RESOURCE BOOKER swinburne student life



The Timetable and Resources Unit have introduced a new, more efficient way to selfmanage your bookings and events on campus. While the policies for booking space have not changed, the process for booking space on campus is now in your hands. Through Resource Booker you are able to search for available space based on room type and reserve that space immediately.

Note: All bookings must be approved by a Timetable Representative to ensure campus space is managed effectively and that teaching activities are not impeded by this new process.

Booking a space on campus through Resource Booker

This document is intended as a step-by-step guide to assist in understanding Resource Booker at a basic level. You may also be required to complete an <u>Event Support Request (ESR)</u> should your booking need further approval by Security.

Please ensure you have read the <u>Space Booking Policy</u> prior to making a booking.

Please note: Only the **President, Treasurer and Secretary** of a **registered** Swinburne Student Life club are permitted to make bookings on the clubs behalf. Any bookings made by other club members will be rejected.

SWIN BUR • NE•
Now Taking Bookings If you are new to Resource Booker or require assistance, dick here to review some helpful how-to documents. Happy booking!

1. Login to <u>Resource Booker</u> using your Swinburne student email address



2. Select the 'Swinburne Student Life' tile. This will allow you to book classrooms, computer labs, lecture theatres or open spaces on campus.

	Makes booking	Q, Search
SWIN BUR • NE•		
SAINALANE UNIVIUSITY OF TECHNOLOGY	<u></u>	
Swinburne	SWINBURNE STUDENT LIFE	
Make a booking >		
My bookings		
Profile		
Help • Contact us Australia/Sydney (*10.00) English ♥		

3. Select a **date and time** in the calendar on the right hand side to apply a filter to the list of locations.

	Moke a booking Swinburne Student Life			(9	Search	
SWIN BUR • NE •						
TINET	Q. Search a resource		REFINE SEARCH			
SWINBLENE UNIVERSITY OF TECHNOLOGY	🗀 🚳 Classrooms (Hawthorn)		SINGLE		Q recurring	
-	AGSE104	0	AVAILABLE NOW			
Swinburne	AGSE107	0				
LOGOUT	AGSE108	0	Mo Tu We	May, 2018	5*) 54
	AGSE109	0	00 <u>1</u> E	10 11	12	13
Make a booking 🔷 关	AGSE110	0	14 15 16	17 18	19	20
My bookings	AMDC501	0	21 22 20 29 20	24 25 31 1	25	27
Notifications	AMDC502	0	4 3 (6)	2 8	9	- 10
, Profile	AMDC505	0	Set a specific time			
Help - Contact us	AMDC506	0	🗉 то:		-	
Australia/Sydney (+10:00)	ATC320	0				
English 🕶	ATC321	0	Duration			Select +
	ATC326	0				
	Price Address A					
	ATC327	0				
	ATC420	0				
	ATC421	0				
	ATC422/ATC423	0				
	ATC424	0				

• In the top right corner of the calendar panel you can create '**recurring'** bookings. This type of booking can be made for a **daily**, **weekly** or **fortnightly** booking for the same day and time. Read more about recurring bookings in the Appendix.

Note: You can schedule a recurring booking more than two weeks apart, however we do not recommend this because bookings made far in advance can be vulnerable to change due to the priority of teaching activities.



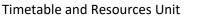
4. Select a location that suits your requirements

Note: All bookings must be made on the **half hour**. If you do need a space beginning on the hour or for less than an hour, please extend the booking a half hour before and after intended use. We will reject bookings which are not made on the half hour.

	Adde a booking Swinburne Student Life					Q Sear	ch
SWIN BUR • NE •							
INE	Q. Search a resource		REFINE SEA	RCH			
SWINBLIENE UNIVERSITY OF TECHNOLOGY	Startdate 2018-05-18 X Hom: 0/20 X To: 12:30 X			SINGLE		REG	Ç) CURRING
	🗀 💷 Classrooms (Hawthorn)		AVAILABLE	NOW			
Swinburne	AGSE108	0			May, 2018		>
	BA605	0	Mo 30	Tu We	Th 3	Fr 4	5 0 Su
🛱 Make a booking 🖒	BA802/BA803	0	7	8 9 15 16	10	21 18	12 13 19 20
My bookings	EN308	0	21	22 23	24	25	26 27
▲ Notifications	TD226	0	4	29 30 5 ó	31 7	1 8	2 3 9 10
-	NO MORE RESULTS		Set a specific tim	ne -			
Profile Help + Contect us			if From: If To:				09 30 12 30
Australia/Sydney (+10:00) English ♥							

- You can check the room capacity and other room information by clicking on ① the next to the room name.
- If you select a room without setting a specific time, you will be taken to a grid view of the room's availability for the selected week. You can proceed to the next step by clicking inside the grid.
- **5.** Enter a '**Booking Title**' and further booking details including your club name. Click '**Book**'. Note: You are also required to complete an <u>Event Support Request</u> after booking the space in Resource Booker. If an Event Support Request is not completed within 3 days of booking the space, the booking will be rejected.

CITAN					AGM		×			
SWIN BUR • NE •	< SWINBURNE AGSE108	ESTUDENT LIFE			Main resource of this boo AGSE108	king			SHO	
					SINGLE	Q RECURRING				
SWINIURNE UNIVERSITY OF TECHNOLOOY	MONTH	WEEK DAY			From	-	¥ 2018			🔹 🕨 TODAY 🤇
		Mon 14 May	Tue 15 May		2018-05-18	09 30	May	Fri 18 May	Sat 19 May	Sun 20 May
Swinburne	8.00				To	12 30				
	9:00		8:30 - 11:30 Unavailable		2018-05-18	12 30				
LOGOUT	10:50	9:30 - 16:30 Unavailable			Description		-			
	11.00				Annual general meeting f	for club	1			
Make a booking >	12:00									
My bookings	- G		12:30 - 15:30		Book an Event					
	13:00		Unavailable	13.30 - 15	Club Name*					
Notifications	14:00			Unavalla	Timetable Club					
Profile	15:00				Number of Attendees*					
	16.00				Contact number*					
	17:00				0000					
ustralia/Sydney (+10:00) English -	18:00	17:30 - 20:30 Unavailable	17:30 - 20:30 Unavailable	17:30 - 2 Unavails	Space Booking Policy					
	12:00	Characterization.	- on a variable		I have read the policy for I and agree to its terms"	booking space on campus				
	20.00				Agree ×					
					If this is an event (eg, with outdoors etc.), please com	tolete the FSG Event				
	21:90				Support Request linked. Y complete this form if addi required by Security or Se	itional information is				
	-				If it is deemed a requirem must submit within 3 days	ent for your booking, you				
					rejected.*					
					ESG Event Support Reque	22				
						-				
						BOOK				





6. Your request for a booking has now been **submitted**. Please **do not** click the red 'cancel' button as this will cancel your booking. To exit, click the 'X' or anywhere outside of the pop up.

SWIN BUR • NE •	MONTH	EEK DAY 🗄			14 MAY - 20 MAY 2018			
		Mon 14 May	Tue 15 May	Wed 16 May	Thu 17 May	Fri 18 May	Sat 19 May	Sun 20 May
SWINKURNE UNIVERSITY OF TECHNOLOGY	8:00			AGM		~		
	9:00			(i) This booking is pending approv	al			
	10:00					GSE108)		
Swinburne	11:00			Friday May 18th 09:30 - 12:30				
LOGOUT	12:00			Resources				
	13:00			Cocation - AGSE108				
Make a booking	14:00			Description	Annual general meeting for club			
	15:00			Booked By Reference	splus testi (splustesti)(swin edu.au) ORB_080520180053844AE			
My bookings >	16.00			Club Name Number Of Attendees	Timetable Club 7			
Notifications				Contact Number	0000 Space Becking Policy			
Profile	17:00			Have Read The Policy For Booking Space On Campus And Agree To Its				
	15:00			Terms If This Is An Event (Eg. With Many	(Associal)			
Help - Contact us	19:00			People Attending, Outdoors Etc.), Please Complete The FSG Event	Advec			
ustralia/Sydney (+10.00) English ❤	20.00			Support Request Linked. You May Be Asked To Complete This Form If Additional Information is Required		-		
English Y	21.00			By Security Or Swinburne Student. Life Staff, If it is Deemed A				
				Requirement For Your Booking, You Must Submit Within 3 Days, Or				
				Your Booking Will Be Rejected.	ESG Event Support Request			

- Please take note of your 'Request Reference Number', this will also be emailed to you.
- The space attached to your booking is reserved and can therefore not be booked by others at this stage, however, bookings are **not confirmed** until the Timetable Office has approved them.

	🛗 мү вос	KINGS C					Q. Search my bookings.	
'IN IR E•	MONTH W	AEK DAY			14 MAY - 20 MAY 201	8		۹ ۲
		Mon 14 May	Tue 15 May	Wed 16 May	Thu 17 May	Fri 18 May	Sat 19 May	Sun 20 May
	8.00							
	9:00					9 30 . 19 30		
	10.00					9:30-12:30 AGM (AGSE108)		
	11.00							
	12:00							
~	: 13.00							
	\$4:00							
- 4	15:00							
- W	16:00							
	17:00							
_	10.00							
	19:00							

7. You can view all bookings made by you in the 'My Bookings' screen

The coloured bar to the left of each booking indicates its status.

- \rightarrow Blue bookings are pending approval from the Timetable Office.
- \rightarrow Green bookings have been approved by the Timetable Office.
- \rightarrow Orange bookings are pending more information, you must take action on these within three days before the room will be released.

Note: Rejected bookings will not appear on this screen. You will have received a rejection email for these.



8. You will receive an email to your **student email** when your booking is **Confirmed**, **Rejected** or where **More Information** is requested.

Dear splus test1,
Your booking request has been received. The request will be checked and verified by a timetable representative and you will receive confirmation shortly if we have all the information required. If needed, we will be in touch to gather more information about your booking request. Please keep an eye on your email inbox and your 'Notifications' folder in Resource Booker.
If this booking was made through the "Event Booking" tile, you must complete an ESG Event Support Request. If this is not completed within 3 business days, your request will be rejected.
If your booking is rejected without comments, this is a system rejection. Please contact timetable@swin.edu.au
Request Reference Number: 0RB_080520180053B44AE Booking Title: AGM
Date(s): 18 May 2018 Day: Friday Booking Starts: 09:30 Booking Ends: 12:30
Resources: Location - AGSE108
Need to complete an FSG Event Support Request? Click here for a partially prefilled form.
If you have valid credentials, you can view your booking request here: https://cyon-resourcebooker-swinburne.azurewebstes.net/#/app/booking-reguests?id=b2de833d-a011-cdaf-a9cd-1022f29524ff
Need Audio Visual Equipment? If you require Audio Visual Equipment for your event, please send your detailed request to ServiceDesk@swin.edu.au stating if a Public Addressing system is required, quantity of mics required and/or display screens. IT can also manage the external hire company on your behalf if you wish. Please note, charges may apply.
Got Feedback? Click here to leave us feedback regarding the new application and process.

Appendix

1. Search

the second s	- Mole o booking		Q_AMIDICAN/
SWIN BUR • NE•			AMOCSOR Nove
Swittume	BOOK A CLASSROOM	BOOK A COMPUTER LAB	BOOK A LECTURE THEATRE
Make a booking My bookings My bookings Notifications Profile	BOOK A SPECIALIST SPACE	BCOK AN EVENT	CROYDON
Consistention Consistention Persources Templates Forms A User groups Perports	Faith Facilities	OPEN DAY	SWINBURNE STUDENT LIFE
System Helo - Contact us	•		

If you know the room that you are after, you can search for it by its name in the search bar in the top right hand corner and go directly to booking that space.

If the location appears under more than one tile, you will need to select a tile before you can request



your booking. If your location only appears under one tile, you will be taken directly to the booking calendar for that location.

2. Recurring Bookings

A recurring booking repeats on a regular basis that the booker specifies. For example, every Mon and Wed at 12:30pm, between 7th May 2018 and 24th June 2018.

The user must pick the start and end week of the pattern, the start and end time, the weekly interval, and the days of the week on which the bookings should occur.

This can be used for making a booking that occurs at the same time, in same location, for an entire week, or over multiple weeks.

REFINE SEARCH	I					
SINGLE	() RECURRING					
① This booking typ limited weekly recu						
Start week commencing	2018-05-07					
Until week ending	2018-06-24					
Start time	12 [:] 30					
End time	14 [:] 30					
Every	2 weeks on					
Mon Tue	Wed Thu					
FriSatSunOccurs every 2 weeks on Monday, Wednesday effective 07-05-2018 until 20-06-2018 from 12:30 to 14:30SEARCH RECURRING						

