

BOOKING A GROUP STUDY ROOM

A step-by-step guide

This guide will take you through booking a group study room in the Library. You can book the group study rooms on the first floor of the Library via the CMISGo timetabling website. The bookable rooms are 110-117.

Groups using these rooms must follow the Library rules and codes of conduct at all times.

Please note that members of staff are not able to make bookings on your behalf.

FEATURES AND RULES

Each study room is equipped with a screen and you may plug in your own devices. Rooms 110-114 also have a PC connected to the screen.

Rooms 110-114 have a maximum capacity of 8 people. Rooms 115-117 have a maximum capacity of 4 people.

The rooms can be booked up to 7 days in advance and for a maximum of 2 hours at a time.

The rooms are intended for group study. You are not able to book the rooms for individual use.

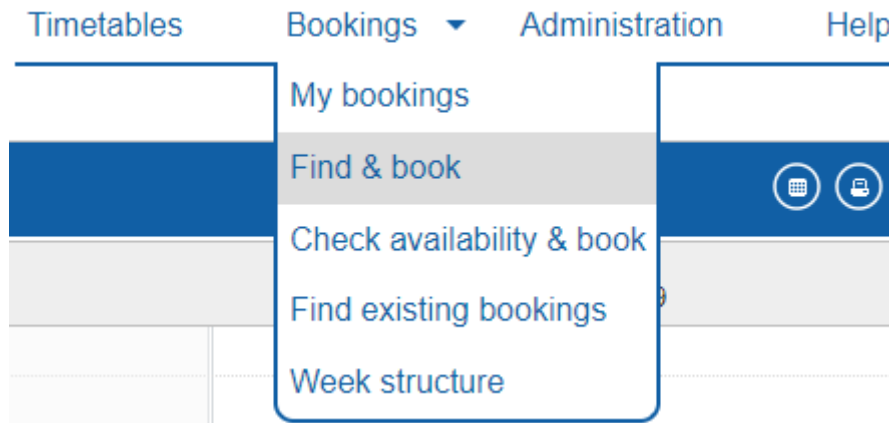
Groups using these rooms must follow the usual policies for group study areas. When leaving the room, ensure it is in a clean and tidy condition with all personal belongings removed.

GETTING STARTED

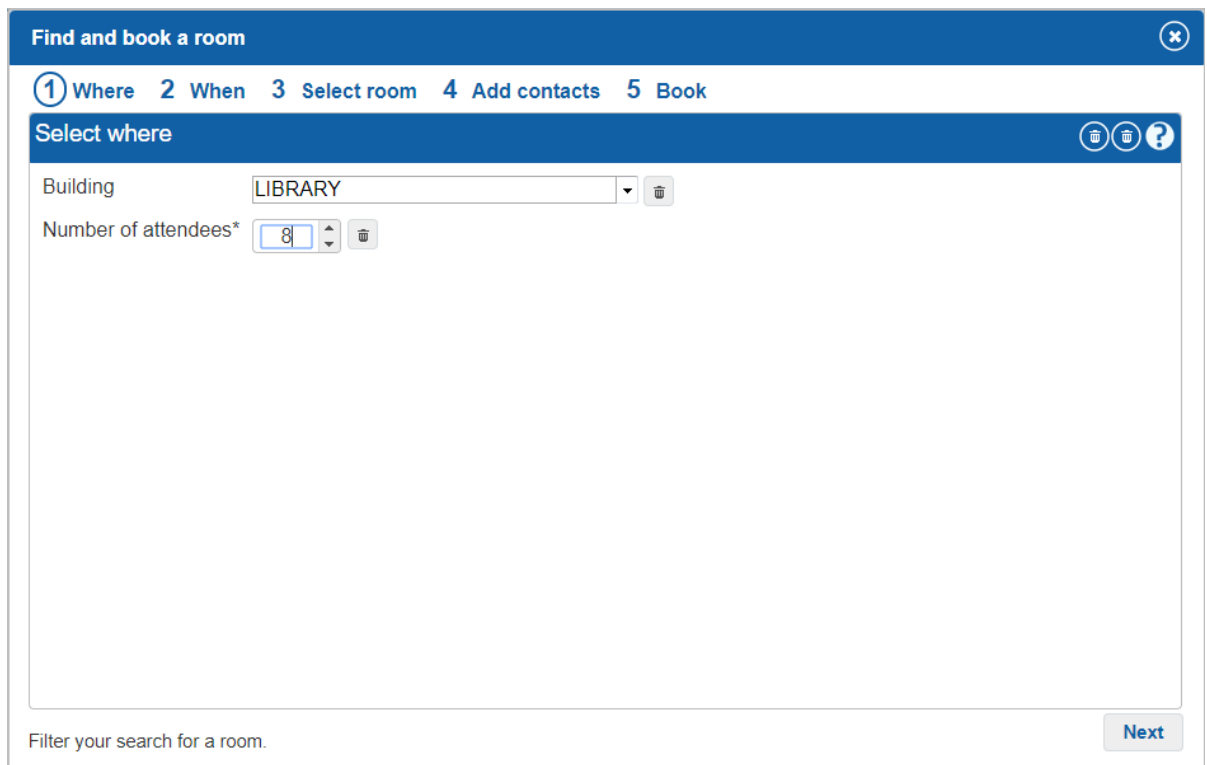
1. Open your web browser.
2. Go to the CMISGo timetabling website: <https://timetable.reading.ac.uk/>
3. Enter your University username and password and click Sign in.

BOOKING A ROOM

1. The website will load your University timetable.
2. There is a menu along the top-right of the screen. Select "Bookings" and "Find and book".



3. This will load a pop-up window. Scroll to select "Library" and enter the number of attendees in the box. You must enter at least 2. Click on "Next" to proceed.

A screenshot of a pop-up window titled 'Find and book a room'. The window has a blue header with a close button. Below the header is a progress bar with five steps: '1 Where', '2 When', '3 Select room', '4 Add contacts', and '5 Book'. The current step is 'Where', with the sub-header 'Select where'. There are two input fields: 'Building' with a dropdown menu showing 'LIBRARY' and a trash icon, and 'Number of attendees*' with a numeric input field containing '8' and a trash icon. At the bottom left, there is a text prompt 'Filter your search for a room.' and at the bottom right, there is a 'Next' button.

4. To select the time, you will need to select the hour and minute e.g. "10" and "00" for 10:00am.

Find and book a room

1 Where 2 **When** 3 Select room 4 Add contacts 5 Book

Select when By date(s) ?

Time to

Selected dates and times		Hour			Minute			
Week	Date	8	9	10	11	0	5	10
	am	8	9	10	11	0	5	10
	pm	12	1	2	3	15	20	25
		4	5	6	7	30	35	40
		8	9	10	11	45	50	55

Clear 24 hours

Calendar view showing months: July 2019, August 2019, September 2019, October 2019.

Select one or more dates and times. Booking time: min 0:15, max 16:00

5. Select the date from the calendar. You will only be able to book up to 7 days in advance. Click on "Next" to proceed.

Select room

Room	Capacity ▲
LIBRARY - 1 rooms	
<input type="checkbox"/> 110 Group Study Room*	8

6. You will now be able to select a room by clicking the row so that it is highlighted in grey. You can click on the "+" symbol on the left-hand side of each option to view details about the room. If no rooms are shown, this means that none are available for the options you selected. Click on "Previous" to return to the previous screen and select a different time or day. Click on "Next" when you have selected a room to proceed.
7. You will be asked to confirm the room selection. Click on "Previous" if you wish to change the room, date, or time. Click on "Next" to proceed.

Find and book a room - MAIN-LIBRARY, 110*

1 Where 2 When 3 Select room 4 Add contacts 5 Book

Add contacts

Contacts associated this booking

Name

Contacts selected

Name	
Pinkney, Charli (jh914304)	

Optionally type into the name box to locate and add additional contacts.

Previous Next

8. You can now add contacts to the booking. This will be the group you are booking the room for. Enter their names or student numbers to search. Each group member will then receive a confirmation email and will be able to see the booking on their timetable. Click "Next" to proceed.
9. Enter the reason for booking the room e.g. "study session". Confirm the details are correct. Click "Book" to confirm the booking.
10. A pop-up will confirm the booking. Click "OK" to be taken to the Bookings screen.
11. To navigate back to the weekly timetable view, select "Timetables" and "Week".
12. You and your group will receive a booking confirmation email and will be able to see the booking in your timetables.
13. Log out of your timetable by closing the browser.

CANCELLING A BOOKING

If you need to cancel a booking for a group study room, follow these steps. Only the person who made the booking will be able to cancel it.

1. Log in using your University username and password.
2. Select "Bookings" and "My bookings".
3. Select the tick box on the left-hand side of the booking you want to cancel.
4. Click "Cancel bookings"
5. You will be asked to confirm. Double-check the details to ensure you are cancelling the correct booking. Click "Yes" to confirm.
6. The booking will be removed from you and your group's timetables and you will receive an email to confirm the cancellation.
7. Log out of your timetable by closing the browser.