



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

Please enter your network login details

Username

Password

4. You will be shown the following screen:

1 Location

Define the room using filters.

Number of Participants:

Building:

Room Types/equipment:

- Equipment - 16mm Projector
- Equipment - 35mm Slide Projector
- Equipment - Blackboard Facilities
- Equipment - Data Projector (High Definition) Facilities
- Equipment - Data Projector (Standard Definition) Facilities
- Equipment - Digital Wall Monitor Facilities

2 Date

Choose a single date or book multiple days in multiple weeks.

Select from the calendar

December 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	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	1	2	3	4	5	6

3 Time


Select a preferred start time. You can adjust it later.

Preferred Start:

Preferred End:

- 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.

1 Location



Define the room using filters.

[Hide filtered rooms](#)

Number of Participants:


Building:

Room Types/equipment:

- Equipment - 16mm Projector
- Equipment - 35mm Slide Projector
- Equipment - Blackboard Facilities
- Equipment - Data Projector [High Definition] Facilities
- Equipment - Data Projector [Standard Definition] Facilities
- Equipment - Digital Wall Monitor Facilities

- 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.

2 Date



Choose a single date or book multiple days in multiple weeks.

[Select multiple days/weeks](#)

February 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	1	2	3
4	5	6	7	8	9	10

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.


	Weeks starting
Monday <input type="checkbox"/>	31 Dec 2012
Tuesday <input type="checkbox"/>	07 Jan 2013
Wednesday <input type="checkbox"/>	14 Jan 2013
Thursday <input type="checkbox"/>	21 Jan 2013
Friday <input type="checkbox"/>	28 Jan 2013
Saturday <input type="checkbox"/>	04 Feb 2013
Sunday <input type="checkbox"/>	11 Feb 2013

[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.

- Select start time and end time of the booking and click the Next button at the bottom right of your screen

3 Time






Select a preferred start time. You can adjust it later.

Preferred Start:

Preferred End:

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.

4 Select from the following options available on Feb 13

	Time	Room Code	Size	Description	View Facilities
<input type="checkbox"/>	10:00-13:30	BLD06_4_07	30	Centre- L4- Seminar 3 - POD Room Group Learning ONLY	View Facilities
<input checked="" type="checkbox"/>	10:00-13:30	BLD06_4_11	45	Centre- L4- Case Study 1	View Facilities

[Earlier Start](#) [Later Start](#) [Earlier Day](#) [Later Day](#) [Show More Options](#)



Description of BLD04_2_11
(Law- L2-Tutorial 1)


[Room Picture](#) / [Building Map](#)

- Moveable Tables and Chairs
- White Board 240 x 120
- Digital Wall Monitor



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

5 Confirm your booking details



Room Code: BLD06_2_03

Date: Jan 02

Start: 6:00

End: 6:30

Title of Booking: _____

Number of Participants: _____

Email: _____

Contact Phone Number: _____

Type of Booking: -----

Other Information: _____

Second choice: Please select an alternative

Indicate if bringing in food, equipment or showing film: No

A [Student Event Form](#) has been lodged with the Office of Student Experience: No

Acceptance of [Room Booking Principles](#): No

< Back Confirm Reservation

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.

Request Completed

BLD06_2_03 has been reserved for you, from 6:00 to 6:30 on Jan 03.

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)559 51106.

Remember you can follow the link below to 'my bookings' for an up-to-date overview of your booking's status.

Room Code	Reference	Request?
BLD06_2_03	BKA84829	P

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.

No Options Found

The single location that matched your requirements was not available. Try changing your location or date criteria.

[Or check for other times](#)

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.

[home](#) [my bookings](#) [sign out](#)

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.