

# 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.

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Monday 23 October 2023, Week B

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	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				
6pm Onwards				

Start Timeslot

Before School

End Timeslot

Before School

Group

# Students

Please Select

Reason

Do you require Library Assistance or Supervision?

Please Select

If you require assistance 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

- 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

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	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

Library supervision?

distance 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.

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	TULA - Reading	TULB	TULC	TULD
Before School				
HomeRoom			<div>Start Timeslot Before School</div>	
Period 1			<div>End Timeslot Period 6</div>	
Period 2			<div>Group Test</div>	
Morning Tea			<div># Students 10</div>	
Period 3			<div>Reason Test</div>	
Period 4			<div>Do you require Library Assistance or Supervision? Supervision</div>	
Lunch			<div>If you require assistance from a specific Library Staff member, you must email them directly to confirm you have booked them</div>	
Period 5			<div>TULA- Not for teaching</div>	
Period 6			<div>TULB- Max 32 Students</div>	
3pm - 4pm			<div>TULC- Max 24 Students</div>	
4pm - 5pm			<div>TULD- Max 21 Students</div>	
5pm - 6pm			<div>Book More Options</div>	

- Click on the 'More Options' button

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	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  
Period 6 ▼

Group  
Test

# Students  
10 ▼

Reason  
Test

Do you require Library Assistance or Supervision?  
Supervision ▼

If you require assistance 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

- Click on the 'Recurrence' button

**Summary**

Start Date  
23/10/2023

Start Timeslot  
Before School ▼

End Timeslot  
Period 6 ▼

Room/Resource Booking Notes **Recurrence** Attendees

Category Tullow Centre ▼

☒ TULB

- 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'

The screenshot shows a booking form with a 'Summary' tab on the left and a 'Recurrence' tab on the right. The 'Summary' tab contains fields for 'Start Date' (23/10/2023), 'Start Timeslot' (Before School), and 'End Timeslot' (Period 6), with a 'Confirm Booking' button. The 'Recurrence' tab has a 'Recurrence pattern' section with radio buttons for 'No Recurrence', 'Daily Recurrence' (selected), 'Weekly Recurrence', 'Monthly Recurrence', 'Yearly Recurrence', and 'Timetable Recurrence'. To the right of these are options for 'Every 1 day(s)' (selected) and 'Every weekday'. Below this is a 'Range of recurrence' section with 'Starting 23/10/2023', 'End after 1 occurrences' (selected), and 'End by 23/10/2023'. At the bottom are 'Check Recurrence' and '<- Please click on Check Recurrence' buttons. A red box highlights the 'Daily Recurrence' option and the 'Every 1 day(s)' option.

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

This screenshot is similar to the previous one, but the 'Every weekday' option under the 'Recurrence pattern' section is selected and highlighted with a red box. The 'End after 1 occurrences' option is also selected in the 'Range of recurrence' section.

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

This screenshot shows the 'End by' option selected in the 'Range of recurrence' section, with the date '14/11/2023' entered in the adjacent field. This option is highlighted with a red box. The 'Every weekday' option remains selected in the 'Recurrence pattern' section.

9. Click on the 'Check Recurrence' button

### Summary

**Start Date**  
23/10/2023

**Start Timeslot**  
Before School

**End Timeslot**  
Period 6

**Confirm Booking**

Room / Resource   Booking Notes   **Recurrence**   Attendees

#### Recurrence pattern

☐ No Recurrence  
☒ Daily Recurrence  
☐ Weekly Recurrence  
☐ Monthly Recurrence  
☐ Yearly Recurrence  
☐ Timetable Recurrence

☐ Every 1 day(s)  
☒ Every weekday

#### Range of recurrence

Starting 23/10/2023

☐ End after 1 occurrences  
☒ End by 14/11/2023

**Check Recurrence**   <- Please click on Check Recurrence

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

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**  
TULD

**Mon 30 October 2023**  
TULC

**Wed 1 November 2023**  
TULC

**Thu 2 November 2023**  
TULD

**Thu 9 November 2023**  
No Alternatives in Category

**Fri 10 November 2023**  
TULD

**Confirm Booking**

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
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Thu 26 October 2023

No Alternatives in Category

Fri 27 October 2023

Please Select

Please Select

TULD

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

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
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TULC

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Thu 9 November 2023

No Alternatives in Category

Fri 10 November 2023

TULD

Confirm Booking

13. Your booking should now be added successfully!