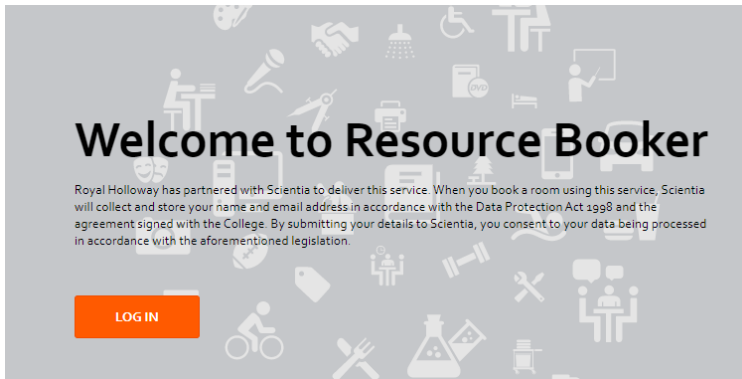


Room Bookings Guide 2019-20

1. Go to <https://scientia-rb-rhul.azurewebsites.net/>



2. Log in using your student email / campus connect information



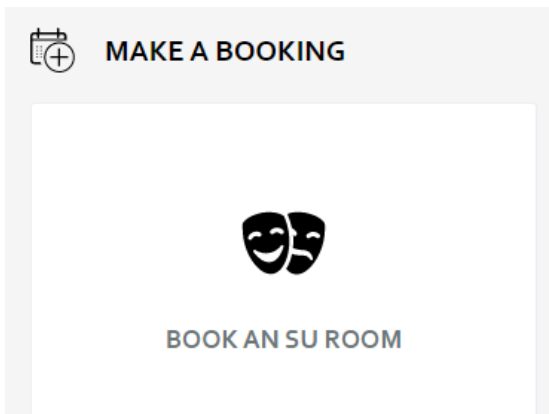
Sign in with your organizational account

someone@example.com

Password

Sign in

- ### 3. Click Book an SU room



4. Filter by room by clicking on the room you would like to use

Student Union	
ARTS-F001	①
ARTS-F003	①
ARTS-F016	①
ARTS-F028	①
ARTS-G003	①
ARTS-LT1	①
ARTS-LT2	①
ARTS-S008	①
ARTS-S021	①

- Once you have set your filters and chosen your room, it will take you to this page. Rooms are available to book between 6pm and 10pm. Click on the slot where you would to book the room.

- Once you have set your filters and chosen your room, it will take you to this page.

Rooms are available to book between 6pm and 10pm. Click on the slot where you would like to book the room.

10:00		10:00 - 11:00 LL1009/SEN		10:00 - 11:00 LL2007/SEN			10:00 - 11:00 LL1009/SEN		10:00 - 11:00 IT2000/PRA IT2000/OPS
11:00		11:00 - 12:00 HS2025/SEN		11:00 - 12:00 LL2007/SEN		11:00 - 12:00 HS1109/SEN	11:00 - 12:00 LL1009/SEN		11:00 - 12:00 LL3002/SEN
12:00		12:00 - 13:00 HS2025/SEN		12:00 - 13:00 LL1009/SEN			12:00 - 13:00 LL1009/SEN		12:00 - 13:00 LL1009/SEN
13:00		13:00 - 14:00 CL580/SEN CL580/ACE					13:00 - 14:00 LL2009/SEN		13:00 - 14:00 LL3002/SEN
14:00		14:00 - 15:00 CL580/SEN CL580/ACE		14:00 - 16:00 HS2272/LEC HS3572/LEC			14:00 - 15:00 LL2007/SEN		14:00 - 15:00 LL3002/SEN
15:00		15:00 - 16:00 CL580/SEN CL580/ACE					15:00 - 16:00 LL2007/SEN		15:00 - 16:00 LL3002/SEN
16:00		16:00 - 17:00 LL2007/SEN		16:00 - 17:00 HS5455/SEN			16:00 - 17:00 CL1725/SEN CL1725/ACE		
17:00									
18:00									
19:00									
20:00									
21:00									
22:00	22:00 - 23:59 Unavailable		23:00 - 23:59 Unavailable		22:00 - 23:59 Unavailable		22:00 - 23:59 Unavailable		22:00 - 23:59 Unavailable
23:00									

- 4b. Or you can filter by the date you would like to use the room, by large flat space or tiered lecture theatre

<

December, 2019

>

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	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

Set a specific time

☐ From:

—

:

—

☐ To:

—

:

—

Duration

Select ▼

CAPACITY

Minimum

Maximum

TYPE OF ROOM

☐ Large flat space
☐ Tiered Lecture Theatre

6. That will lead you to this pop-up. Fill in the title as your group name. Include the purpose of your event in the description and make sure to tick the terms of use box. If you have any extra requests i.e. special audio visual equipment or more tables/chairs please include it here. Make sure to check the date and time is correct and then press Book.

The image displays two side-by-side screenshots of a room booking form, likely from a mobile application or website. Both screenshots show a 'Group Name' field at the top. The left screenshot is for a 'SINGLE' booking, showing a date range from '07/10/2019 19:00' to '07/10/2019 21:00'. The description field contains 'Film Night'. Below the description, there is a confirmation box for 'Please confirm you have read the Student Union room booking terms of use' with a 'Yes' radio button selected. A link for 'Royal Holloway Student union room booking terms of use' is provided. An 'EXTRA REQUESTS' section is visible at the bottom. The right screenshot shows the 'EXTRA REQUESTS' section expanded. It contains two questions: 'Does your booking require assistance from Audio Visual?' and 'Does your booking require assistance from the Porters?'. Both questions have 'No' radio buttons selected. There are text input fields for details below each question. A 'BOOK' button is visible at the bottom of both screenshots.

7. Once the room is confirmed by the Student Opportunities team you will receive an email.