## New Room Booking System Instructions for Students:

1. Use the drop down list at the top of the calendar to select the location of the room you want to book.

Mt A	lbert	Hub L	ibrary			•			10/		day N		ala a r	25 2	015					
Sele	ect								VVe	eanes	day, r	voven	iper .	29, Z	015					
Lang	guage	Learr	ning Ce	entre				9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00p	m	5:00pm	6:00pm	7:00	pm
Mt A	lbert I	Buildir	ng 1				Hub Rm 1 Aoraki 🚯													
Wait	takere		lorary				Hub Rm 2 Hikurangi 🚯													
E.	Mo	1	We	Lb			Hub Rm 3 Maungakiekie 🚯													
Ju	MO	Tu	we		FI	34	Hub Rm 4 Tarawera 🚯													
1	2		4	5	6	7	Hub Rm 5 Ruapehu 🚯													
8	9	10	11	12	13	14	Hub Rm 6 Taupiri 🚯													
15	16	17		19		21	Hub Rm 7 Owairaka 🚯													
					2.0			4												
22	23	24	25	26	27					Av	ailable - To bo	ok, click on ar	y available s	lot.						
29	30													_						

2. Use the calendar to select the date you want to make your booking.



3. Decide which room you wish to book, and select the time slot in this row. When the time slot is selected, it becomes yellow, and it is listed under the "Booking Details" below.

In the list, you can click i at the end of each line to delete the specific time slot. Click the "Continue" button to proceed with your booking or "Cancel" button to cancel the whole booking.



4. Click "Submit Time Slots" button.

Booking Details
Note: A Daily maximum of 2 hours can be booked.
Hub Rm 5 Ruapehu 2:30pm - 3:00pm, Wednesday, November 25, 2015 前
Submit Time slots

5. You will be asked to sign in using your Unitec @myunitec.ac.nz email address and your password.

₩ Unitec
Sign in with your organizational account
(yzhu2@myunitec.ac.nz)
Sign in

6. After you have successfully signed in, check that your **name** appears at the top of the form. Complete the form. This information will help identify your booking for yourself and group members. Click on "Submit my Booking".

Hello <b>g</b> you're alm	ost done		
Hub Rm 2 Hikurangi 10:30am - 11:00	am, Wednesday, November 25, 2015		
Your Name *			
Group Purpose			
Number of students in group "			
	Submit my Booking	Log Out Return to Mt Albert Hub Librar	У

7. You will receive a confirmation email. You can find your booking details in the email, and also can use the link to cancel your booking.

100 million (100 m	
	Mon 17/08/2015 11:36 a.m.
	library@unitec.ac.nz
	Your booking has been confirmed!
то	
🔛 Message	Room_Booking.ics (1 KB)
Hi ,	
The following	has been confirmed:
The following Hub Rm 4 Tar Hub Rm 4 Tar	has been confirmed: awera, 11:00am - 11:30am Monday, August 17, 2015 (30 minutes) awera, 11:30am - 12:00pm Monday, August 17, 2015 (30 minutes)
The following Hub Rm 4 Tar Hub Rm 4 Tar	has been confirmed: awera, 11:00am - 11:30am Monday, August 17, 2015 (30 minutes) awera, 11:30am - 12:00pm Monday, August 17, 2015 (30 minutes)
The following Hub Rm 4 Tar Hub Rm 4 Tar To cancel this http://libcal.un	has been confirmed: awera, 11:00am - 11:30am Monday, August 17, 2015 (30 minutes) awera, 11:30am - 12:00pm Monday, August 17, 2015 (30 minutes) booking click: itec.ac.nz/cancel_booking.php?i=42471521 42471522&c=fa7c0bcecd
The following Hub Rm 4 Tar Hub Rm 4 Tar To cancel this http://libcal.un Thank you for	has been confirmed: awera, 11:00am - 11:30am Monday, August 17, 2015 (30 minutes) awera, 11:30am - 12:00pm Monday, August 17, 2015 (30 minutes) booking click: <u>itec.ac.nz/cancel_booking.php?i=42471521 42471522&amp;c=fa7c0bcecd</u> using Unitec Library Room Booking System

8. Once you have completed your booking, the time slots you have chosen will change to red. Click "Confirmed Bookings" button at the bottom of the left column to see your booking and hover your mouse over find more details.



## Need more help?

Please find our contact information on <a href="http://library.unitec.ac.nz/aboutlibrary/contact.htm">http://library.unitec.ac.nz/aboutlibrary/contact.htm</a>