Web Room Bookings (STUDENT)

INTRODUCTION
This document is designed as a step by step guide to assist student in placing casual bookings for teaching rooms through the web room booking system.

Any additional queries should be directed to room.bookings@bond.edu.au.

BASIC ROOM BOOKINGS

1. Go to Bond Website > About Bond > Facilities & Services > Study Facilities > Web Room Booking
2. Click relevant link: ‘Log In to Web Room Booking – 20xx’
3. Log in using your network username and password at the Sign In box:

   ![Sign In Screen]

4. You will be shown the following screen:

   ![Room Booking Screen]
5. In the Location section, select Number of Participants. You can define the room search using Building or Room Types/equipment filters – you can use any combination of filters that suit you. You can select multiple Room Types/equipment by holding CTRL key and selecting Room Types/equipment. However less detail is better if you are having trouble finding the room you require.

6. Select the date from the calendar. Please note bookings cannot be made until the class timetable is completed. Dates for the following semester will not be available before week 9 of current semester.

   ![Calendar Image]

You can book multiple days and multiple weeks by clicking ‘Select multiple days/weeks’. You can select multiple days by ticking box for day/s. Also you can select multiple weeks by holding CTRL key and selecting weeks.

   ![Calendar Image]

   [NOTE] You cannot book a different time for a multiple day booking – e.g.) Friday from 6pm to 11pm, Saturday 8am to 11pm. This must be done in two separate bookings.

   [NOTE] You cannot book different days for a multiple week booking – e.g.) Monday this week, Tuesday next week OR Sunday this week, Monday next week. This must be done in two separate bookings.

7. Select start time and end time of the booking and click the Next button at the bottom right of your screen.
8. Check that your time, location and description details are correct and the room meets your requirements. Tick the box in the first column for your preferred option and click the Next button at the bottom right of your screen.

- You can click icon to find alternative available schedule for the room. Click icon to go back to the previous page.
- To view a room’s timetable for the week click icon. A new window will open with the room’s timetable.
- Click ‘View Facilities’ to view the room’s facilities, pictures and Building Map.

<table>
<thead>
<tr>
<th>Time</th>
<th>Room Code</th>
<th>Size</th>
<th>Description</th>
<th>View Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00-11:30</td>
<td>BLD06_4_07</td>
<td>30</td>
<td>Centre-1:4- Seminar 3 - PCD Room Group Learning ONLY</td>
<td>View Facilities</td>
</tr>
<tr>
<td>10:00-11:30</td>
<td>BLD06_4_11</td>
<td>45</td>
<td>Centre-1:4- Case Study 1</td>
<td>View Facilities</td>
</tr>
</tbody>
</table>

9. Enter your booking information in the remaining boxes. Click the Confirm Reservation button at the bottom right of your screen.

The Bond University **Room Booking Principles** is available by clicking the link.
10. A Request Completed window will now be displayed with the booking details and you will be sent a ‘Request completed’ email to inform you that the booking has been sent to timetabling staff to be processed. The booking is not to be treated as confirmed until you receive a ‘Booking Confirmation’ email which is sent when the booking has been approved. You will be contacted if there is a clash or query regarding your booking.

<table>
<thead>
<tr>
<th>Room Code</th>
<th>Reference</th>
<th>Request?</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLD06_2_03</td>
<td>BKAB8629</td>
<td>P</td>
</tr>
</tbody>
</table>

The Request Completed email contains the following:

- **THIS IS A PROVISIONAL BOOKING ONLY.**
- We cannot always honour all requests so please check any emails carefully.
- All bookings must be made a minimum of 3 days prior to the event.
- You will receive a confirmation email once your booking has been approved. If this booking is urgent or requires an urgent confirmation, please ring the Timetable & Examinations Officer on (07) 5591 5186.
- Remember you can follow the link below to ‘my bookings’ for an up-to-date overview of your booking’s status.

The Book Another button allows you to select another room or time without losing your information.

11. If you receive a booking error, click the Back button on main Internet Explorer toolbar, wait 10 seconds and try again. It usually works the second time but if not please contact central timetabling for assistance (room.bookings@bond.edu.au).

12. If the No Options Found message appears after you select Next from the main booking page, this indicates that the room is not available for part or all of the time you have requested.

Click on the check for other times link under the message to view alternative times the room is available that day or click on the icon which will take you to the room’s timetable for the week you are booking into. You can then select an appropriate time or choose another room. Room availability timetables can also be generated via the timetable website.

13. You can view or cancel your current bookings by clicking on ‘my bookings’ link at the bottom of each page.

14. You can go to the first page by clicking on ‘home’ link at the bottom of each page.

15. To change an existing booking, send an email to room.bookings@bond.edu.au with the reference number, date and time and the required changes.