

How do I book a room right now?

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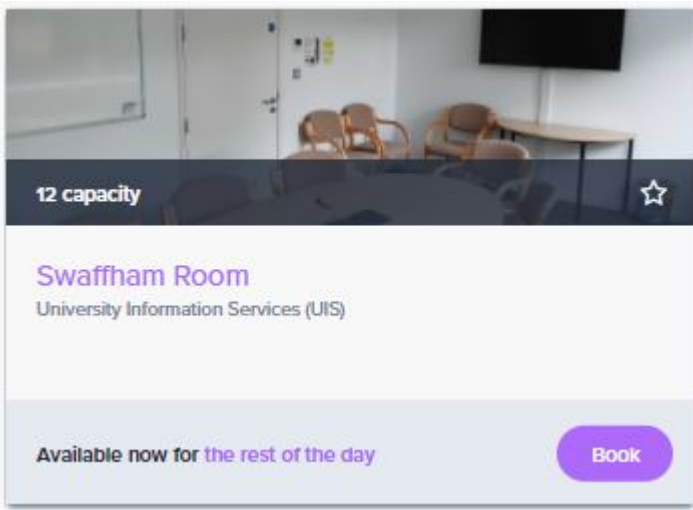
When you log in to the system, the home page will display rooms within your Department that are available to book for an immediate start:

The screenshot shows the 'Available Rooms' interface. At the top, there is a navigation bar with 'Home', 'Bookings', and 'Favourites' (9 items). Below the navigation bar, the title 'Available Rooms' is displayed, followed by a dropdown menu set to 'Starting Soon'. Two room cards are shown side-by-side. The first card is for the 'Norwich Auditorium' (180 capacity) and the second is for the 'Swaffham Room' (12 capacity). Both cards include a photo of the room, a location pin icon, a star icon, and a 'Book' button. The availability for both rooms is 'Available now for the rest of the day'.

You'll also be able to see how long the room is available for. Find a room that suits your needs.

2

Click the 'Book' icon:



3

The booking form will appear:

A screenshot of a 'BOOK ROOM' form for 'Swaffham Room' in the 'Roger Needham Building'. The form includes fields for 'Booking Title' (with a red asterisk), 'Date', 'Start Time', 'End Time', 'How many people are expected to attend?' (with a red asterisk), 'Type' (dropdown menu), 'Description', and 'Special Instructions'. There are 'Close' and 'Make Booking' buttons at the bottom.

Complete the form and select 'Make Booking'.

If the room is within your Department the booking will be automatically approved.

Help and support

If you are experiencing any issues, please contact the Room Booking Service team via e-mail:

✉ roombookingsystem@uis.cam.ac.uk

