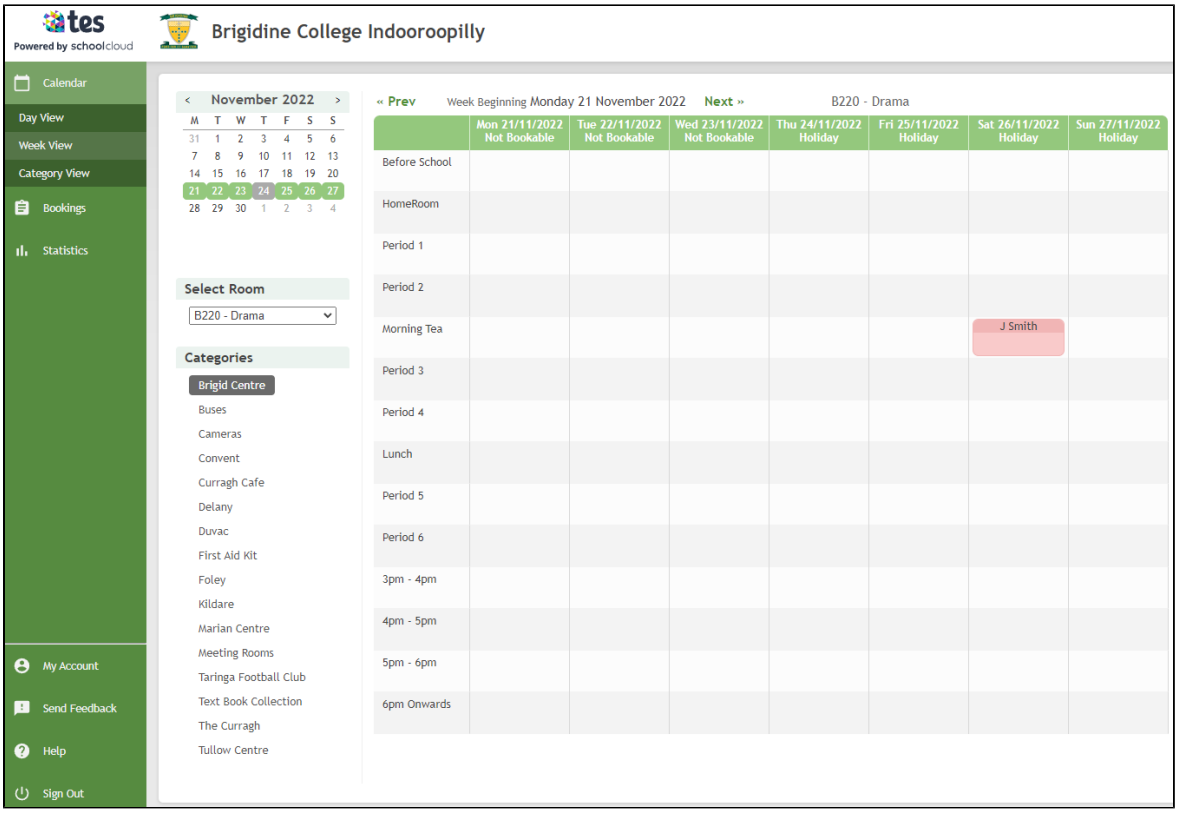
Room Booking - Request Room Change

STEP 1:

Open up Room Booking System : https://bci.roombookingsystem.co.uk

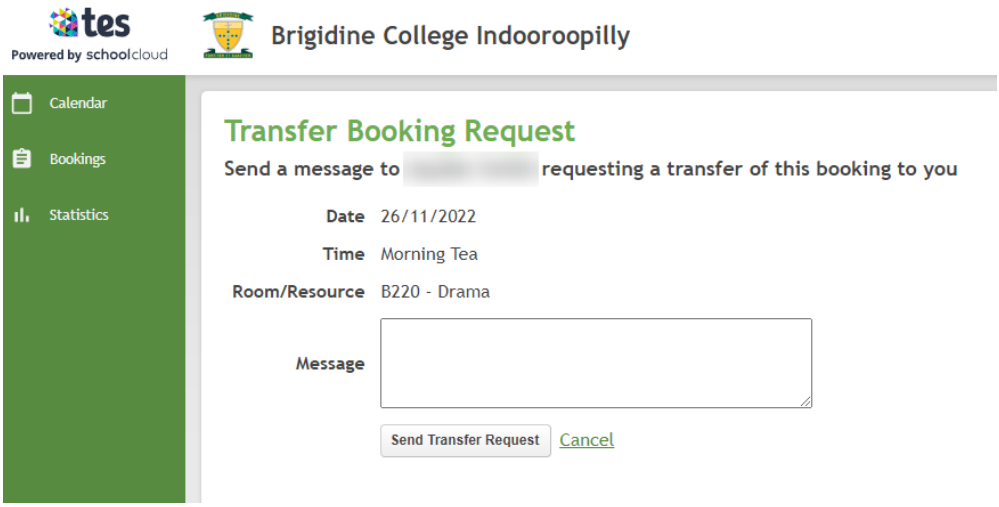
STEP 2:

Navigate to the room, date and time of the booking you wish to request.

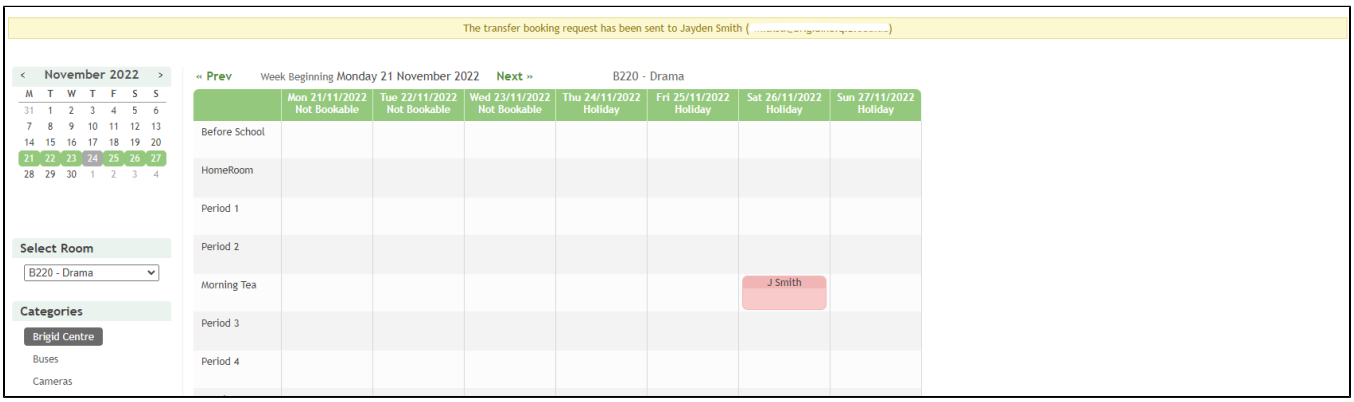


STEP 3:

Click the booking and you will be directed to the "Transfer Booking Request" page where you are able to send a transfer request.



Once requested the website will redirect you to the booking page. You should see a banner above which indicates the transfer booking request has been made.



STEP 4:

You will be notified via email of the acceptance/declination of the transfer booking via email. ***Note this email may appear in your junk mail** *

