# Web Room Booking Tool Manual

Welcome to the WRB[1] manual. This guide will help you to make ad hoc bookings using the new automated system.

First, from the University website go onto the staff homepage and click the timetable tab
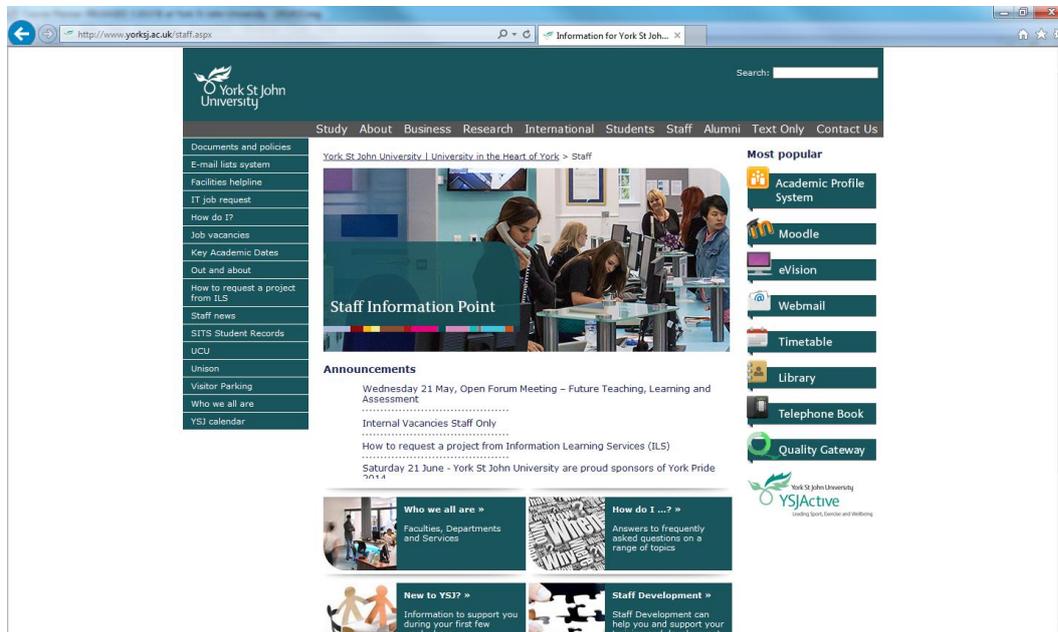
Once on the timetable homepage please click the book a room link. You can either book a room for the current year (marked in grey) or the following year (marked in turquoise).
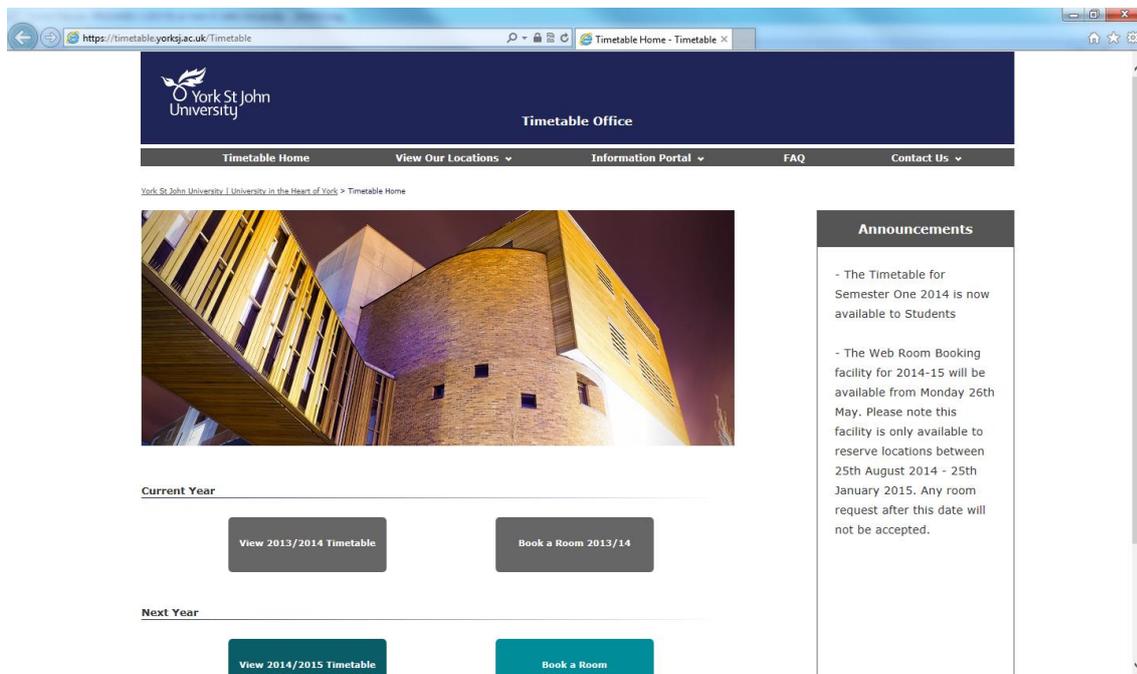
[1] Web Room Booking Tool

This will now open another window where you will need to sign in using your username and password to log into the tool.
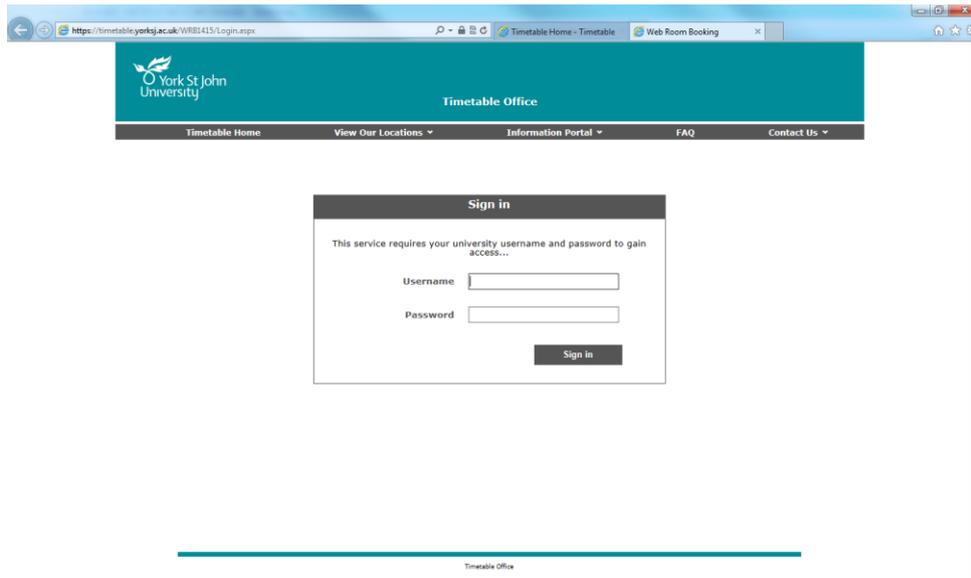
Once you have signed in it will direct you to the web room booking form.
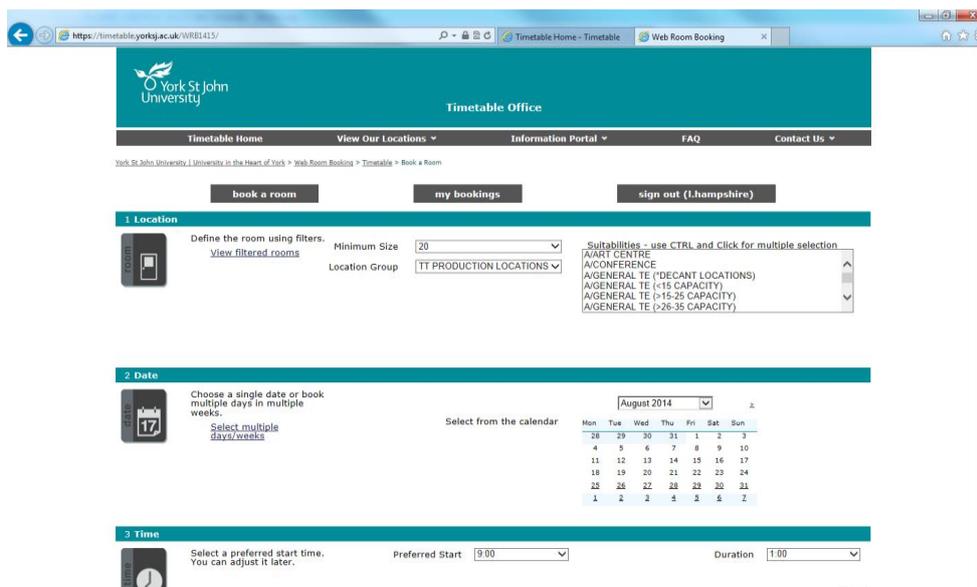
Number 1 - Please specify the location. Here you can view the rooms contained on selected filters, specify your required minimum size, and also select specific criteria, such as General Teaching, specialist room types or tables. If you do not need a specific room and just require a room anywhere on campus click which area of the University you work in using the location group drop down menu and click the suitability General Teaching.

Number 2 - The date section. Please select the date and month you require. You can book multiple days in multiple weeks as long as they fall on the same time as each other. To do this you need to click select multiple days/weeks which is in blue in section 2. From here you can book which day/s you would like and which week/s you require. I have highlighted three weeks below for you to see.

This saves you having to make separate bookings if you require one room for a multiple of weeks that happens on the same day and time.
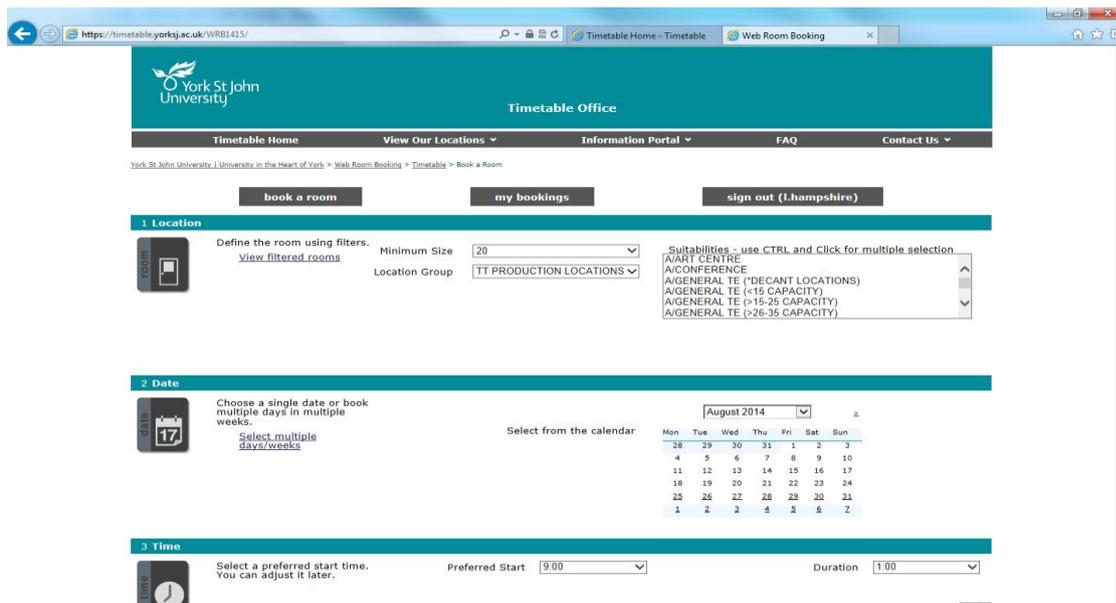
Number 3 - The time section. Please select your preferred start time from the drop down menu. Then select your required duration for your booking. Please ensure you request the length of time you require a room and don't get this confused with a preferred end time, this section is for duration of your booking not the time it ends.

Now click the Next button to be taken to the list of available rooms. You can also view rooms with earlier or later start dates; these options are highlighted in blue underneath the list of available rooms. Please note that the system will only give you an option of five available rooms, to see other rooms that are available at the same time please click show more options underneath the list of available rooms.

To select the room you would like to book you need to click the box which is next to the room you require and click the Next button. The next button will only be available to press once you have ticked one of the boxes on this page.
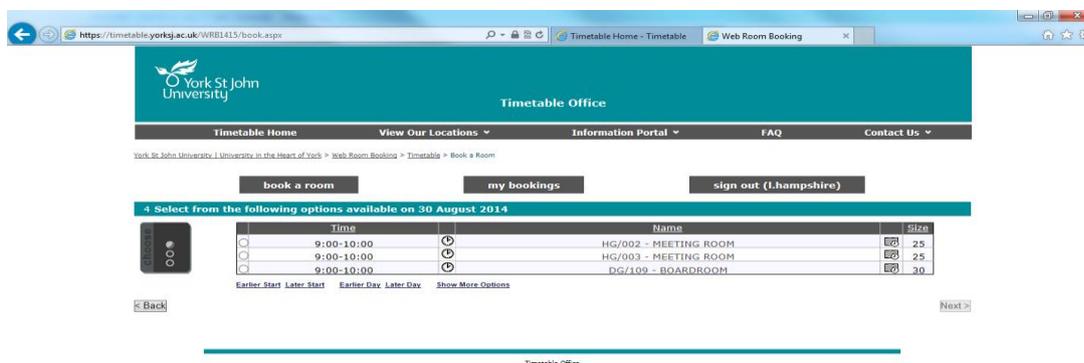
Once you have clicked next it will take you to the page where you need to fill in all your details to confirm the booking.

Enter a booking title and complete all the required boxes. Select your department from the drop down menu labelled faculty. If you have any special information to add, please enter this in the Other Information box.

Nature of Bookings

Introduction

It is important to note that the appropriate nature of booking is requested. The information provided below will help you determine which one you should select depending on the requirements for your event. For further information regarding the universities location booking policy, please follow this **link.**

All YSJ personnel

These are activities that include *only* YSJ staff or students where you are able to request a location for an ad-hoc room booking. These can apply for both staff and students and it is expected that a large percentage of all booking requested will fit this requirement. This is *not* to be used for any teaching activity of any kind.

Supplementary Location - Academic staff members only

The Web Room Booking Tool can be used to create an additional location to an activity that already has already been assigned on the timetable e.g. for a breakout session. Any additional location booked must be for times which fall within the time frame of the original session. For further information regarding this arrangement please follow this **link**. It is important to read this document at least once before making a request.

1 or more external attendees *(important to note)*

External attendees attending key core activities such as having a partnership meeting, faculty meeting or a show round of the university would *not* be classed as a 'Internally hosted event' as it is

part of the Key Business Activity and your role at the University, therefore please use the 'all YSJ personnel' option. If your booking has external delegates that are not linked to your key core activity these would be classed as an 'Internally hosted event'. Therefore if you as a faculty have agreed to host an event/meeting on behalf of the University for an external organisation/guests or an event where the University is holding a conference but the main audience are external guests which is outside of your normal activities these will be 'Internally hosted events'. You will then be contacted by the conference and events office to complete a booking form, risk assessment and be able to gain support about the organisation of such events. For example: Agreeing that York St John University will host a meeting on behalf of an external organisation, such as an organisation wanting to use our facilities to hold a AGM or your faculty holding an event where your main audience is purely externals which the Dean of faculty has agreed to host due to improving partnerships, profile building or student experience/involvement in order for them to gain from having contact with the a specific Faculty.

You can now confirm your booking request by clicking confirm request.

You should now see this room booking acknowledgement. Your booking is currently pending on the system. To view the status of your booking, please select the My Bookings link at the bottom of the page.
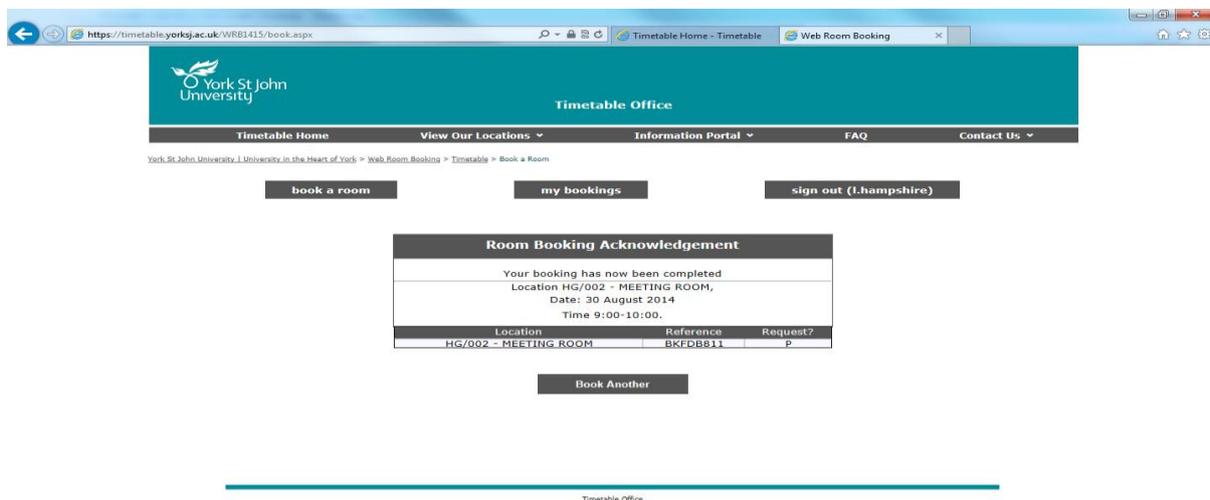
This shows that your current booking is unconfirmed. Once this has been authorised, this will change to Confirmed and you should receive a confirmation email that the space has been booked.
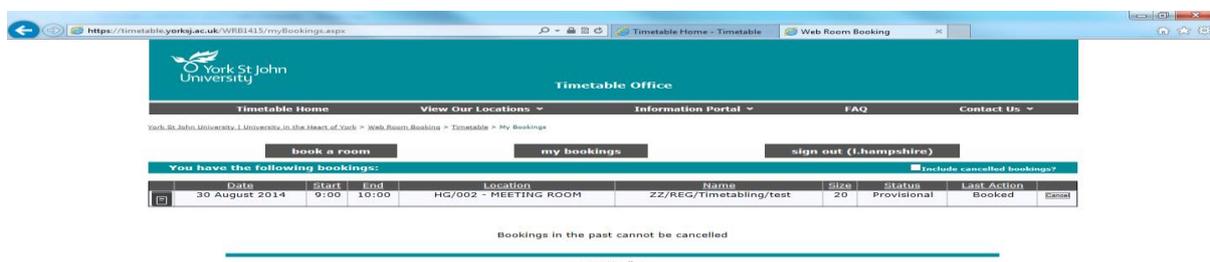
You can also cancel any active booking by selecting Cancel.

For more information, please consult the help page located here. This will provide you with all of the information you will need regarding booking restrictions, external attendees and what to do in the event of a problem with the web room booking tool.