

Key Features & Benefits

- * System can be used on desktop, tablet & mobile.
- * Room managers can see their room usage at a glance.
- * Map function to help find rooms.
- * Visibility of Department rooms.
- * E-mail notifications.
- * Simple repeat bookings.
- * Promotes sharing of meeting space across the University.

Further Information

Please visit:

<https://help.uis.cam.ac.uk/service/collaboration/booker>

Room Booking System

A Quick Start Guide

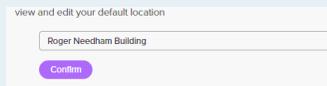
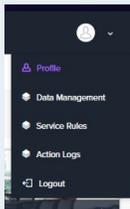
Logging In

<https://booker.eventmapsolutions.com>

Username will be your CRSID@cam e-mail & then you will be asked for your Raven password:



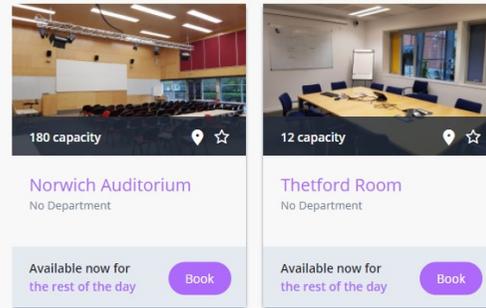
Navigate to your profile & set your default building



Booking A Room

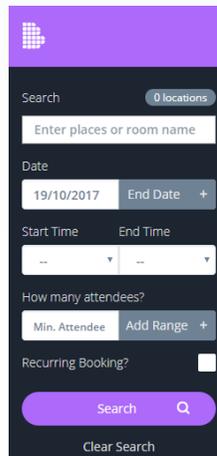
Rooms can be booked from the Home page after logging in:

Available Rooms



Use the 'Book' button and complete the booking form to place your request.

Rooms can also be found using the search form on the left hand side of the screen:



Setting Favourites

You may wish to book certain rooms more often & you can set these as favourites to view their availability more easily. Simply click the star icon on any room, when it turns yellow this room is now a favourite:



Favourite rooms can be found using the 'Favourites' link found at the top of the screen:

8 Favourites