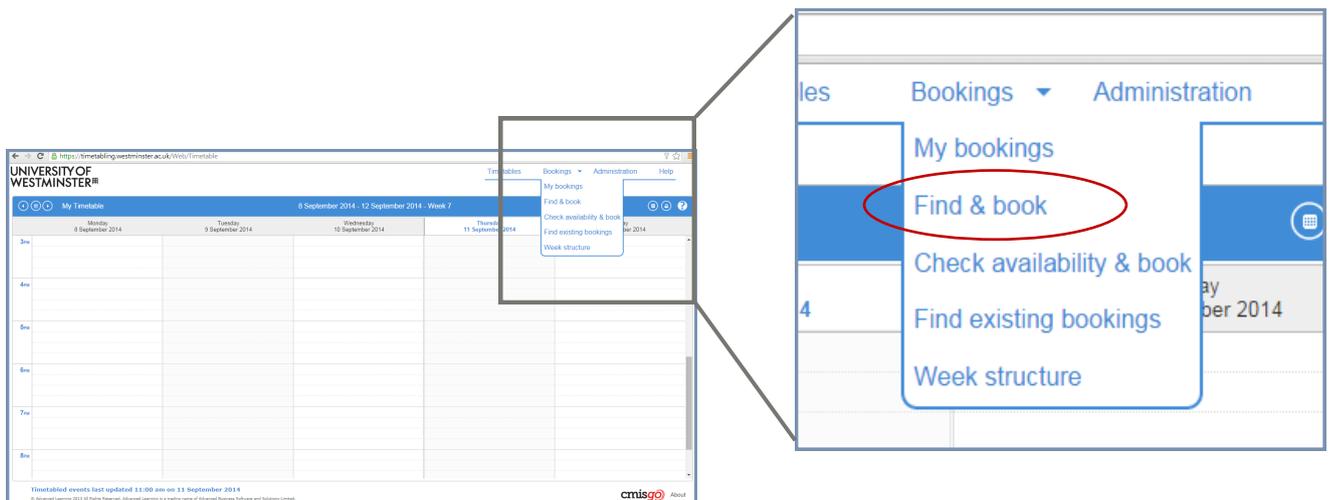


Booking a room online

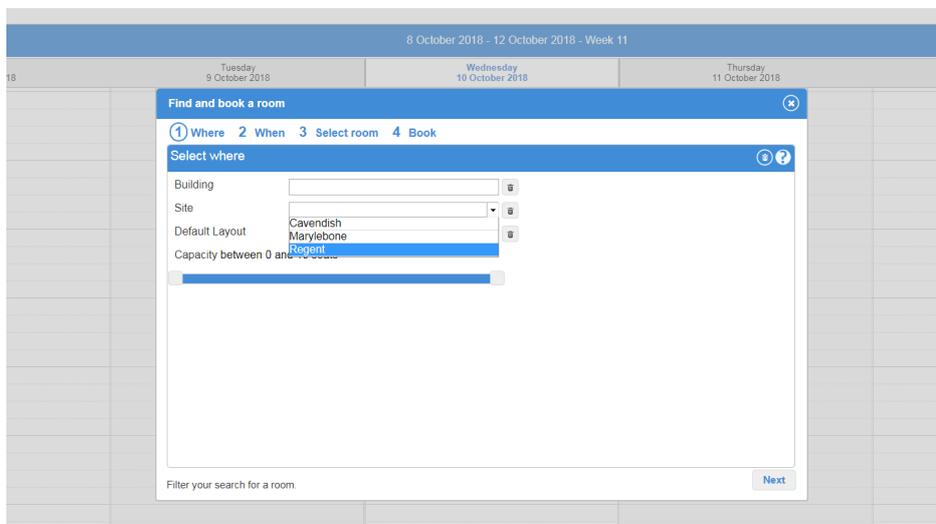
Select **Find & Book** from the **Bookings** drop-down menu



Choose a **Site** from the options provided (Cavendish, Marylebone or Regent)

Click **Next**

(Please note: leave all other fields blank)



Enter a **time** for your booking
 Select a **date** for your booking
 Click **Next**

8 September 2014 - 12 September 2014 - Week 7

Find and book a room

1 Where 2 **When** 3 Select room 4 Add contacts 5 Book

Select when By date(s) ?

Time to

Selected dates and times

Week	Date	From	To
8	Th 18 Sep 2014	10:00 am	12:00 pm

September 2014 October 2014

Wk	Mo	Tu	We	Th	Fr	Sa	Su
6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	14
8	15	16	17	18	19	20	21
9	22	23	24	25	26	27	28
10	29	30					

November 2014 December 2014

Wk	Mo	Tu	We	Th	Fr	Sa	Su
14						1	2
15	3	4	5	6	7	8	9
16	10	11	12	13	14	15	16
17	17	18	19	20	21	22	23
18	24	25	26	27	28	29	30

Select one or more dates and times. Booking time: min 0:15, max 16:00

[Previous](#) [Next](#)

Select a **room** to book
 Click **Next**

8 September 2014 - 12 September 2014 - Week 7

Find and book a room - Little Titchfield Street, 1.06 Purple Room

1 Where 2 When 3 **Select room** 4 Add contacts 5 Book

Select room ?

Room	Capacity	Type
▼ Little Titchfield Street - 4 rooms		
+ 1.08 Orange Room	8	Group Study Room
+ 1.09 Yellow Room	8	Group Study Room
+ 1.06 Purple Room	10	Group Study Room
+ 1.07 Red Room	10	Group Study Room

Click a row to select a room. Click a + for additional room details.

[Previous](#) [Next](#)

Enter your **name**
 Click **Next**

8 September 2014 - 12 September 2014 - Week 7

Find and book a room - Little Titchfield Street, 1.06 Purple Room

1 Where 2 When 3 Select room 4 **Add contacts** 5 Book

Add contacts ?

Contacts associated this booking

Name

Contacts selected

Name

Optionally type into the name box to locate and add additional contacts.

[Previous](#) [Next](#)

Enter a **Booking reference**. This can simply be your name.

Enter **Booking notes** (enter 'none' if you have no notes)

Check all the details are correct and press **Book**

You will be sent a **confirmation email**, which serves as proof of your booking

8 September 2014 - 12 September 2014 - Week 7

Find and book a room - Little Titchfield Street, 1.06 Purple Room

1 Where 2 When 3 Select room 4 Add contacts 5 Book

Add booking reference and notes

Booking reference* Kerry

Booking notes* none

Booking request summary

Room	1.06 Purple Room
Building	Little Titchfield Street
Site	Regent
Capacity	0 - 10
Default Layout	Group Study Room
Contacts	Giffillan,Kerry (giffik)

Dates and times selected			
Week	Date	From	To
8	Th 18 Sep 2014	10:00 am	12:00 pm

Add a booking reference and notes. Click Book to make your booking.

Previous Book

Canceling a booking

To cancel a booking, click on **My Bookings** from the **Bookings** drop-down menu

UNIVERSITY OF WESTMINSTER

My Timetable 8 September 2014 - 12 September 2014 - Week 7

Bookings Administration Help

- My bookings
- Find & book
- Check availability & book
- Find existing bookings
- Week structure

Timetabled events last updated 11:00 am on 11 September 2014

Select the tick-box of the booking you want to cancel and click on **Cancel bookings**

UNIVERSITY OF WESTMINSTER

My bookings

	Status	Ref	Booked by	Day	Dates	Start	End	Building	Room	Contacts
<input type="checkbox"/>	X	kerry	Giffillan,Kerry	Fr	Sep 12	10:00 am	1:00 pm	Little Titchfield Street	1.09 Yellow Room	Giffillan,Kerry
<input type="checkbox"/>	X	x	Giffillan,Kerry	Th	Sep 18	10:00 am	11:00 am	Little Titchfield Street	1.06 Purple Room	Giffillan,Kerry
<input checked="" type="checkbox"/>	C	Kerry	Giffillan,Kerry	Th	Sep 18	10:00 am	12:00 pm	Little Titchfield Street	1.06 Purple Room	Giffillan,Kerry

Cancel bookings

include bookings from the past

Timetabled events last updated 11:00 am on 11 September 2014

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