Create an Organization Account

1. The Organization's name.

2. The name of the Organization's point of contact. NOTE: This person does not need to have an Individual account but they can if they want.

3. The Organization's contact email address. NOTE: Will most likely belong to whoever does the organization's bookings.

4. The Organization's best contact phone number. NOTE: Will most likely belong to whoever does the organization's bookings.

5. The Organization's address. NOTE: If the address includes an apartment or suite number, that number MUST go on "Address Line 2".

6. The Organization's zip code. When the zip code is entered, the city will autopopulate.

7. Enter and verify a password. NOTE: passwords must contain 3 of the following: uppercase, lowercase, number, special character.

Click "Next Step".
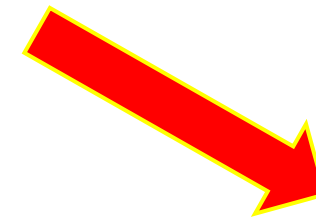
This completes the account set-up portion of your tutorial. The slides that follow show you how to book a multi-purpose room and make payment.

Please remember that the fee to book a Cobb County Public Library System multi-purpose rooms is $25.00 per meeting. The fee is not refundable, so please book your room carefully. Also, please remember that if you do not see an availability at one library, you can check the calendar for other locations.

Now…we continue with the booking portion of your tutorial…

CivicRec: Part 2 - Bookings

How to Book Your Library Multipurpose Room Online

A Powerpoint Presentation

Click here to select "Library Facility Rental."

Click 'Library' to display a list of our locations.

Select Library from list.

Click on a library to display a calendar of available days and times. If the patron has not already logged in or needs to create an account, they need to do so now.

Kemp Library

Midsize Meeting Room **Multiple Rates**

This facility holds a maximum of 40. Operating hours for this room are 10am- 7:30pm Monday - Wednesday; 11am- 5:30pm Thursday-Friday; 1pm- 5:30pm Saturday, and excludes county holidays.

Facility Midsize Meeting Room
Location Kemp Library

Make a Reservation

1. SELECT DATE

AVAILABLE TIMES:

Mar ▾

2018 ▾

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2. SELECT TIME: $25 - FLAT FEE

03/26/2018: Must reserve facility no less than 7 day(s) from the reservation date.

An account is required to add reservations to cart:

👤 CREATE ACCOUNT

🔒 LOG IN

Here you will log-in. If an account was not already created, it could be done from here as well.

- Once you have logged-in or created an account, you can choose a date and make a reservation.
- The calendar uses a color code to show availability. **GRAY** – not available; **ORANGE** – partial availability; **GREEN** – full availability.
- When you choose a day, the available times will be displayed. You can then choose your time and click, "Add to Cart."

Kemp Library

Midsize Meeting Room

Multiple Rates

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Facility Midsize Meeting Room
Location Kemp Library

Make a Reservation

1. SELECT DATE

AVAILABLE TIMES:

01:00 PM to 07:30 PM
Base Rate M/T/W

Apr

2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2. SELECT TIME: $25 - FLAT FEE

From: 01:00 PM ▾ To: 02:00 PM ▾

🛒 Add To Cart

A confirmation screen with date, time, and price will pop up. Click 'Checkout' to continue.

Click checkout to proceed...

There are prompts that will need to be answered before continuing…

- You should provide the number of people you expect to attend
- You should indicate whether or not you will use the kitchen.
- Click "Submit Responses."

See next slide for screenshot…

- You will now see your checkout page with the price listed.
- → Please notice that it says, 'Paid Later'.
  (You will not pay up front when you first reserve a multipurpose room.)
- Room reservations will need to be approved by staff (verify organization, etc. like we do now) before your payment is submitted.
- If everything here looks correct, you will then click 'Review Transaction'.

- You will receive a receipt on the web and via email if you choose.
- Please see the tiny GRAY 'Status: Pending Approval'.
- Once a library staff member approves your reservation, you will receive a follow-up email with further instructions on how to pay.
- You may choose to link a credit card to your account, but it is not required.

Transaction Receipt

CHECKOUT

🛒 Brows

($) Payme

📖 Review

📖 **Recei**

Cobb County P.A.R.K.S., Senior Services,
Government Service Centers

100 Cherokee Street
Marietta, GA 30090

770-528-1000
register@cobbcounty.org
https://cobbcounty.org

Registration/Payment Receipt 8238806

03/26/2018 10:46 AM

Account Information
Shannon Tyner
266 Roswell Street
Marietta, GA 30060
770-528-2354

Item	Balance Due	Amount Paid
Kemp Library Midsize Meeting Room Apr 30, 2018 10:00 AM-11:00 AM - Base Rate M/T/W: $25 - Flat Fee	$25.00	$0.00
STATUS: PENDING APPROVAL		
Change in Balance		$25.00
Account Balance (As of 03/26/2018 10:46 AM)		$25.00

Prompt(s)

Will you be using kitchen facilities?   No

This completes your tutorial. We hope you will enjoy booking your multi-purpose room from home.

CivicRec1 is a software product that allows customers to book space within venues managed by several Cobb County Government departments.

Thank you!

Presentation created by CCPLS staff: Susan Curry; James Camp; Shannon Tyner