

Student Web Room Booking Guide

This Document contains the following:

1. Book a Room
2. Cancel a booking

Book a room

1. Go to https://www.uclan.ac.uk/students/support/room_booking.php
2. Log in with your UCLan student user ID
3. Select the drop down menus to filter for a room

1 Location

Define the room using filters.



Location

Type of Room

4. Choose a date you wish to book the room on

2 Date

Choose a single date to book a room.



Select from the calendar

July 2015 >


Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	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	1
2	3	4	5	6	7	8

5. Select a Preferred start and the Duration

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6. Select Next

3 Time
 Select a preferred start time. You can adjust it later.


 Duration Preferred Start Preferred End





You will now be displayed with different options for rooms matching your set criteria.

Note: You may receive a message stating that there are no rooms available. Please go back and change your criteria to something that will mean it is more likely for a room to be available.

7. Select the radio button to choose your room

4 Select from the following options available on 27 Jul 2015




	Time		Name	Size	Description
<input type="radio"/>	9:00-10:00		Library Group Study Room 014 (4 person room)	4	Library Group Study Room 014 (4 person room)
<input type="radio"/>	9:00-10:00		Library Group Study Room 015 (4 person room)	4	Library Group Study Room 015 (4 person room)
<input type="radio"/>	9:00-10:00		Library Group Study Room 017 (4 person room)	4	Library Group Study Room 017 (4 person room)
<input type="radio"/>	9:00-10:00		Library Group Study Room 018 (4 person room)	4	Library Group Study Room 018 (4 person room)

8. Select Next

9. Enter the number of students that you expect to attend

5 Confirm your booking details



Location

Date

Start

End

Email

First Name

Last Name

No. of Students

10. Select Confirm booking

Your booking is now complete, you will receive an e-mail confirmation within 4 hours

Student Web Room Booking Guide

Cancel a booking

1. Select "My bookings" at the bottom of the Web Room bookings page

1 Location

Define the room using filters.

Location Type of Room

2 Date

Choose a single date to book a room.

Select from the calendar

July 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	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	1	2
3	4	5	6	7	8	9

3 Time

Select a preferred start time. You can adjust it later.

Preferred Start Duration

Preferred End

Next >

book a room **my bookings** Scientia Enterprise

2. You will be shown the following page with your bookings. To cancel the booking, select cancel on the right hand side

You have the following bookings:

Include cancelled bookings?

	Date	Start	End	Location	Size	Reference	Status	
	26 Jul 2015	9:30	10:30	GR359 - Research Office	1	StudentWRB03199E	Confirmed	<input type="button" value="Cancel"/>
	26 Jul 2015	9:30	10:30	GR358 - Research Office	4	StudentWRB031999	Confirmed	<input type="button" value="Cancel"/>
	26 Jul 2015	12:30	13:30	GR359 - Research Office	5	StudentWRB031994	Confirmed	<input type="button" value="Cancel"/>

Bookings in the past cannot be cancelled