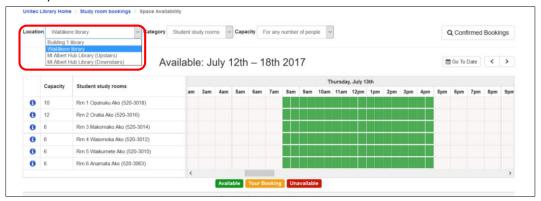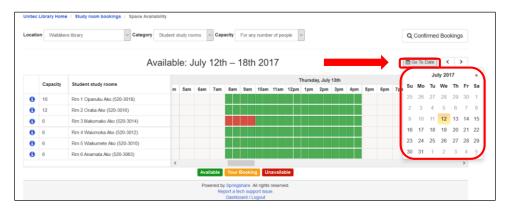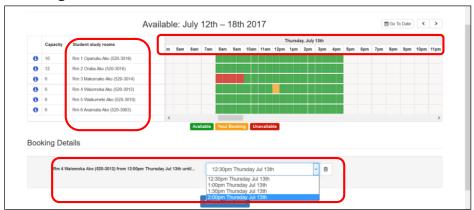# Room Booking System Instructions for Students:

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

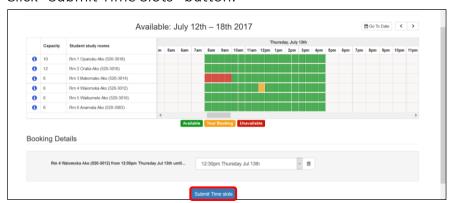2. Use the calendar to select the date you want to make your booking.

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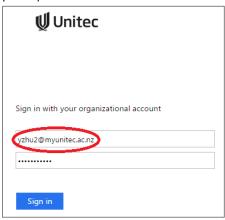

To delete this start time slot click 🗑 at the end of the booking details.
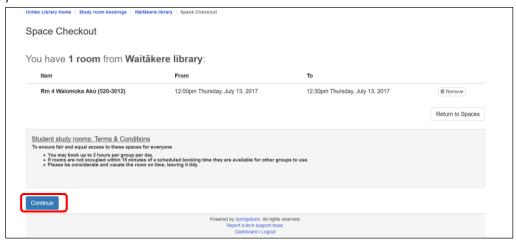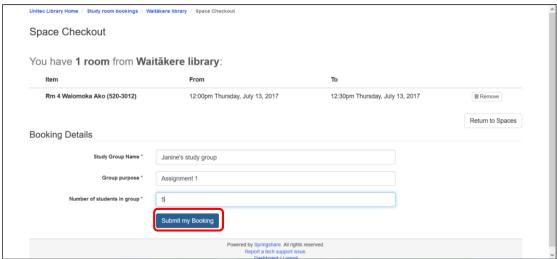
4. Click "Submit Time Slots" button.

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

6. After you have successfully signed in, you will be asked to confirm the space that you have checked out and the date and time.
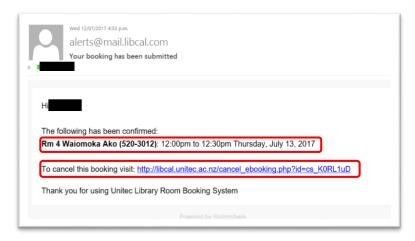
7. Complete the form. This information will help identify your booking for yourself and group members. Click on "Submit my Booking".

8. On the confirmation screen, remember to log out if you are not using your own personal device.

9. 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.

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10. Once you have completed your booking, the time slots you have chosen will change to red. Click "Confirmed Bookings" button at the top of the right column to see your booking.

Need more help?
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