Overview

Room Bookings is managed by the Class Management Office (CMO) in close cooperation with other University areas. Web Room Booking is an easy to use, online room booking system which allows staff to book rooms and facilities around the University. Currently, Web Room Booking is only available to Curtin Staff (with a Curtin Staff ID number).

Room Bookings for Staff

Navigate to the Room Bookings website by entering the following URL into the address bar of your browser: http://roombookings.curtin.edu.au/

The Room Bookings home page is as shown below.

To make a booking, click on the Staff Bookings tab or hyperlink (see circled above). On the Staff Bookings webpage, you will be required to answer the following questions and click ‘Submit’. Depending on the combination of answers you provide, a yellow text book will appear to provide you with the relevant next steps.
Please note that if you have answered ‘Yes’ for one or more of the questions, it is likely that you may not be able to proceed further to use Web Room Booking as more detailed information may be required. Please follow the instructions provided into the yellow text box, which will pop up after you have click Submit.

If you are able to proceed on to use Web Room Booking, the will appear. Please note that by clicking on the login, you are agreeing to the Hire of University Facilities Terms and Conditions:
http://roombookings.curtin.edu.au/terms_and_conditions.cfm

Login to Web Room Booking 2013

The Enterprise Foundation – Production portal window will pop out. To login, enter your Staff ID and Novell password and click ‘logon’
Web Room Booking

Web Room Booking page will then appear, as shown below. The first screen is split into three sections: **Location, Date** and **Time**.

1. **Location** - Select your room requirements:
Further reference material can be found at -
http://cmo.curtin.edu.au/
http://studentcentral.curtin.edu.au

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- Minimum size of room:
  From the drop down menu, select the minimum number of people you need the facility to accommodate.

- Campus:
  From the drop down menu, select the campus location required (Note: currently only the Bentley Campus is available).

Note: 6 meeting rooms (100.321, 100.322, 109.201, 500.3101, 500.4103 and 500.4301) can now be booked immediately if they are available. This is a new initiative to allow for different booking options for different venues.

You will only see the availability for the 6 meeting room unless you tick the ‘Include 'request-only' location’ box for the full list of locations.

- Room Specifications:
  From the menu, click on the room specifications required. Press and hold the CTRL key to select multiple room specifications

Note: Specialist Locations includes venues such as Council chambers and Foyer or Exhibition spaces.

2. Date - Select your date requirements:

To select a single date, use the drop down menu to select the required month and click on a single date.

To select multiple days/weeks click on the Select multiple days/weeks link (see circled above).

Then select the days you wish to book and click the week the booking will start. You can select multiple weeks by holding down the CTRL key and selecting multiple entries.
Note: Activities must run at the same time each day/week for this function to work.

If you would like to go back to a single date booking, click Select a single date link (see circled above).

3. Time - Select your Time requirements:

Select a preferred start time and end time and the duration field with auto populate.

Click the “Next” button to check room availability.

4. Select the room/s

Based on the information you have provided, Web Room Booking will display a list of suitable rooms for you to choose from. You can select your preferred room/s by clicking the corresponding checkbox, and then clicking the “Next” button. You can select up to 20 rooms per booking, subject to availability.

Note: multiple venue booking requests will only apply when multiple venues are required for an event with the same date and start times.

If the room options displayed are not suitable, you can reselect your criteria by selecting from the below five options:

- Earlier Start (changes the time earlier by 30 minutes)
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- Later Start (changes the time later by 30 minutes)
- Previous Day
- Next Day
- Show more options

Web Room Booking will only show available facilities which match your selected room specifications or room size.

You can also view a specific location’s timetable by clicking on the timetable icon.

You can click on the clock icon to “Show other times when the location is available". Note: The clock icon has changes to a door icon.

If those times are not suitable, you can click on the door icon to “Show other locations available" at a particular time.

If there are no available facilities that meet your specified requirements, the following screen will appear displaying the “No Options Found" message. If this occurs, click the “Back” button (see circled below) to modify your choices.

Confirm booking request details

Once you have chosen your room and clicked the “Next” button, you will be asked to confirm your booking request details. Your details, the selected date, start and finish time and room will be pre-populated and greyed, as shown below.

Should any of these details be incorrect you can click on the “back” button to go to the previous steps and alter your booking request.
On this page you will need to complete the following fields - if this information is not supplied you will be unable to continue with your booking request:

a. **Title of Booking:**
A meaningful description of your booking i.e. Student Central Managers meeting or Education Awards Ceremony

b. **Booking Type:**
Select the booking type from the drop down box.

c. **Other Information:**
If required, you can also enter any additional information.

d. **Agree to Terms and Conditions:**
Confirm that you agree to the Hire of University Facilities Terms and Conditions by selecting “Yes” from the drop down menu.

Click ‘Submit Request’ button.

The following notice will then display, it will include the room, time and date you have requested.
Further reference material can be found at -
http://cmo.curtin.edu.au/
Last updated 08/07/2013
https://studentcentral.curtin.edu.au

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Booking Requested

After making your booking, you will receive an automated email. The subject line will contain the web booking reference number, status and description. The email will show the details of the room, date/s, time and description of the booking request.

Note: Keep the Web Room Booking reference number until the booking has expired. It will be requested should you contact CMO with any queries about your booking.

This email is not your confirmation, just a summary of your request.

After CMO has received and processed your booking request, you will receive a confirmation email. The subject line will contain the Web Booking reference, status and description. Please take note of the room you have been allocated. In the event that the room you have requested is not available, you will be contacted by a Class Management Officer and alternatives suggestions will be provided.

My Bookings

To view the booking you have just made, click on ‘My Bookings’ link at the bottom of the page.

You can view the status of your booking, whether it has been confirmed or it is still in the request stage (unconfirmed).

The ‘My Bookings’ page will show details of all the bookings you have made, as shown below. By clicking on the column headings, the bookings can be sorted by any of the following, Date, Start, End, Location, Reference, Description, Capacity and Status.
You can also view cancelled bookings if you tick the ‘Include cancelled bookings’ box, as shown below.

**Cancelling a Booking**

To view your bookings, go to the Room Bookings website and answer the questions as you have done previously for your original bookings and log in. At the bottom on the main Web Room Booking page, click on ‘My Bookings’ link (see pg 3).

You can also cancel bookings from the “My Bookings” page.

Find the booking you wish to cancel and click on the “Cancel” button. When you are asked to confirm your cancellation, click the “Ok” button to proceed. You will then receive a cancellation email.

**Roles & Responsibilities**

As the requester of the booking, it is your responsibility to ensure that your bookings does not impact other activities scheduled in the immediate area (eg. a noisy meeting next to a lecture, loud music or singing etc.)

CMO is responsible for confirming room bookings requests and also ensuring the requested room is suitable for the activity description.

Note: Any request which falls within semester teaching weeks and in a room nominated for teaching purposes cannot be processed until after week 3 of each semester. As per Timetabling and Class Times Policy, regular teaching activities will be given priority over ad hoc and non-teaching activities. As the university's core business is tertiary education, it will always take precedent over any ad hoc bookings, in the case of competing requests for a venue; confirmed or otherwise. Should you have any queries, please contact CMO.