

How to use the HUSU Web Room Booking System

This student guide explains how to submit a room booking using the HUSU Web Room Booking System and provides an overview of its features.

To start using the system, please login with your University user ID and password either on the website as usual or by visiting this link: <https://hulluniunion.com/sign-in/sso>

After you have logged in, please click your name in the top right corner of the website and then **Room Bookings**, or visit this link: <https://student-dashboard.sums.su/room-bookings>

View your Bookings

Students can book rooms via their Student Dashboard. They can view a calendar of their bookings or if preferred, a list of bookings they have made under the 'Upcoming Bookings', 'Previous Bookings' or 'Cancelled/Declined Bookings' tabs. The lists will show a System ID (which can be used as a Booking Reference), name of the Room booked, the status of the booking, and the date and time of the booking.

Upcoming Bookings - this tab displays all of your future bookings.

Previous Bookings - this tab displays all of your past bookings.

Cancelled/Declined Bookings - this tab displays all of your cancelled and/or declined bookings.

Your Booking View - This can be accessed by clicking the blue View button on a list or clicking the event on the calendar. It displays further details of the booking, such as the features and number of attendees:

- **Reference** - The System ID or Booking Reference.
- **Room** - The name of the room used for the booking.
- **Booked From** - The starting time of the booking.
- **Booked To** - The time the booking will end.
- **Status** - The status of the booking, for example, whether it has been approved.
- **Activity** – the society/club that the booking is for.

- **Extra Information** - This will display relevant information for the booking, such as the reason for the booking and extra features.
- **Setup Time** - The time required to prepare the room for the booking, for example if a laptop needs setting up or resources need disseminating.
- **Pack Down Time** - The time required to pack down resources after the booking has ended.
- **External Speaker?** - This confirms if an external speaker is scheduled for the booking.
- **Description** - This contains additional information about the external speaker.

To go back to Your Bookings, click the Room Bookings button on the left under the My Union section.

Cancelling a Booking

To cancel a booking:

1. Go to the 'Booking View' of the booking you wish to cancel;
2. Click the 'Cancel Booking' button;
3. Click 'Confirm'.

Smart Bookings

If you are not sure which room you require, or do not need to book a specific room, the **Smart Booking** function can be used. The user simply needs to input their requirements (e.g. number of attendees, number of tables needed) and the system will generate an available room that fits these requirements (please refer to Room Information Table for [details here](#)):

- **Start Date** - Insert the start date and time of the booking using the date and time picker.
- **End Date** - Insert the end date and time of the booking.
- **Room Requirements** - Tick any features that are required for the booking (e.g. number of chairs)
- **Room Type** - Select the type of room you wish to book;
- **Locations** - If needed, select a certain location that you require your room to be;

- **How many attendees?** - Enter the total number of attendees for the booking, so that the system can choose a room with the correct capacity.
- **Description** - Provide a brief description of the booking, such as the reason for booking.
- **Will there be an External Speaker attending?** - Tick the box if there is an External Speaker scheduled to attend the booking. (booking request subject to approval of separate external speaker form which you can access [here](#))

When you have finished selecting your requirements, click **Book** to generate an available room and complete the booking.

Advanced Bookings

If the user already knows which room they would like to book, they are able to select it directly and then insert the date, times and other information (please refer to Room Information Table for [details here](#)):

- **Select a Room** - Click the dropdown and select the room that you would like to book
- **Start Date** - Insert the start date and time of the booking, using the date and time picker.
- **End Date** - Insert the end date and time of the booking.
- **How many attendees?** - Enter the total number of attendees for the booking.
- **Description** - Provide a brief description of the booking, such as the reason for booking or details about it.
- **Will there be an External Speaker attending?** - Tick the box if there is an External Speaker scheduled to attend the booking. (booking request subject to approval of separate external speaker form which you can access [here](#))

Before submitting a booking, you agree to the [HUSU Room Booking Policy](#).

If a suitable room is not available at the time you have requested, please try different dates/times.

When the user has finished selecting the requirements, click **Book** to submit the request.

If the booking was successful, it will appear under **Your Bookings**.

Bookings Calendar

Shows all bookings on the system by month/week. To access the calendar, click **Calendar** near the Create New Booking button. Use the arrows in the top left corner of the calendar to view bookings for the previous/next month.

You can click on your booking items on the Calendar to reveal more details.