

Using the online Room Booking System



BRISTOL SU
the best student life



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The Website

You can access the online system here:

<https://bristolsu.roombookingsystem.co.uk/default>

To login, use the username and that Student services assigned you, and the password you chose when the account was created.

Note: We refresh the account every year, so your 2016/17 login credentials for your group won't work in 2017/18.

If you don't have login details, you can still view bookings by navigating to:

<https://bristolsu.roombookingsystem.co.uk/overviewday>

This is useful for other members of your committee, who might only need to make short notice (i.e. ad hoc) bookings.

Viewing the Calendar

There are two ways of viewing the calendar:

1. Week View shows all the bookings in a given week for a certain room

The screenshot shows the 'Week View' of the calendar for 'Carpenter Room (AR11)'. The interface includes a navigation bar with 'Calendar', 'Bookings', 'Statistics', and 'Helpdesk'. Below this, there are tabs for 'Day View' and 'Week View'. A calendar for April 2015 is shown on the left, with the week of April 27-30 highlighted. The main calendar grid shows the following bookings:

Time	Mon 27/04/2015	Tue 28/04/2015	Wed 29/04/2015	Thu 30/04/2015	Fri 01/05/2015	Sat 02/05/2015	Sun 03/05/2015
09:00			U UoB				Closed
09:15							
09:30							
09:45							
10:00						C Karate	
10:15							
10:30							
10:45							
1:00				B Bristol SU	B Bristol Islamic Society		
1:15							
1:30							
1:45							
2:00							
2:15							
2:30							
2:45							
3:00			C Capoeira Society	B Bristol SU			L Latin American and Ballroom Dancing Society
3:15							

A 'Select Room' dropdown menu is open, listing various rooms such as Carpenter Room (AR11), Dance Studio, G33, G50, G59, G64, G77A, Gromit Room (AR15), Link Spaces/Foyer, LR1, LT1, and LT2.

2. Day View shows all the rooms for a particular day

The screenshot shows the 'Day View' of the calendar for 'Monday 20 April 2015'. The interface includes a navigation bar with 'Calendar', 'Bookings', 'Statistics', and 'Helpdesk'. Below this, there are tabs for 'Day View' and 'Week View'. A calendar for April 2015 is shown on the left, with the 20th highlighted. The main calendar grid shows the status of various rooms for that day:

Time	Arts Complex	LT2, Arts Complex	Music Room 1 (band room)	Music Room 2	Music Room 3	Odlum (AR13)	Pegg Studio Theatre	Stacy Room (AR3)	Stephenson Room (AR14)	Winston Theatre
00:00	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
00:15										
00:30										
00:45										

Room Information

We have 13 rooms in the Richmond Building.

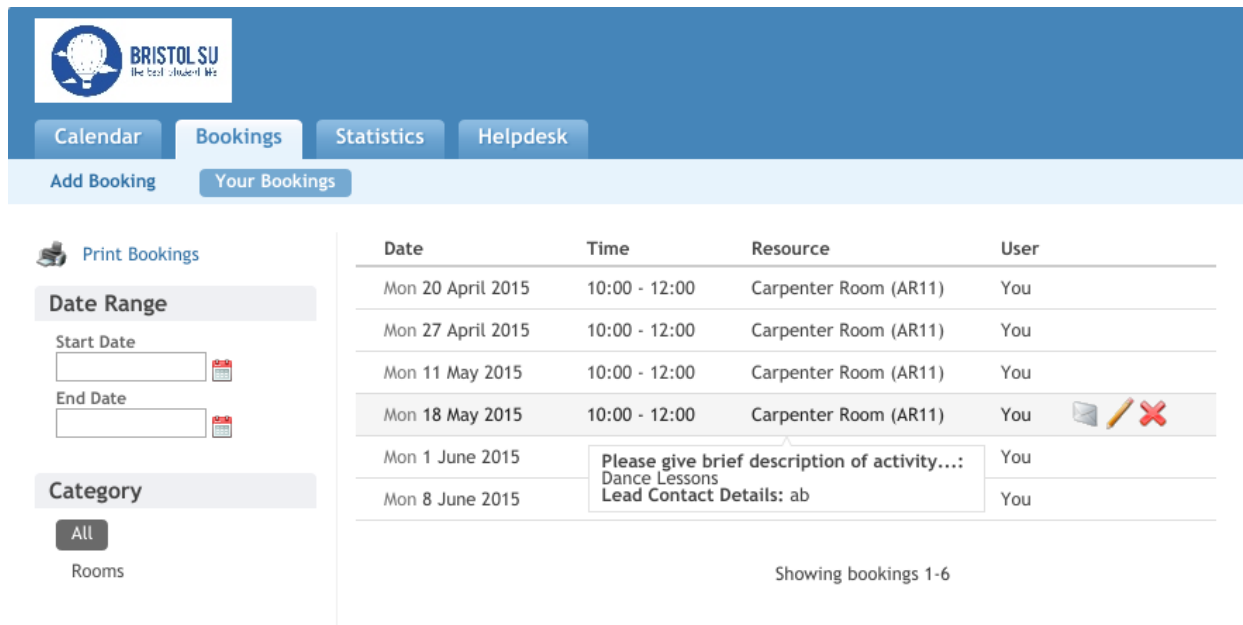
To view descriptions of a room go to Day View and hover the cursor over the room name. Information regarding the rooms can also be found on our website or you can contact bristol-su@bristol.ac.uk if you require any further information.

You will be able to view all rooms including those you do not have access to book.

If you would like to view 360 photos of the rooms, request to join the [SU Room Bookings Facebook Group](#).

Viewing Bookings

You can view a list of your bookings by selecting the **Bookings** tab along the top.

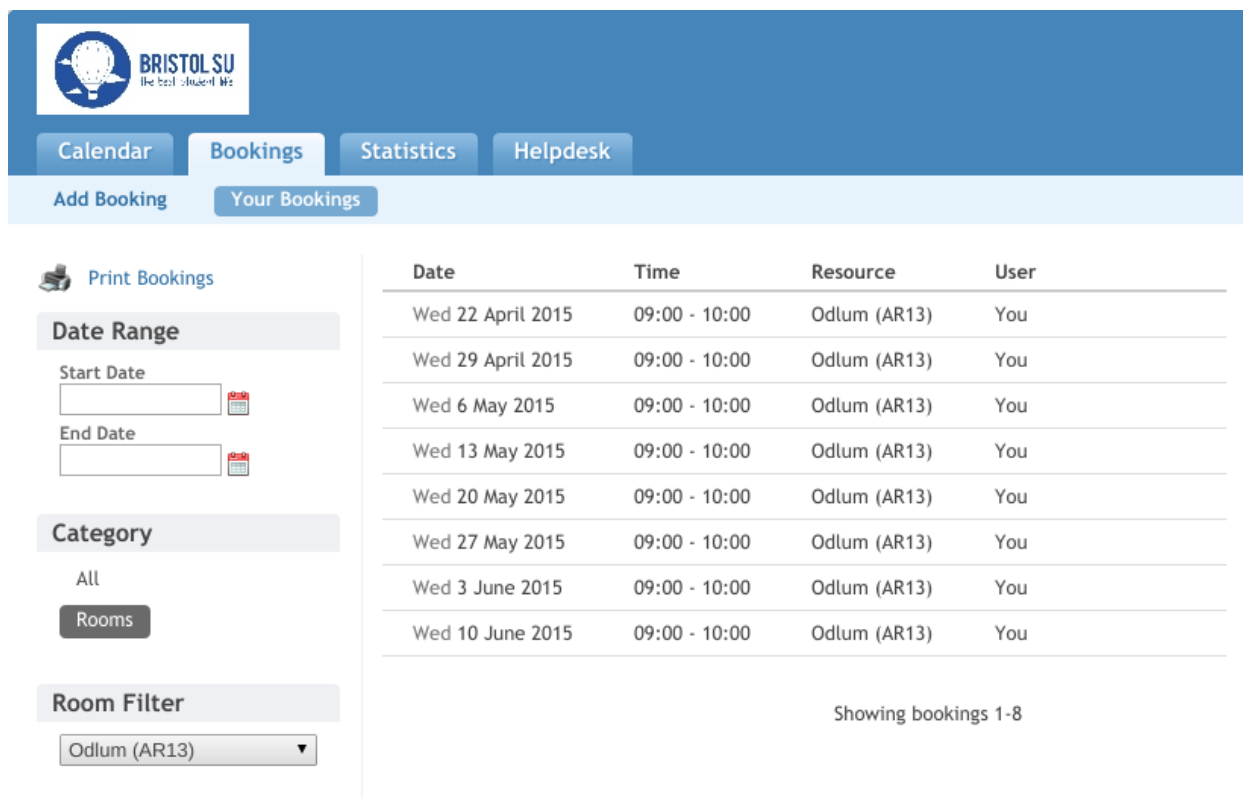


The screenshot shows the Bristol SU online room booking system interface. The top navigation bar includes 'Calendar', 'Bookings', 'Statistics', and 'Helpdesk'. Below this, there are buttons for 'Add Booking' and 'Your Bookings'. On the left side, there is a 'Print Bookings' button and a 'Date Range' section with 'Start Date' and 'End Date' input fields. Below that is a 'Category' section with 'All' and 'Rooms' buttons. The main area displays a table of bookings:

Date	Time	Resource	User
Mon 20 April 2015	10:00 - 12:00	Carpenter Room (AR11)	You
Mon 27 April 2015	10:00 - 12:00	Carpenter Room (AR11)	You
Mon 11 May 2015	10:00 - 12:00	Carpenter Room (AR11)	You
Mon 18 May 2015	10:00 - 12:00	Carpenter Room (AR11)	You
Mon 1 June 2015		Please give brief description of activity...: Dance Lessons	You
Mon 8 June 2015		Lead Contact Details: ab	You

Showing bookings 1-6

If you have bookings in multiple rooms you can filter by room.



The screenshot shows the Bristol SU online room booking system interface with a room filter applied. The top navigation bar includes 'Calendar', 'Bookings', 'Statistics', and 'Helpdesk'. Below this, there are buttons for 'Add Booking' and 'Your Bookings'. On the left side, there is a 'Print Bookings' button and a 'Date Range' section with 'Start Date' and 'End Date' input fields. Below that is a 'Category' section with 'All' and 'Rooms' buttons. The 'Room Filter' section shows 'Odium (AR13)' selected. The main area displays a table of bookings:

Date	Time	Resource	User
Wed 22 April 2015	09:00 - 10:00	Odium (AR13)	You
Wed 29 April 2015	09:00 - 10:00	Odium (AR13)	You
Wed 6 May 2015	09:00 - 10:00	Odium (AR13)	You
Wed 13 May 2015	09:00 - 10:00	Odium (AR13)	You
Wed 20 May 2015	09:00 - 10:00	Odium (AR13)	You
Wed 27 May 2015	09:00 - 10:00	Odium (AR13)	You
Wed 3 June 2015	09:00 - 10:00	Odium (AR13)	You
Wed 10 June 2015	09:00 - 10:00	Odium (AR13)	You

Showing bookings 1-8

Deleting Bookings

We ask that student groups delete any bookings they don't need. This should be done as far in advance as possible to allow other groups to book the space, but no later than 24 hours before the booking is due to take place.

To delete your booking, hover over the relevant row under the 'bookings tab' and click the Red X .to delete that booking (you may be asked whether you wish to delete the 'instance' (i.e. just that session), or 'recurrence' (i.e. every session thereafter). You will select the former in most cases.

Date	Time	Resource	User
Mon 20 April 2015	10:00 - 12:00	Carpenter Room (AR11)	You
Mon 27 April 2015	10:00 - 12:00	Carpenter Room (AR11)	You
Mon 11 May 2015	10:00 - 12:00	Carpenter Room (AR11)	You
Mon 18 May 2015	10:00 - 12:00	Carpenter Room (AR11)	You
Mon 1 June 2015	Please give brief description of activity...: Dance Lessons		You
Mon 8 June 2015	Lead Contact Details: ab		You

Showing bookings 1-6

Once you have deleted the booking, if it was due to occur in the next two weeks then please post on the [SU Room Bookings Facebook Group](#) so that other group can book it via the short notice process.

Transferring Bookings

In some cases you may wish to propose a trade with another group for a particular slot, or you may have made a direct agreement to do so. In these cases you can send a transfer request by clicking on the booking you want to be put in your name. This opens a new page where you can write a message requesting the transfer of the slot.


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Calendar
Bookings
Statistics
Helpdesk

Transfer Booking Request

Send a message to Bristol SU Bristol SU requesting a transfer of this booking to you

Date 22/04/2015


Time 13:00 - 15:00

Room/Resource Odlum (AR13)

Message

Please could I use this room from 14:30?

Send Transfer Request
[Cancel](#)


BRISTOL SU
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Calendar
Bookings
Statistics
Helpdesk

Day View
Week View

Booking Transfer Request

Test Account has requested your booking for room/resource *Anson Rooms (AR5)* on *Mon 20/04/2015, 10:00 - 11:00*.

Message:

Transfer Booking to Test Account
[Decline Booking Transfer](#)

Transfer Booking Request Accepted

Dear Test Account

Your transfer booking request has been **accepted** by Bristol SU Bristol SU:

Room/Resource: Anson Rooms (AR5)

Date: 20/04/2015

Time: 10:00 - 11:00

This email was sent to ubu-roombookings@bristol.ac.uk by the [Room Booking System](#).

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If the group is willing to transfer the booking to you then they accept the request.

Getting Help

If you are having any problems with the system then please check out our FAQs on the Bristol SU website.

Although the website does have a helpdesk feature, which notifies SU staff, you will normally get a quicker response by emailing us directly at bristolsu@bristol.ac.uk or by phoning 0117 3318600 (during term time we are open 9am-6pm on weekdays)