

HOW TO BOOK ROOMS USING THE WEB ROOMING BOOKING SYSTEM

Open the Web Room Bookings Webpage (<http://www.bath.ac.uk/timetabling/roombookings.htm>), 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.

2 Date

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

You've selected 'Wednesday, 1/21/2015'

January, 2015

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	31
1	2	3	4	5	6	7

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

If you are making a one-off booking, select the month from the drop-down list and the date from the calendar.

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

2 Date

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

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Weeks starting

- Monday, January 12, 2015
- Monday, January 19, 2015
- Monday, January 26, 2015
- Monday, February 02, 2015
- Monday, February 09, 2015
- Monday, February 16, 2015
- Monday, February 23, 2015

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.

3 Time

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

Preferred Start: 14:15

Duration: (Only 1x 2 hour session for study groups etc will be booked per person, per day.) 1:00

Preferred End: 15:05

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.

4 Select from the following options available on Wednesday, 1/28/2015

Time	Name	Size	Description
<input type="radio"/> 14:15-15:05	RW 2.31 [GTA]	10	RW 2.31
<input type="radio"/> 14:15-15:05	RW 2.32 [GTA]	10	RW 2.32
<input type="radio"/> 14:15-15:05	FB 0.12 [GTA]	20	FB 0.12
<input type="radio"/> 14:15-15:05	RW 2.24 [GTA]	24	RW 2.24
<input type="radio"/> 14:15-15:05	2E 3.5 [GTA]	28	2E 3.5
<input type="radio"/> 14:15-15:05	RW 2.27 [GTA]	30	RW 2.27
<input type="radio"/> 14:15-15:05	CB 5.5 (30) [GTA]	30	CB 5.5
<input type="radio"/> 14:15-15:05	CB 5.6 (30) [GTA]	30	CB 5.6
<input type="radio"/> 14:15-15:05	CB 5.7 (30) [GTA]	30	CB 5.7
<input type="radio"/> 14:15-15:05	CB 5.8 (30) [GTA]	30	CB 5.8

Earlier Start Later Start Earlier Day Later Day Show More Options

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.

5 Confirm your booking details

confirm <input checked="" type="checkbox"/>	Location	RW 2.31 [GTA]
	Date	Wednesday, 1/28/2015
	Start	14:15
	End	15:05
	Email	F.Gaston@bath.ac.uk
	Booking Size	10
	First Name	Faye
	Last Name	Gaston
	Telephone Number	3261
	Reason for booking - please provide unit code if booking is for teaching	
	Department	
	Are you a student or a member of staff?	Student
	Please indicate if you plan to serve refreshments, subject to CTO approval.	No
	Acceptance of Terms of Booking	No

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.

Booking Requested

8W 2.31 [GTA] has been requested for you from 14:15 to 15:05 on Wednesday, 1/28/2015.

THIS IS A PROVISIONAL REQUEST ONLY.

We cannot always honour all requests so please check any emails carefully.

Weekday evening booking requests must be received by 4pm. Weekend bookings requests must be received by 4pm on the preceding Friday.

Late booking requests may not be processed.

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

Location	Reference	Request?
8W 2.31 [GTA]	BKD3ABA3	R

[book a room](#) [my bookings](#) [sign out \(fg329\)](#)

Callout 1 (left): 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'.

Callout 2 (right): To view your request bookings, check their status or to cancel a booking, click on 'my bookings'.

How to Cancel a Room Booking

If you have booked a room via the online system, you can also cancel them if needed.

- 1) Log into the system: <http://www.bath.ac.uk/timetable/roombookings.htm> (see page one for more details)
- 2) One you have logged in, at the bottom of the screen click on 'my bookings'.

[book a room](#) [my bookings](#) [sign out](#)

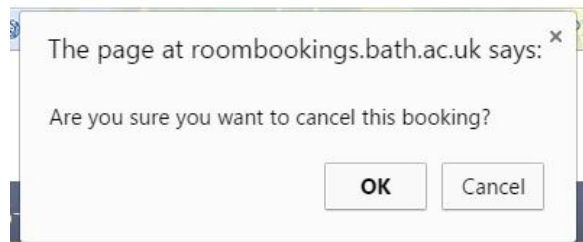
- 3) On the next screen will be a list of bookings you have made using the Web Room Booking system and their status. To cancel one of the bookings, click the 'Cancel' button to the right of the booking in question.

You have the following bookings:

Include cancelled bookings?

Date	Start	End	Location	Description	Size	Status	
Monday, 2/22/2016	16:15	18:05	8W 2.12 (16) [GTA]	OTHER - Test	5	Unconfirmed	<input type="button" value="Cancel"/>

- 4) Click OK on the following dialogue box, if you are sure you wish to cancel the booking.



- 5) You will then go back to the list of current booking requests you have made/have been confirmed with the option of viewing your cancelled requests:



- 6) On this screen, you will clearly be able to see the details of the cancelled booking and the status of the booking.

	<u>Date</u>	<u>Start</u>	<u>End</u>	<u>Location</u>	<u>Description</u>	<u>Size</u>	<u>Status</u>	
	Monday, 2/22/2016	16:15	18:05	8W 2.12 (16) [GTA]	OTHER - Test	5	Cancelled	<input type="button" value="Cancel"/>