

CREATING A NEW USER ACCOUNT

1. Go you <https://spaces.liveoakpl.org/community> or click the link on our public website to reserve a room
2. In the GETTING STARTED box on the left side enter the following information
 - a. Your First Name
 - b. Your Last Name
 - c. Your Email Address
 - d. Your Phone Number
3. Click the SUBMIT button

The screenshot displays the 'CALENDAR OF EVENTS' page on the Live Oak Public Libraries website. At the top right, there are links for 'SIGN IN' and 'PRINT'. Below the logo, there are two main sections: 'CLICK HERE TO RESERVE A MEETING ROOM' and 'HOW TO - CREATE AN ACCOUNT AND JOIN/CREATE ORGANIZATIONS'. The 'GETTING STARTED' section is highlighted with a blue arrow pointing to its header. This section contains a yellow box with the text 'Create an account to view your favorite events and events you have registered for.' Below this are four input fields: 'FIRST NAME:' (containing 'Test'), 'LAST NAME:' (containing 'User'), 'EMAIL:' (containing 'testuser@liveoakpl.org'), and 'PHONE:' (containing '912-123-1234'). A second yellow box contains the text 'By clicking Submit, you consent to the Terms & Cond. Privacy Policy.' followed by a 'SUBMIT' button. A blue arrow points to this 'SUBMIT' button. At the bottom left, there is a copyright notice: 'Copyright 2024 Brightly Software, Inc.'

4. You will see a green confirmation box.
5. An email to complete your account setup will be sent to the email address you provided.

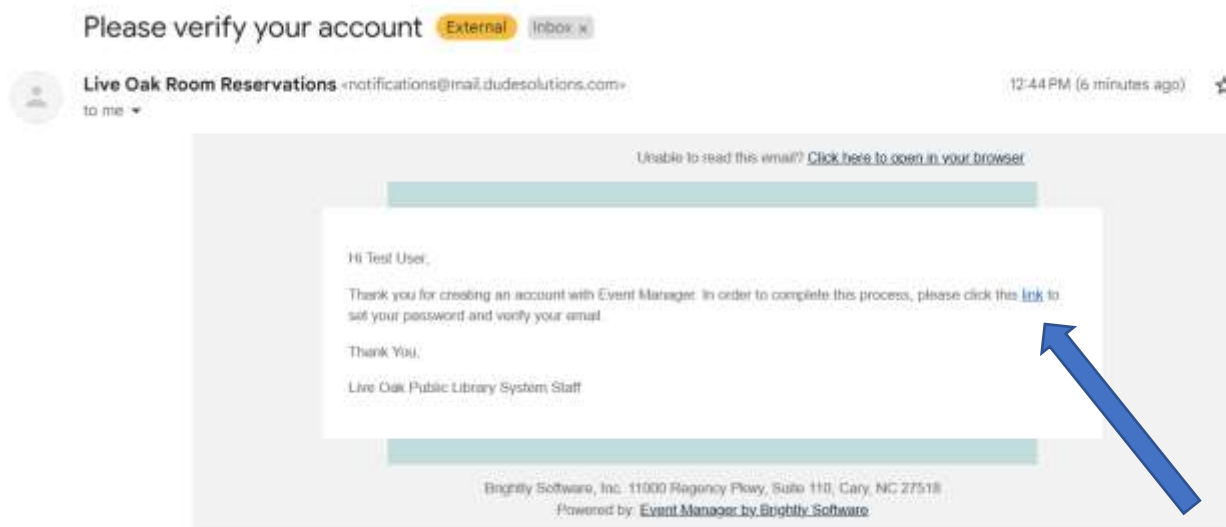
PHONE:

By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy.](#)

SUBMIT

Your account has been created successfully! You will receive an email with a link that must be clicked to verify the email entered and setup your password. You will not be able to sign in until you complete verification.

6. In your email open the message you received from LIVE OAK ROOM RESERVATIONS.
7. Click the link to complete the account creation process



- Once you click the link in the confirmation email, you will be prompted to create a password for your account.
- Click the Submit button



LIVE OAK
Public Libraries

CALENDAR OF EVENTS

[CLICK HERE TO RESERVE A MEETING ROOM](#)

[HOW TO - CREATE AN ACCOUNT AND JOIN/CREATE ORGANIZATIONS](#)

VERIFY NEW ACCOUNT

Pick a password that is at least 8 characters long (the password cannot start or end in spaces).

NEW PASSWORD:

CONFIRM NEW PASSWORD:

Submit

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Per Live Oak Public Library policy, we do not allow room reservations for personal use. You must to be a member an organization before you can reserve a room. You will need to request to join an existing organization or submit a request to create a new organization for your company. After initial registration, those requests are made from My Profile once you have logged in.