RESOURCE BOOKER
SWINBURNE STUDENT LIFE
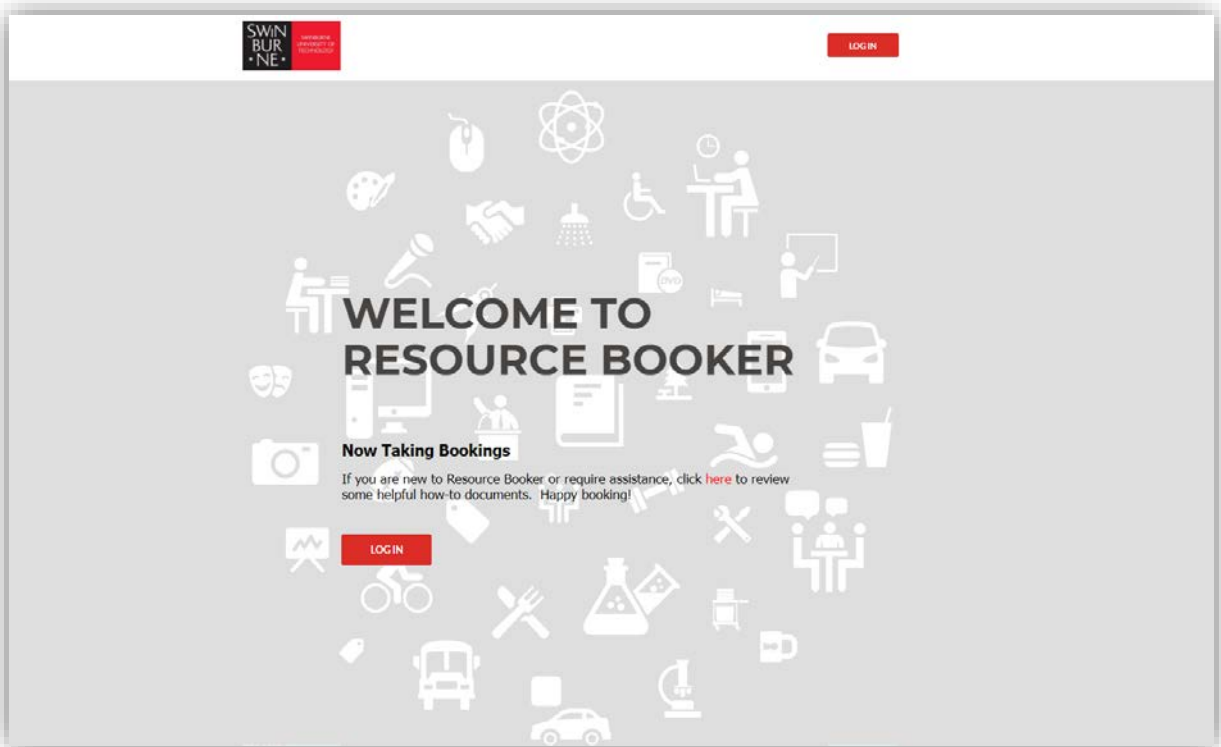
SWIN BUR NE

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 Event Support Request (ESR) should your booking need further approval by Security.

*Please ensure you have read the Space Booking Policy 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.
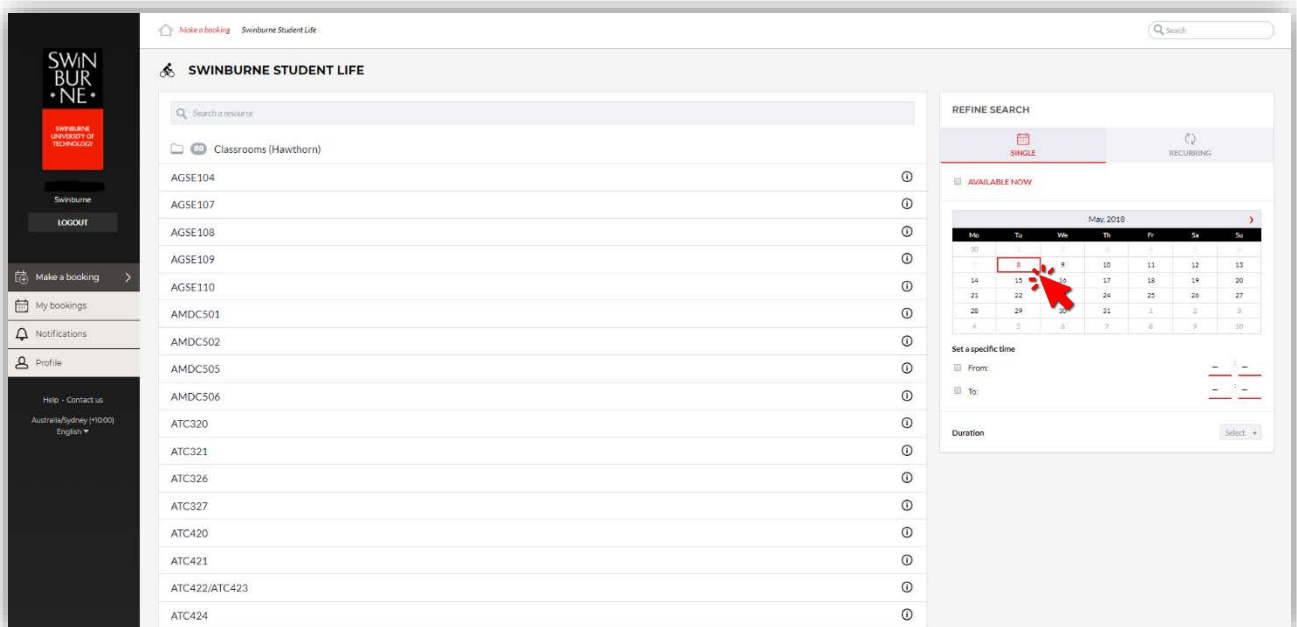
1. Login to Resource Booker using your **Swinburne student email address**

2. Select the '**Swinburne Student Life**' tile. This will allow you to book classrooms, computer labs, lecture theatres or open spaces on campus.
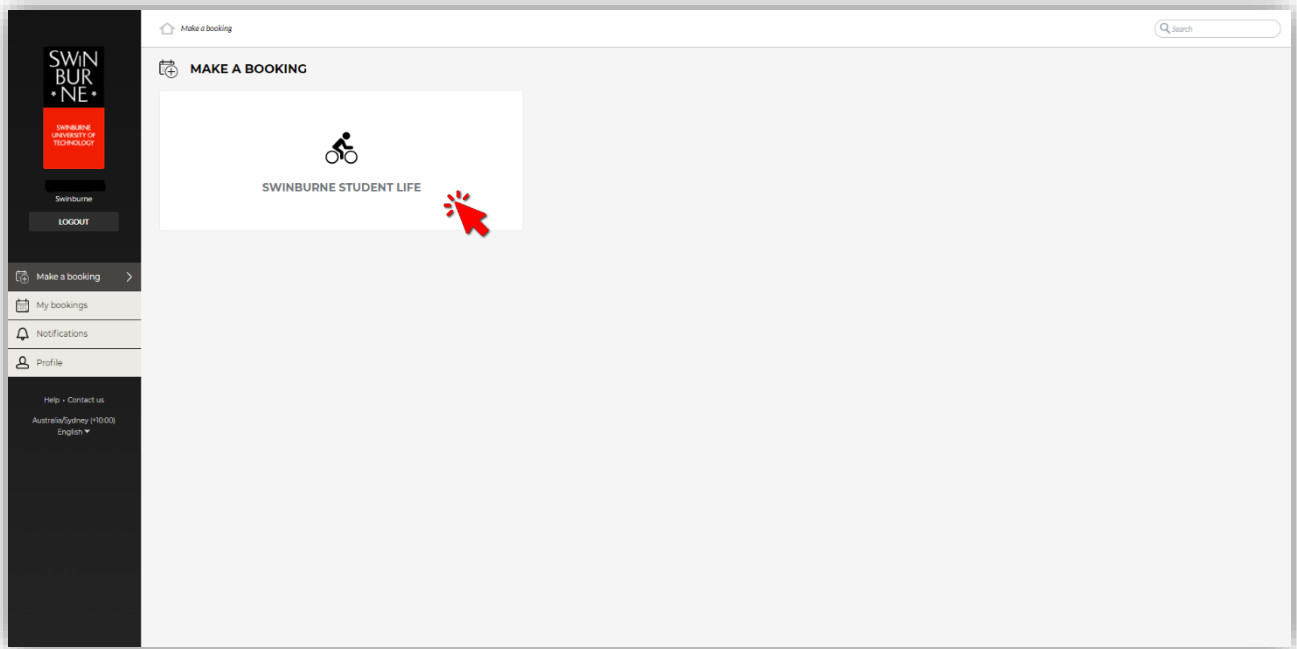
3. Select a **date and time** in the calendar on the right hand side to apply a filter to the list of locations.


- 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.*
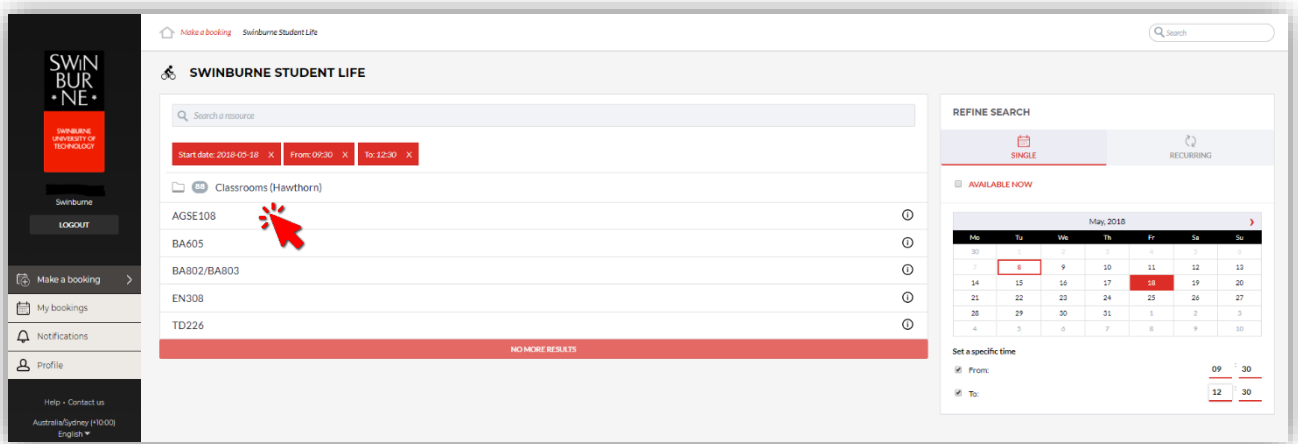

- You can check the room capacity and other room information by clicking on ⓘ the next to the room name.

- 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 Event Support Request 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.
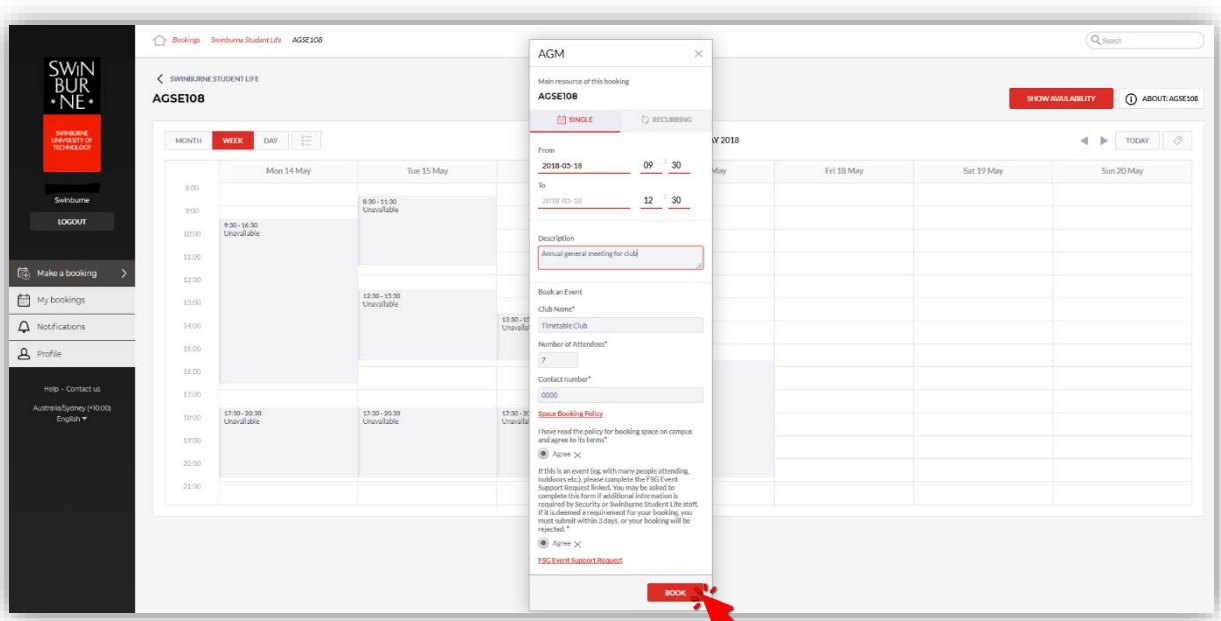
6. Your request for a booking has now been **submitted**. Please **do not** click the red 'cancel' button as this will cancel your booking. To exit, click the 'X' or anywhere outside of the pop up.
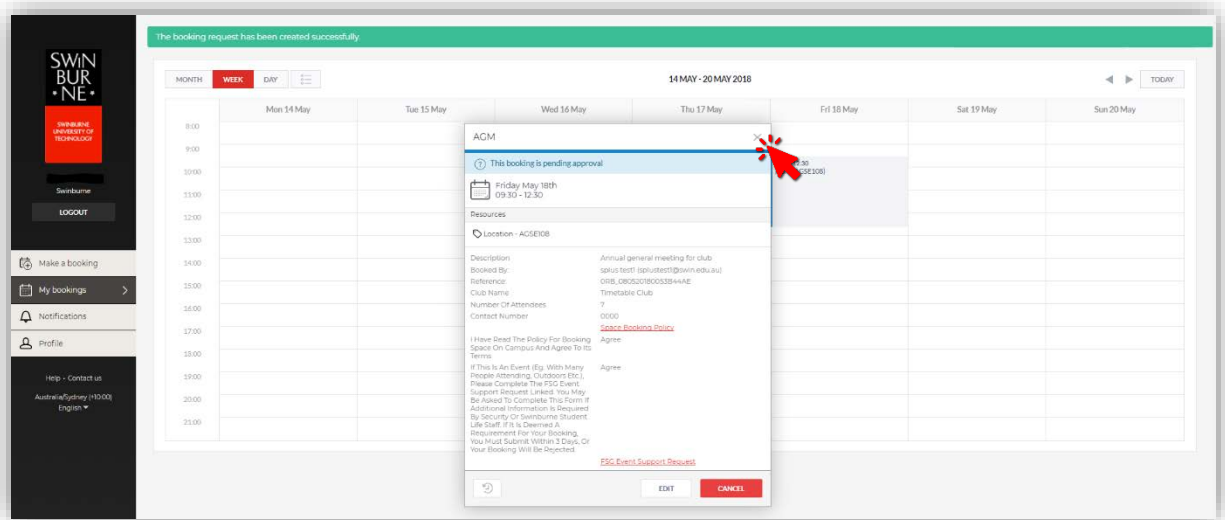
- Please take note of your '**Request Reference Number**', this will also be emailed to you.

- 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.

7. You can view all bookings made by you in the '**My Bookings**' screen
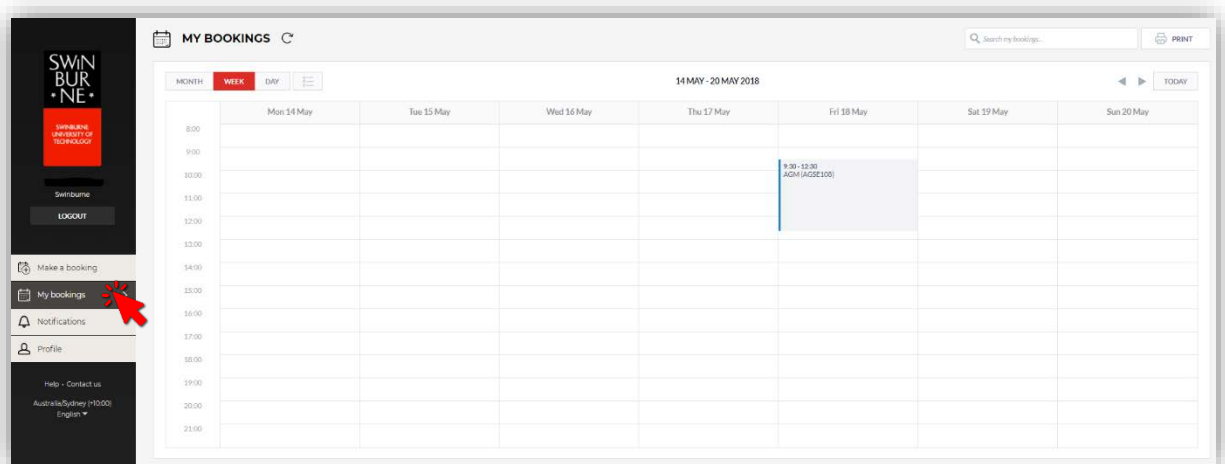
The coloured bar to the left of each booking indicates its status.
- → Blue bookings are pending approval from the Timetable Office.
- → Green bookings have been approved by the Timetable Office.
- → Orange bookings are pending more information, you must take action on these within three days before the room will be released.

Note: Rejected bookings will not appear on this screen. You will have received a rejection email for these.
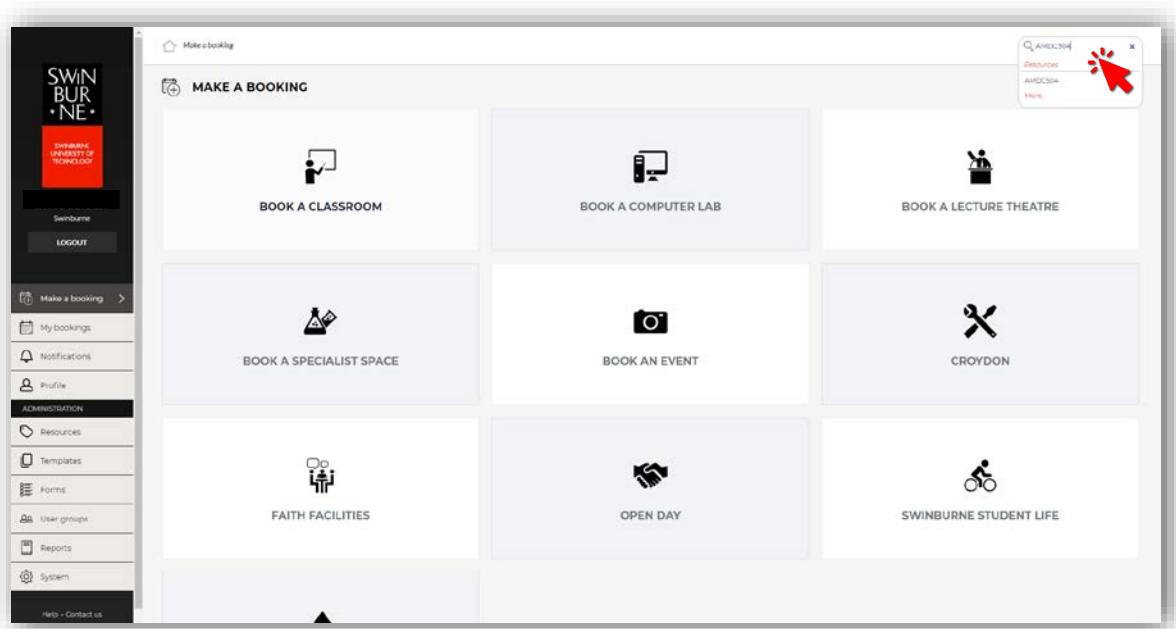
8. You will receive an email to your **student email** when your booking is **Confirmed, Rejected** or where **More Information** is requested**.**
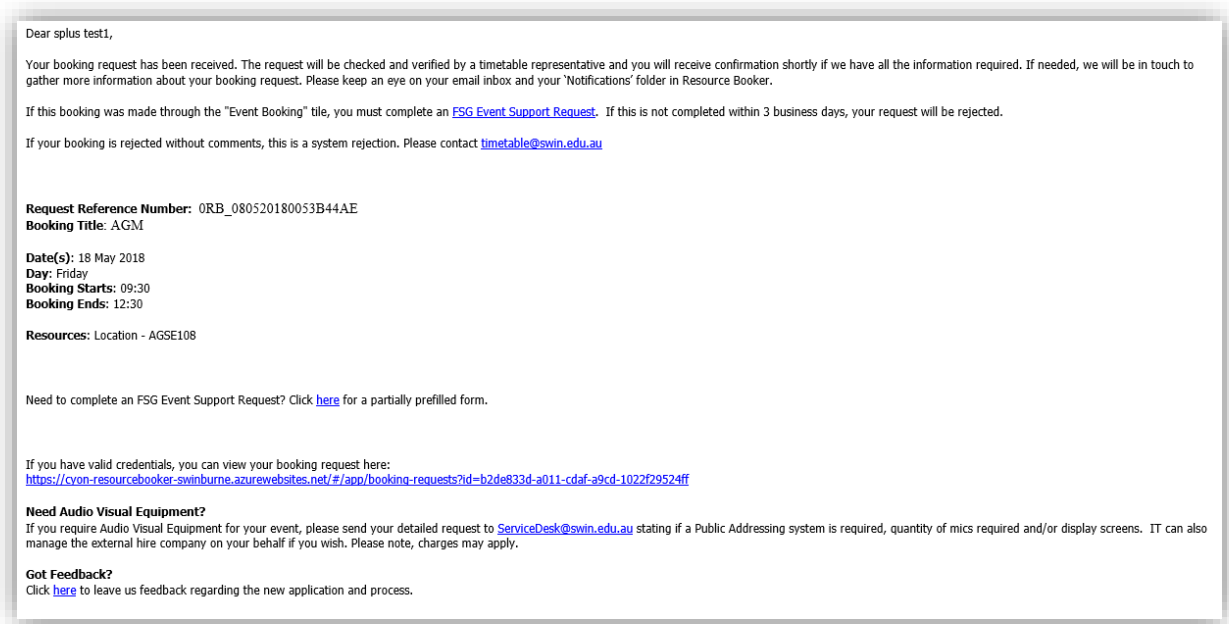
Appendix

1. *Search*

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

SINGLE	RECURRING

(i) *This booking type is restricted to limited weekly recurrence options*

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
Fri	Sat	Sun	

Occurs every 2 weeks on Monday, Wednesday effective 07-05-2018 until 20-06-2018 from 12:30 to 14:30

SEARCH RECURRING