Room Booking System - Make a booking

This Tutorial explains how to make a booking using Room Booking System.

Please note: notifications from Room Booking System may go to your Junk Folder.

Go to the Room Booking System I	ogin page and log in using	your username a	and password

Brigidine College Indooroopilly				
Username	& Administrator Login			
Password]			
Login				
Forgot your login?				
Contract Con				

When you first login, there will be steps on how to use Room Booking System

You can click "Calendar" vi	iew ro	oms	or re	esou	You can click "Calendar" view rooms or resources by day or week.					
tes Powered by schoolcloud			Br	igi	dir	ne	Со	lle	ge	
📩 Calendar		<	Sep	oten	nbe	r 20)22	>		
Day View		м	т	w	т	F	s	s		
Week View		29	30	31	1	2	3	4		
		5	6	7	8	9	10	11		
Category View		12	13	14	15	16	17	18		
4		19	20	21	22	23	24			
😑 Bookings		26	27	28	29	30	1	2		
1 1. Statistics		Cat	ego	ries	;					
	Buses									
	Meeting Rooms									
	Booking Colours									
	My Bookings Other Bookings Timetabled Classes									

« Prev	Wednesday 07 September 2022, Week A Next »				
	Amphitheatre	Auditorium (M301)	Community Room	MC Large Meeting Rm	
08:00			Z Stephens		
08:30					
09:00					
09:30	J Smith				
10:00		Booking Type			
10:30		Time O Pe Start Time			
11:00		09:30			
11:30		End Time 10:00			
12:00		Group			
12:30					
13:00		Reason			
13:30					
14:00		Do you require l			
14:30		Please Select V			
15:00		a de Dara la la la			
15:30		Sook M	ore Options		
16:00					
16:30					

To make a booking, click on a time slot and fill in the required information

In these options, you can pick if you would like to book by period, or time. You can also request assistance from the relevant helpdesk for your booking. Clicking more options gives you more control over the booking, you can attendees to ensure those who are attending are notified.

If you have any issues or queries, please contact IT for assistance.