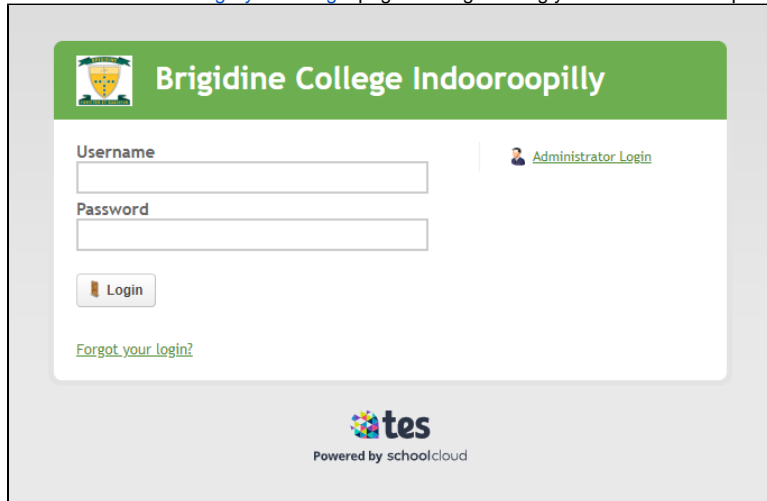


# Room Booking System - Make a booking

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.

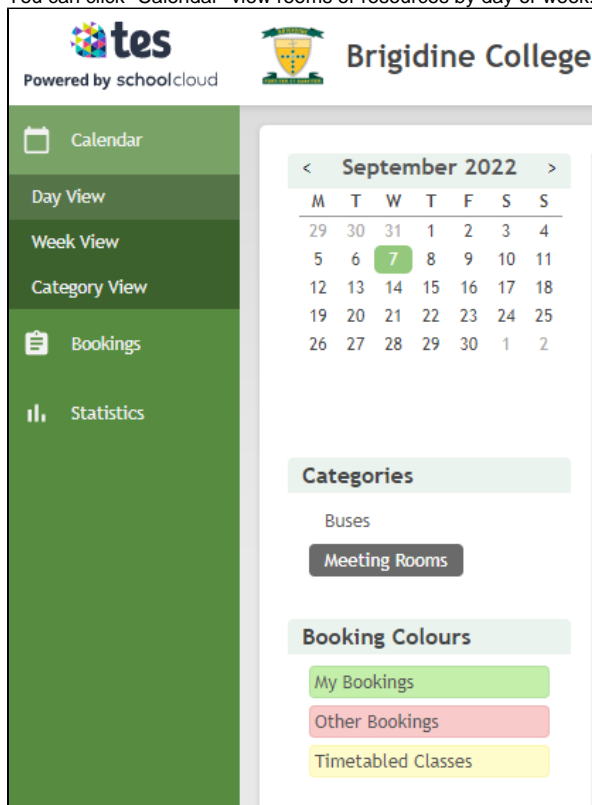
Go to the [Room Booking System Login](#) page and log in using your username and password



The login page for Brigidine College Indooroopilly. It features a green header with the college's crest and name. Below the header is a white login box with fields for Username and Password, a Login button, and a link for 'Forgot your login?'. An 'Administrator Login' link is also present. The footer includes the 'tes' logo and 'Powered by schoolcloud'.

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

You can click "Calendar" view rooms or resources by day or week.



The main dashboard of the Room Booking System. It features a green sidebar with navigation links: Calendar, Day View, Week View, Category View, Bookings, and Statistics. The main content area displays the 'tes' logo, 'Powered by schoolcloud', and the 'Brigidine College' crest. A calendar for September 2022 is shown, with the 7th highlighted. Below the calendar are sections for 'Categories' (Buses, Meeting Rooms) and 'Booking Colours' (My Bookings, Other Bookings, Timetabled Classes).

< September 2022 >						
M	T	W	T	F	S	S
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	1	2

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

« 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				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00				
15:30				
16:00				
16:30				

**Booking Type** ✕

☒ Time   ☐ Period

**Start Time**

**End Time**

**Group**

**Reason**

**Do you require IT assistance?**

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.