

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.

tes
Powered by schoolcloud

Brigidine College Indooroopilly

Calendar

Day View

Week View

Category View

Bookings

Statistics

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< November 2022 >

| | | | | | | |
|----|----|----|----|----|----|----|
| M | T | W | T | F | S | S |
| 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 | 3 | 4 |

Select Room

B220 - Drama

Categories

Brigid Centre

Buses

Cameras

Convent

Curragh Cafe

Delany

Duvac

First Aid Kit

Foley

Kildare

Marian Centre

Meeting Rooms

Taringa Football Club

Text Book Collection

The Curragh

Tullow Centre

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| | | | | | | | |
|---------------|--------------------------------|--------------------------------|--------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| | Mon 21/11/2022 Not Bookable | Tue 22/11/2022 Not Bookable | Wed 23/11/2022 Not Bookable | Thu 24/11/2022 Holiday | Fri 25/11/2022 Holiday | Sat 26/11/2022 Holiday | Sun 27/11/2022 Holiday |
| Before School | | | | | | | |
| HomeRoom | | | | | | | |
| Period 1 | | | | | | | |
| Period 2 | | | | | | | |
| Morning Tea | | | | | | J Smith | |
| Period 3 | | | | | | | |
| Period 4 | | | | | | | |
| Lunch | | | | | | | |
| Period 5 | | | | | | | |
| Period 6 | | | | | | | |
| 3pm - 4pm | | | | | | | |
| 4pm - 5pm | | | | | | | |
| 5pm - 6pm | | | | | | | |
| 6pm Onwards | | | | | | | |

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.

tes
Powered by schoolcloud

Brigidine College Indooroopilly

Calendar

Bookings

Statistics

Transfer Booking Request

Send a message to requesting a transfer of this booking to you

Date 26/11/2022

Time Morning Tea

Room/Resource B220 - Drama

Message

Send Transfer Request

Cancel

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.

The transfer booking request has been sent to Jayden Smith ()

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| | | | | | | |
|----|----|----|----|----|----|----|
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |

Select Room

B220 - Drama

Categories

Brigid Centre

Buses

Cameras

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B220 - Drama

| | Mon 21/11/2022 | Tue 22/11/2022 | Wed 23/11/2022 | Thu 24/11/2022 | Fri 25/11/2022 | Sat 26/11/2022 | Sun 27/11/2022 |
|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Not Bookable | Not Bookable | Not Bookable | Holiday | Holiday | Holiday | Holiday |
| Before School | | | | | | | |
| HomeRoom | | | | | | | |
| Period 1 | | | | | | | |
| Period 2 | | | | | | | |
| Morning Tea | | | | | | J Smith | |
| Period 3 | | | | | | | |
| Period 4 | | | | | | | |

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 ***

Brigidine College <noreply@roombookingsystem.co.uk>

To: [Redacted]

Thu 24/11/2022 12:29

[EXTERNAL EMAIL] This email is from outside Brigidine College. DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Transfer Booking Request Accepted

Dear [Redacted]

Your transfer booking request has been **accepted** by Brigidine College

Room/Resource: B220 - Drama
Date: 26/11/2022
Time: Morning Tea