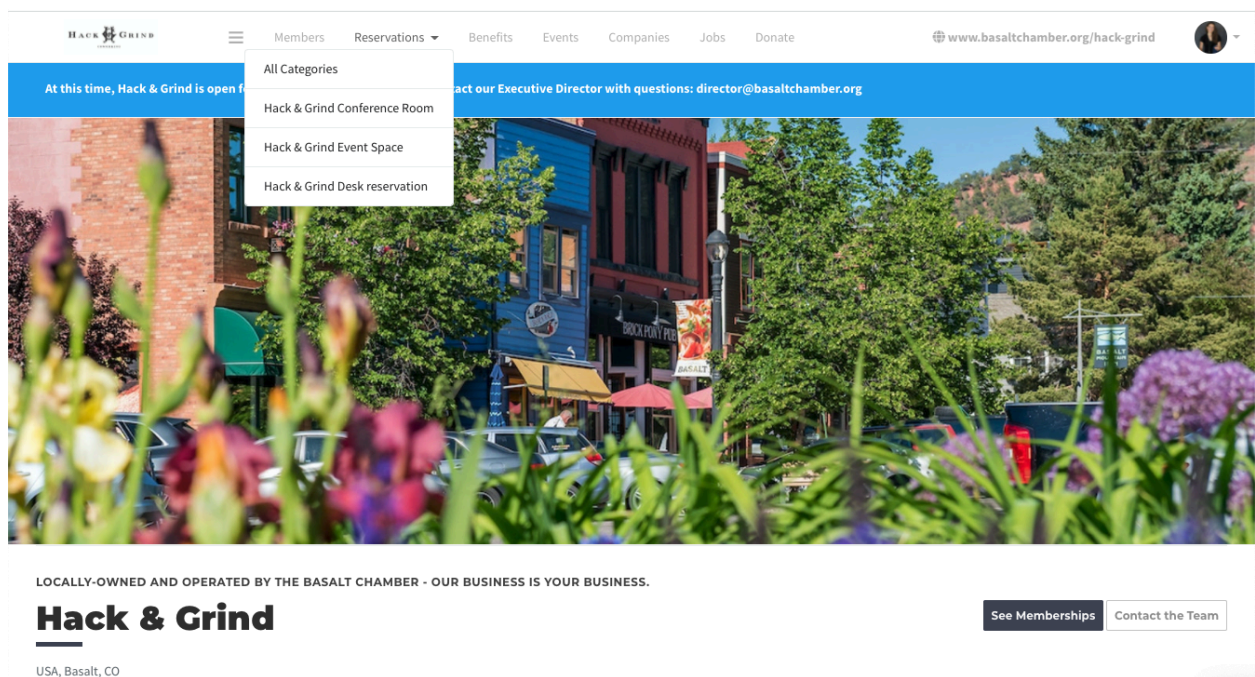


How to reserve a work space or the conference room at Hack & Grind Coworking

Visit <https://hack-grind.basaltchamber.org/>. It will be easier if you are logged in prior to the next steps.

From the top menu, under **Reservations**, select the resource you would like to book (e.g. Conference Room or Desk reservation) from the drop down menu.



See what is available

View the calendar to see the current availability of all desks (or the conference room). Click the **Book Now** button.

[Members](#)
[Reservations](#)
[Benefits](#)
[Events](#)
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[Jobs](#)
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www.basaltchamber.org/hack-grind

At this time, Hack & Grind is open for members only. To join, please contact our Executive Director with questions: director@basaltchamber.org

[Book Now](#)

Workspace 1

Workspace 2

Workspace 3

Workspace 4

Use the buttons above to filter the calendar.

<

today

>

April 2021

month

week

day

list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	1
2	3	4	5	6	7	8

Pick your date and choose your time.

First select the appropriate date, then pick a work space. Click within the light gray section of the day (between 8 a.m.- 6 p.m.) NOTE: If the area is dark gray, that time has passed and cannot be booked.

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Pick your date and choose a time!

Need a space to meet? Conference rooms are available to everyone, whether you're a member of our space or not!

Reserve on behalf of ...

Search or leave blank ...

Monday, March 15th

<

>

Workspace 1

Seats: 1

7:45 AM - 5:00 PM

Book Now

1 am

2 am

3 am

4 am

5 am

6 am

7 am

8 am

9 am

10 am

11 am

12 pm

1 pm

2 pm

3 pm

4 pm

5 pm

6 pm

7 pm

8 pm

9 pm

10 pm

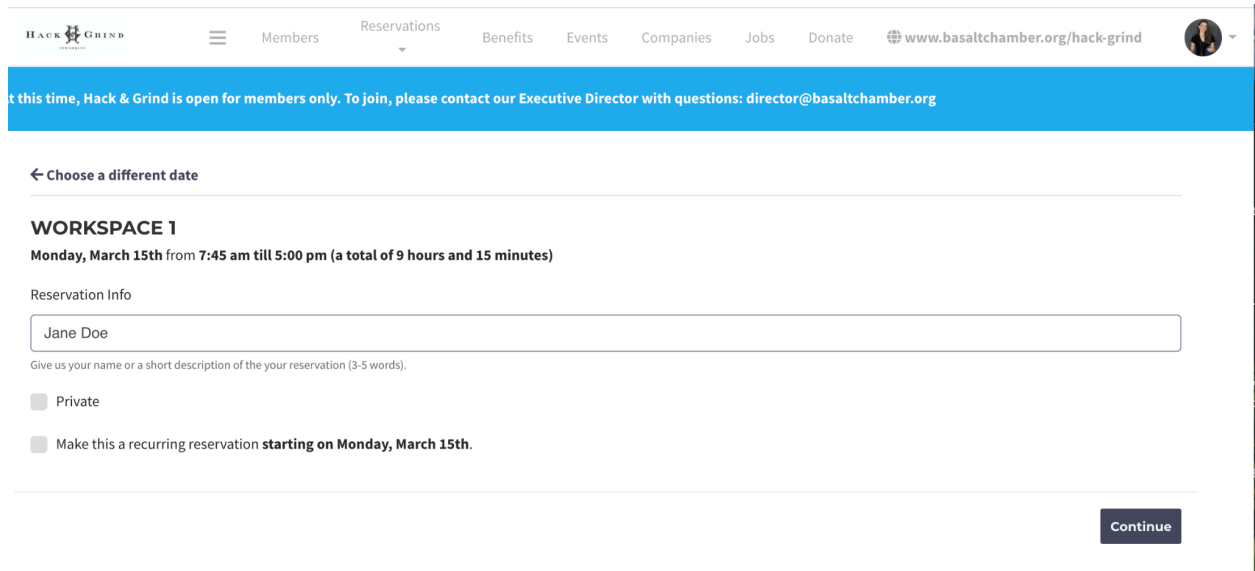
11 pm

9 hours and 15 minutes

You can drag the indicator to extend the reserved time (wait until you see ↔ on rollover), as well as move the time slot (you will see an icon with arrows in all 4 cardinal directions).

Once you have selected the date, time and workspace, click the **Book Now** button above the selected time.

Add reservation info



The screenshot shows the 'Add reservation info' form. At the top is a navigation bar with the Hack & Grind logo, a menu icon, and links for Members, Reservations, Benefits, Events, Companies, Jobs, and Donate. The URL 'www.basaltchamber.org/hack-grind' and a user profile icon are on the right. A blue banner below the navigation bar states: 'At this time, Hack & Grind is open for members only. To join, please contact our Executive Director with questions: director@basaltchamber.org'. The main form area has a back link '← Choose a different date'. The selected workspace is 'WORKSPACE 1' for 'Monday, March 15th from 7:45 am till 5:00 pm (a total of 9 hours and 15 minutes)'. Under 'Reservation Info', there is a text input field containing 'Jane Doe' with a note below it: 'Give us your name or a short description of the your reservation (3-5 words)'. There are two checkboxes: 'Private' (unchecked) and 'Make this a recurring reservation starting on Monday, March 15th.' (unchecked). A 'Continue' button is at the bottom right.

Under Reservation info, please add your Name (First name, last initial), and purpose. This is what will appear on the calendar from an earlier step.

E.g.

- [Work space] Kris M. Drop-in work
- [Conference room] Kris M. Client meeting

In this step, you also have the ability to make this a recurring reservation. Select the check box on the bottom for more details.

When done, click **Continue**.

Review reservation

Read over the details of the reservation to ensure they are correct. If you need to fix a detail, use the **Back** button. If everything is accurate, click **Complete Reservation**.

NOTE: At this time, conference room reservations are complimentary with a drop-in, punch pass or higher level membership. This is subject to change.

The next screen will confirm if the reservation request was submitted successfully. All reservations are then approved by H&G staff, after which you will receive a confirmation email.