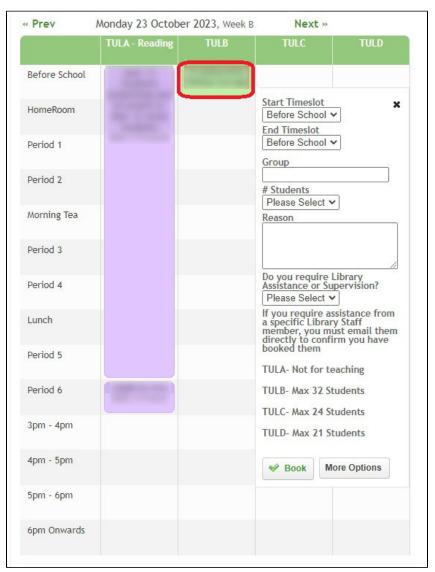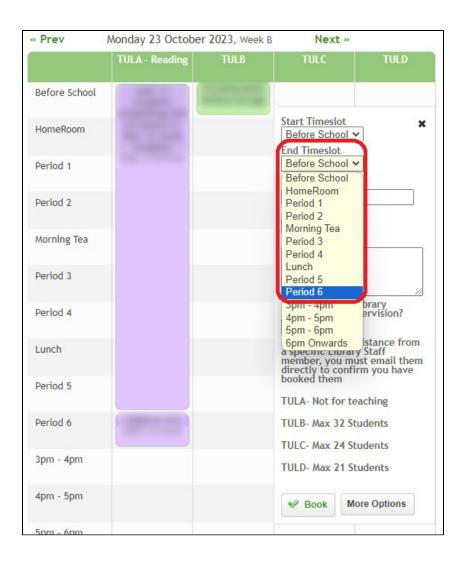# Room Booking - Make a recurring booking

Here is a little step by step guide on how to do recurring bookings on Room Bookings.
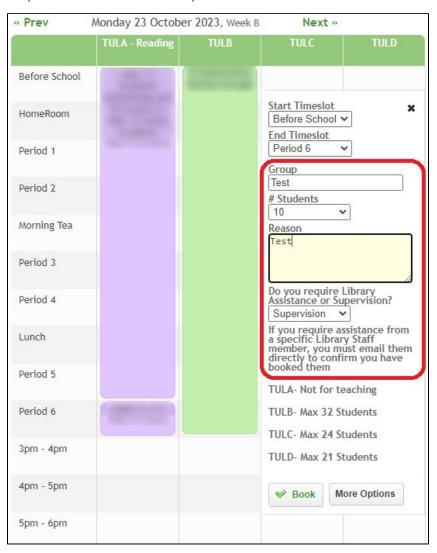
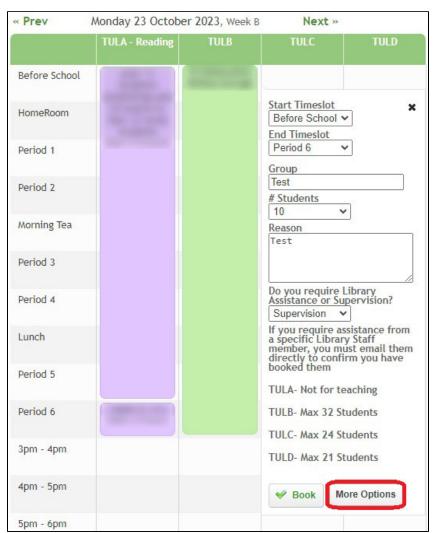1. Click on a time slot that you would like to book.

2. To book for more than one timeslot, you can change it through changing the start timeslot or the end timeslot.
   E.g., if you would like to book for the whole day, you would select 'Period 6' in the End Timeslot

	TULA - Reading	TULB	TULC	TULD
Before School				
HomeRoom				
Period 1				
Period 2				
Morning Tea				
Period 3				
Period 4				
Lunch				
Period 5				
Period 6				
3pm - 4pm				
4pm - 5pm				
5pm - 6pm				

Start Timeslot
Before School ⌄   ✖

End Timeslot
Before School ⌄

- Before School
- HomeRoom
- Period 1
- Period 2
- Morning Tea
- Period 3
- Period 4
- Lunch
- Period 5
- **Period 6**
- 3pm - 4pm
- 4pm - 5pm
- 5pm - 6pm
- 6pm Onwards

brary
ervision?

istance from
a specific Library Staff
member, you must email them
directly to confirm you have
booked them

TULA- Not for teaching

TULB- Max 32 Students

TULC- Max 24 Students
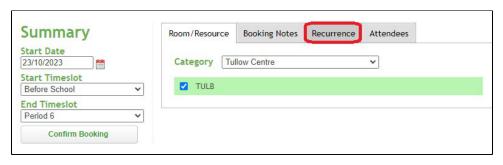
TULD- Max 21 Students

✔ Book   More Options

3. Complete the other fields under timeslot options.

4. Click on the 'More Options' button

5. Click on the 'Recurrence' button

6. Select an option under the recurrence pattern column
   e.g. If you wanted the area booked every day for the same period or if you want to book
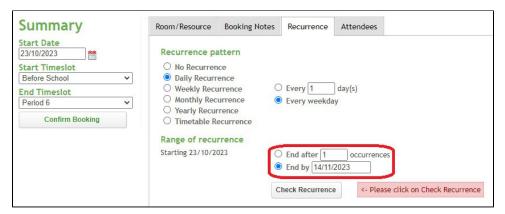
for the whole day, multiple days in a row, select 'Daily Recurrence'

7. Select every weekday if booking for an extended period. If you are booking for four days in a row, select the 'every (blank) day(s)' and put in the number four
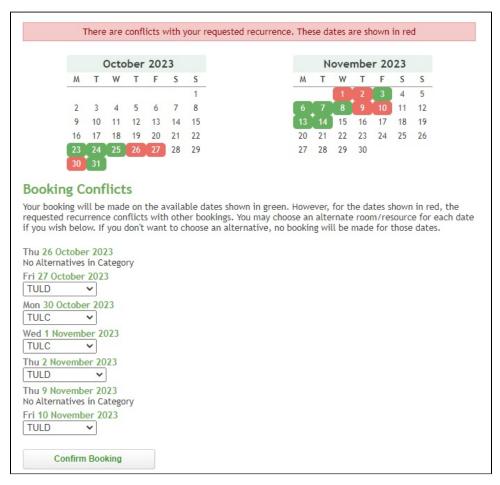

8. If you are booking for an extend period (e.g., for three weeks), select the end date, if you are booking a certain number of days in a row, change the number in the 'End after (blank) occurrence' section
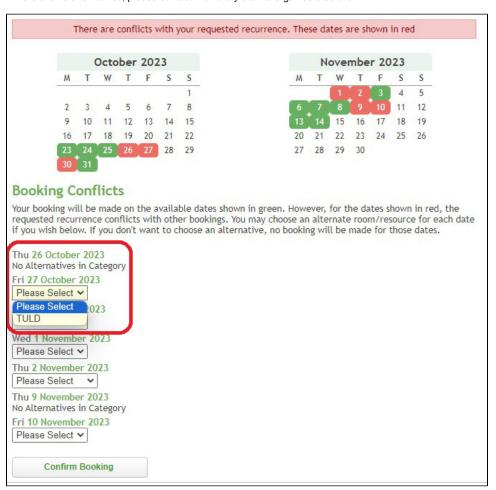
9. Click on the 'Check Recurrence' button

10. A calendar showing all the dates you have booked will appear under the 'Check Recurrence' button. Under the calendars will be booking conflicts.

11. If you can, you could select alternative spaces in the library to book for specific days.
    If there are no alternatives, please contact the library staff to organise a solution.

There are conflicts with your requested recurrence. These dates are shown in red

October 2023

M	T	W	T	F	S	S
						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					

November 2023

M	T	W	T	F	S	S
		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			

Booking Conflicts

Your booking will be made on the available dates shown in green. However, for the dates shown in red, the requested recurrence conflicts with other bookings. You may choose an alternate room/resource for each date if you wish below. If you don't want to choose an alternative, no booking will be made for those dates.

Thu 26 October 2023
No Alternatives in Category

Fri 27 October 2023
[Please Select ▾]
  Please Select
  TULD   2023

Wed 1 November 2023
[Please Select ▾]

Thu 2 November 2023
[Please Select ▾]

Thu 9 November 2023
No Alternatives in Category

Fri 10 November 2023
[Please Select ▾]

Confirm Booking

12. Once you have selected the alternative spaces given, please confirm the booking by pressing the 'Confirm Booking' button

13. Your booking should now be added successfully!