HOW TO BOOK ROOMS USING THE WEB ROOMING BOOKING SYSTEM

Open the Web Room Bookings Webpage, and select the appropriate option from the below screen

Please note: Computer rooms, foyer spaces must be booked by emailing: web-roombookings@bath.ac.uk

For staff members, you will have a singular option on the following screen that will take you to the Web Room Booking System.

For students, there are three options available: booking a group work space, bookings for clubs and societies and other academic bookings.

- Group work spaces include a number 6 seat Group Study Spaces (GSS) available in the Chancellors' Building as well as 6 workstations (WS) available in 8W 1.28.

1) Once logged into the system, you will see the following options:

Select the size of the room required from the drop down list.
If you do not change this from the default size of 1, the system will only offer the smallest rooms available.

Select the type of room you require by clicking on it.
There are some restrictions on the use of committee rooms and computer labs, so please contact timetabling@bath.ac.uk if you require advice.
2a) Select a date for your booking.

If you want to make a booking for the same day in multiple weeks or for the same time on multiple days, click the link. Then go to Step 2b.

2b) Selecting multiple days and weeks for your booking.

Select the day or days of the week you want to book by clicking to add a tick to the relevant boxes.

Select the week or weeks you want to book by clicking on them.

To select more than one, click while holding down the Ctrl key.

3) Selecting the time and duration of your booking.

Select the time you would like the booking to start.

Select the time you would like the booking to finish OR the amount of hours you wish the activity to run.

Please note: All bookings start at 15 minutes past the hour and finish at 5 minutes past the hour.
4) Click the 'Next' button on the bottom right to see the list of available rooms.

Select the room you require by clicking on the adjacent radio button. Once you have done so, the 'Next' button on the bottom right becomes active.

To view information on any of these rooms, click the links in this column.

5) Your contact details and activity information.

Enter the reason for booking the activity here. If applicable, please include the name of the club or society and type of activity.

AFTER reading the Terms of Booking, select 'Yes' from the drop-down list only if applicable. If you cannot meet the terms, you will need to contact the CTO directly rather than booking online.

Change the option to state whether you are a student or member of staff here.

Select 'Yes' if planning to serve refreshments (to be ordered with Hospitality team) for this activity.

We will contact you to discuss the type of refreshments intended, as there are restrictions on certain rooms.
6) Confirmation of booking request.

To create a booking request with the same date, time and duration as the one you have just made, click on ‘Book Another’.

If you want to make another booking request for a different time and date, click on ‘book a room’.

To view your request bookings, check their status or to cancel a booking, click on ‘my bookings’.