
CAMPUS BOOKINGS

INTRODUCTION

The following document is intended to assist Dalhousie University students, staffs and faculty members on navigating through the Campus Bookings site. This document consists of a step by step guidance on utilizing the different tools and functionalities that Campus Bookings site offers. To easily navigate through this document, please click the link on the topics of your interests under the table of contents.

TABLE OF CONTENTS

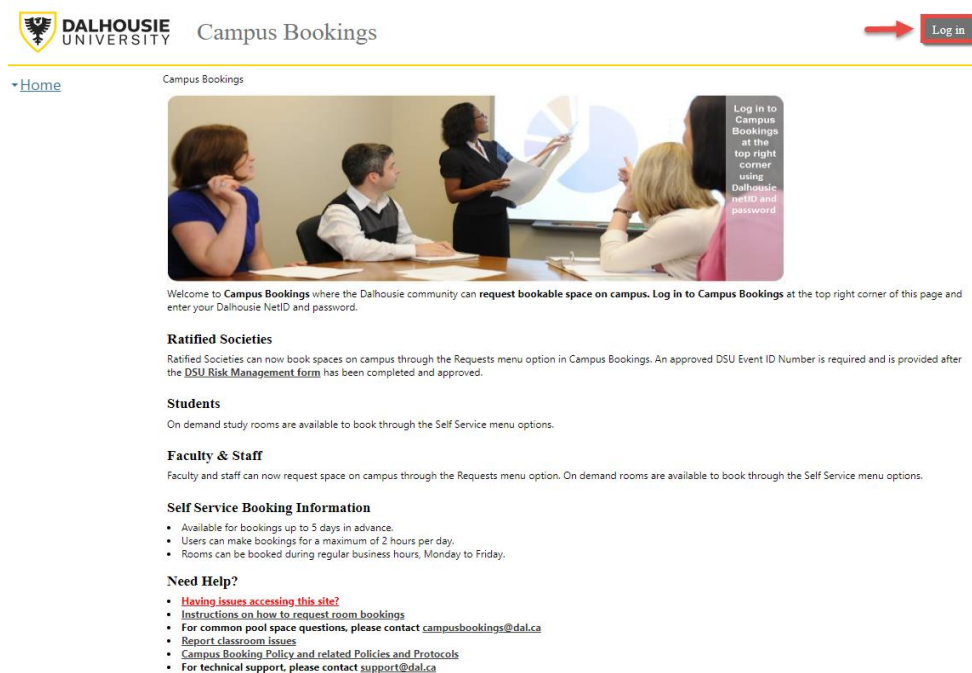
Introduction-----	1
Logging Into Campus Bookings-----	2
Ways that you can Request for Rooms Using Campus Bookings-----	3
Campus Bookings – Requesting Space for Ratified Societies -----	4
Campus Bookings – Requesting Space as a Faculty and Staffs-----	22
How can I make a Self-Service Request? -----	32
How to Check the Status of your Request? -----	37
How can I Modify my Request? -----	41
How to Cancel my Requests? -----	44
Who Should I Contact Regarding my Requests? -----	48

LOGGING INTO CAMPUS BOOKINGS

Step 1: Visit the Campus Booking website through <https://campusbookings.dal.ca/> or visit MyDal website and go to:

Services and Resource > Campus Community > Campus Bookings

Click on the 'Log In' button



Welcome to **Campus Bookings** where the Dalhousie community can request bookable space on campus. Log in to **Campus Bookings** at the top right corner of this page and enter your Dalhousie NetID and password.

Ratified Societies
 Ratified Societies can now book spaces on campus through the Requests menu option in Campus Bookings. An approved DSU Event ID Number is required and is provided after the [DSU Risk Management form](#) has been completed and approved.

Students
 On demand study rooms are available to book through the Self Service menu options.

Faculty & Staff
 Faculty and staff can now request space on campus through the Requests menu option. On demand rooms are available to book through the Self Service menu options.

Self Service Booking Information

- Available for bookings up to 5 days in advance.
- Users can make bookings for a maximum of 2 hours per day.
- Rooms can be booked during regular business hours, Monday to Friday.

Need Help?

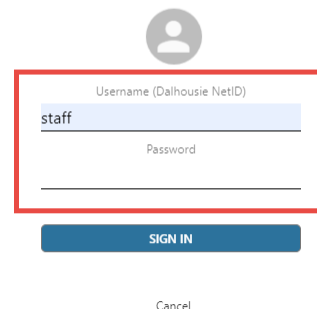
- [Having issues accessing this site?](#)
- [Instructions on how to request room bookings](#)
- [For common pool space questions, please contact \[campusbookings@dal.ca\]\(mailto:campusbookings@dal.ca\)](#)
- [Report classroom issues](#)
- [Campus Booking Policy and related Policies and Protocols](#)
- [For technical support, please contact \[support@dal.ca\]\(mailto:support@dal.ca\)](#)

Step 2: Enter your log in credentials. Enter your Net ID as your Username, and the password you normally use. Click on 'Sign In'.

Note: If you are unsure of your Dalhousie log in credential, then please go to <https://password.dal.ca/> for further assistance.

WAYS THAT YOU CAN REQUEST FOR ROOMS USING CAMPUS BOOKINGS

Authentication Required. Please enter your credentials below:



Username (Dalhousie NetID)
 staff

Password

SIGN IN

Cancel



There are two ways for requesting for a room using the Campus Bookings website:

1. Using the 'Request' tab (Staffs & Faculty Members)
2. Using the 'Self Service' tab (Students)


Requests: The 'Request' section of Campus Bookings is intended for Staff and Faculty Members that are looking to book space within our campuses. These spaces are not pre-approved and requests for these spaces will require an approval from the room admin or staff member who manages the room and has the access to approve or decline the room request. For a step-by-step guide, please go to [Section 2-1](#).

Self Service: The 'Self Service' section of Campus Bookings is a user friendly system that was implemented with the intention of assisting Dalhousie University students with finding a specific room through our Campus Booking website without needing assistance from our staff members. For a step-by-step guide on using this feature, please refer to [Section 4-1](#).

Note: The Self Service section consists of room that were already pre-approved, which means, you do not have to wait for the room to be approved by a locally managed administrator and these rooms are intended to be utilized by Dalhousie University students mainly for booking relatively smaller sized classrooms or study rooms.

- Home
- My Calendar
- My Bookings
- Self Service 
- My Self Service
- Find a Room
- Book a Specific Room
- Requests 
- My Requests
- Make a Request
- Find a Room
- Request a Specific Room
- Calendar Search
- Events
- Rooms

Campus Bookings

 Events | This Week | Search... 


Welcome to **Campus Bookings** where the Dalhousie community can **request bookable space on campus**. **Log in to Campus Bookings** at the top right corner of this page and enter your Dalhousie NetID and password.

Ratified Societies

Ratified Societies can now book spaces on campus through the Requests menu option in Campus Bookings. An approved DSU Event ID Number is required and is provided after the [DSU Risk Management form](#) has been completed and approved.

Students

On demand study rooms are available to book through the Self Service menu options.

Campus Bookings –REQUESTING SPACE FOR RATIFIED SOCIETIES

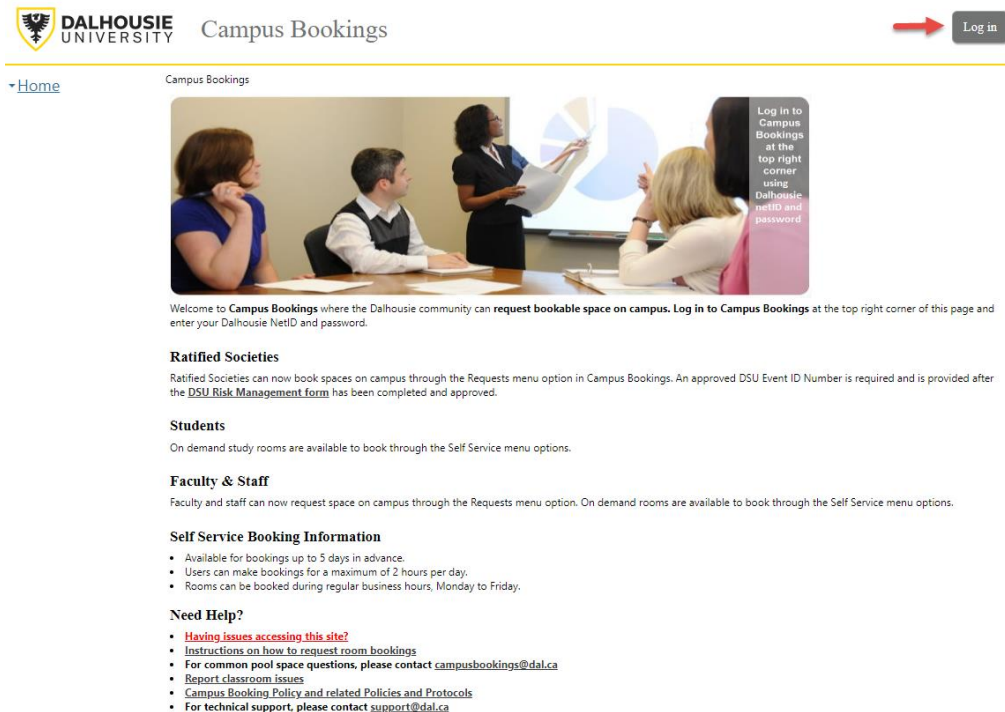
Step 1: Visit <https://www.dsu.ca/peo-resources>

1-1 COMPLETE ANY DSU-RELATED REQUIREMENTS FOR EVENT BOOKINGS

1-2 RECORD THE DSU EVENT ID NUMBER

Step 2: Go to <https://campusbookings.dal.ca>

Log into Campus Bookings using your NETID and Password



Ratified Societies
Ratified Societies can now book spaces on campus through the Requests menu option in Campus Bookings. An approved DSU Event ID Number is required and is provided after the [DSU Risk Management form](#) has been completed and approved.

Students
On demand study rooms are available to book through the Self Service menu options.

Faculty & Staff
Faculty and staff can now request space on campus through the Requests menu option. On demand rooms are available to book through the Self Service menu options.

Self Service Booking Information

- Available for bookings up to 5 days in advance.
- Users can make bookings for a maximum of 2 hours per day.
- Rooms can be booked during regular business hours, Monday to Friday.

Need Help?

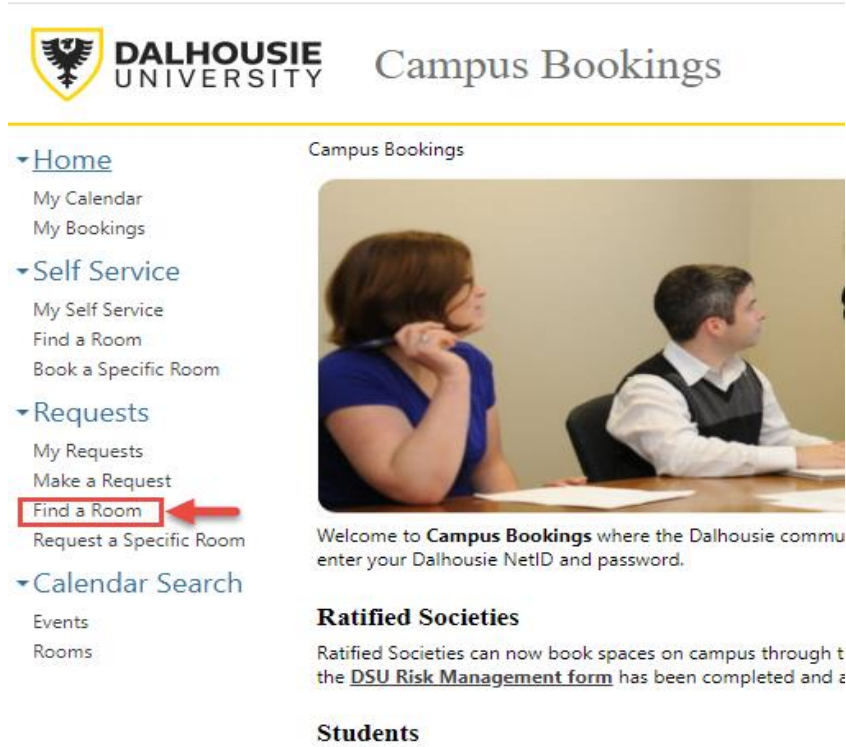
- [Having issues accessing this site?](#)
- [Instructions on how to request room bookings](#)
- [For common pool space questions, please contact \[campusbookings@dal.ca\]\(mailto:campusbookings@dal.ca\)](#)
- [Report classroom issues](#)
- [Campus Booking Policy and related Policies and Protocols](#)
- [For technical support, please contact \[support@dal.ca\]\(mailto:support@dal.ca\)](#)


For making room requests, you have two options to choose from:

1. **Find a Room:** For bookings that occur during regular office hours or if you already know what rooms you are looking for.
2. **Make a Request:** For bookings that occur outside of regular office hours or if you need assistance with selecting a room.

1-3 FIND A ROOM

Step 3A: On the left hand side menu under 'Requests', click on 'Find a Room'



 DALHOUSIE
UNIVERSITY

Campus Bookings

Campus Bookings

- Home
 - My Calendar
 - My Bookings
- Self Service
 - My Self Service
 - Find a Room
 - Book a Specific Room
- Requests
 - My Requests
 - Make a Request
 - Find a Room**
 - Request a Specific Room
- Calendar Search
 - Events
 - Rooms

Welcome to **Campus Bookings** where the Dalhousie community can enter your Dalhousie NetID and password.

Ratified Societies

Ratified Societies can now book spaces on campus through the [DSU Risk Management form](#) has been completed and a

Students

1-4 CHOOSING A SPECIFIC ROOM

Step 4: Finding a room

- i. Under 'Request Type', Click on the drop down arrows and ensure that you have selected 'Ratified Society Bookings' (DSU Event ID Number required)

Campus Bookings > Find a Room Events

FIND A ROOM

Request Criteria

Request Type: Event Booking (Non CRN Related) ▼

Location: Ratified Society Bookings (DSU Event ID Number required) Use additional criteria

Room Types: Event Booking (Non CRN Related)

ATRIUM - ATRIUM/GALLERIA

ATRIUMLM - LM ATRIUM/GALLERIA

CLS010 - CLSROOM TIER/FIXED SEAT CAP >2

CLS010LM - LM CLSROOM TIER/FIXED SEAT CAP >2

Pavilions:

1321EDWARD - 1321 EDWARD ST

ARTSCTR - ARTS CENTRE

CHASE - CHASE BUILDING

CHEMISTRY - CHEMISTRY BUILDING

Characteristics:

AUDPB - AUDIO-PLAYBACK FROM COMPUTE

CHALK - CHALKBOARD

CHALKS - CHALKBOARD - WITH STAFFLINES

CHALKS - CHALKBOARD OR WHITEBOARD

- ii. Under 'Location', click on the drop down arrows to select a Campus, or any specific building that is part of that campus, or if you would like to see all of the rooms from all campuses, then choose the 'All' option.

FIND A ROOM

Request Criteria

Request Type: Ratified Society Bookings (DSU Event ID Number required) ▼

Location: *S - STUDLEY CAMPUS ▼ Use additional criteria

Room Types: All

ATRIUM - ATRIUM/GALLE

ATRIUMLM - LM ATRIUM/

CLS010 - CLSROOM TIER/

CLS010LM - LM CLSROOM

Pavilions:

1321EDWARD - 1321 EDV

ARTSCTR - ARTS CENTRE

CHASE - CHASE BUILDING

CHEMISTRY - CHEMISTRY

Configuration Types:

CHALK - CHALKBOARD

CHALKS - CHALKBOARD - WITH STAFFLINES

CHALKS - CHALKBOARD OR WHITEBOARD

Minimum Area:

Availability

For choosing a **Location**, you will have three options:

1. **All** – Shows all bookable rooms within Dalhousie University
2. **By Campus** – Search for a room within a specific campus
3. **By Building** – Search for a room within a specific building

- iii. If it is not already selected by default, click on the ‘Use additional criteria’ box only if you would like to add any specific filters for your room request. (i.e Requirement of a white board)

FIND A ROOM

Request Criteria

Request Type: Ratified Society Bookings (DSU Event ID Number required)

Location: *S - STUDLEY CAMPUS ➔ **Use additional criteria**

<p>Room Types:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CE02001W - LEWIS ROOM WITH TABLE <input type="checkbox"/> EXT010 - EXTERIOR SPACE <input type="checkbox"/> LAB010 - COMPUTER LAB <input type="checkbox"/> LAB010LM - LM COMPUTER LAB 	<p>Floor Levels:</p> <div style="border: 1px solid #ccc; height: 30px;"></div>	
<p>Pavilions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> DUCCE - MONA CAMPBELL BUILDING <input type="checkbox"/> DUNN - SIR JAMES DUNN BUILDING <input type="checkbox"/> HHICKS - HENRY HICKS ACADEMIC ADMINIS <input type="checkbox"/> KILLAM - KILLAM LIBRARY 	<p>Characteristics:</p> <ul style="list-style-type: none"> <input type="checkbox"/> INTERH - MULTIPLE HARDLINE INTERNET ACCESS <input type="checkbox"/> LICENS - LICENSED ROOM FOR ALCOHOL <input type="checkbox"/> TBLCHR - TABLES AND CHAIRS 	
<p>Configuration Types:</p> <div style="border: 1px solid #ccc; height: 30px;"></div>	<p>Minimum Capacity:</p> <input style="width: 40px;" type="text" value="0"/>	<p>Minimum Area:</p> <input style="width: 40px;" type="text" value="0"/>

- iv. Under ‘Availability,’ select the Duration and Time Intervals for your Room Request and click on ‘Verify Calendar’.

Note: For reservations that are **reoccurring**, you may skip ahead to [step vi](#).

☰ Availability

Duration:
 01:00 ▾


Between:
 8:00 AM ▾ and 5:00 PM ▾

Recurring Reservation

Verify Calendar 

- v. A calendar displaying the availability of dates for the next three months will show. The status of the availability will be indicated with different colors from the bottom, and if you would like to view for a later date, then you may use the arrows on the right. Select a date to view for room availability.

☰ Availability Calendar

 **Click on a date to view availability**

October 2022							November 2022							December 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Unavailable
 Available
 Today
 Selected

- vi. For recurring reservations, click on the 'Recurring Reservation' check box to select it. From there, you will have the options to choose whether you would like the reoccurrence to occur Daily, Weekly, Monthly or Yearly. Select the options that best matches with your preference and click 'Verify Availability'

☰ Availability

Duration:
01:00 ▾

Between:
8:00 AM ▾ and 5:00 PM ▾

Recurring Reservation

Verify Calendar


✓ Recurring Reservation

Daily Recur every 1 week(s) on


Weekly Sunday Monday Tuesday

Monthly Wednesday Thursday Friday


Yearly Saturday

Start Date: 2022/10/14 

End after 10 occurrence(s)


End by 2022/12/31 

Show Occurrences

Verify Availability 

- vii. Once you have completed the previous steps, a list of Available Rooms Requiring Approval and the availability of the times will show up based on time frames that you have selected. Select a time that you would like to schedule.


☰ Availability Calendar

 Click on a date to view availability

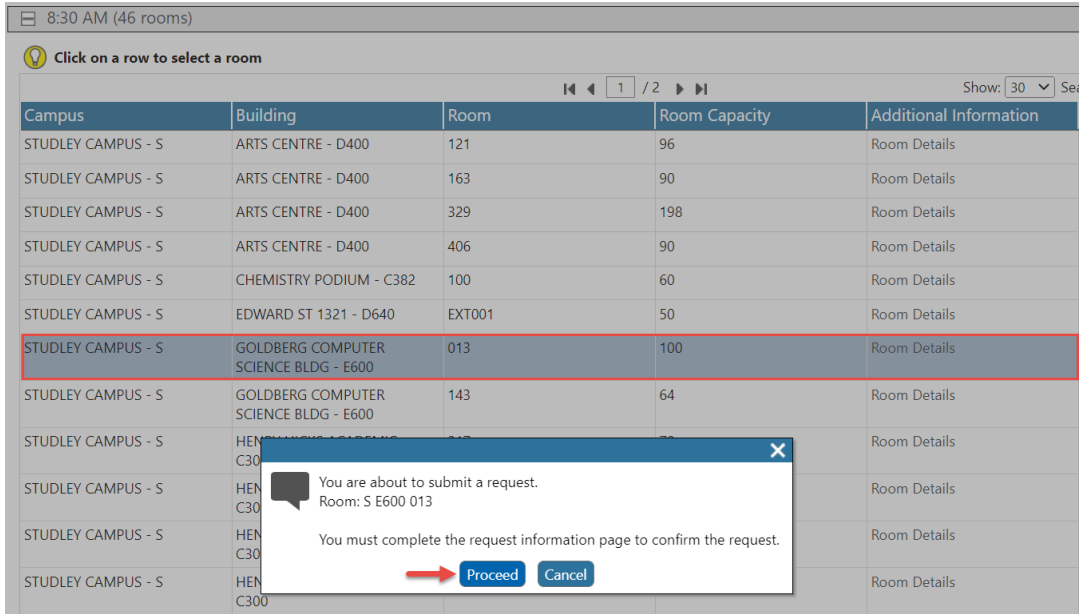
October 2022							November 2022							December 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

Unavailable
 Available
 Today
 Selected

☰ Available Rooms Requiring Approval

- 8:00 AM (49 rooms)
- 8:15 AM (46 rooms)
-  8:30 AM (46 rooms)
- 8:45 AM (43 rooms)
- 9:00 AM (43 rooms)
- 9:15 AM (28 rooms)
- 9:30 AM (28 rooms)
- 9:45 AM (28 rooms)
- 10:00 AM (30 rooms)

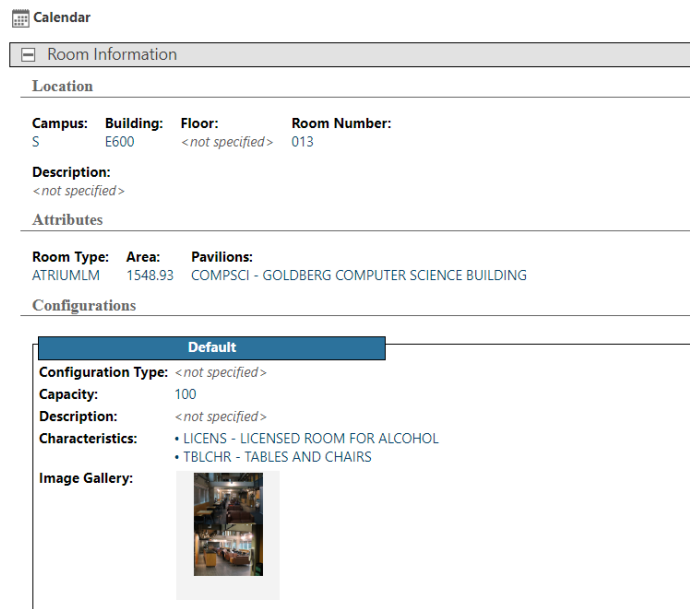
viii. Select the room that you would like to request. A pop up window will show to indicate that you are submitting a request for the selected room. Click on 'Proceed' to continue.



To view more details about a specific room, such as room characteristics and images before proceeding. Click on the clickable text label 'Room Details' under 'Additional Information' row section.

Additional Information
Room Details
Room Details
Room Details
Room Details
Room Details
Room Details
Room Details
Room Details
Room Details
Room Details


S E600 013



You can click on the pictures under 'Image Gallery' to get the expanded version of the particular room that you are requesting.

S C580 2600

 Calendar

 Room Information

Location

Campus: S **Building:** C580 **Floor:** <not specified> **Room Number:** 2600

Description:
<not specified>

Attributes

Room Type: SPT010 **Area:** 3279.53 **Pavilions:** KILLAM - KILLAM LIBRARY

Configurations

Default

Configuration Type: <not specified>

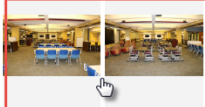
Capacity: 128

Description: <not specified>

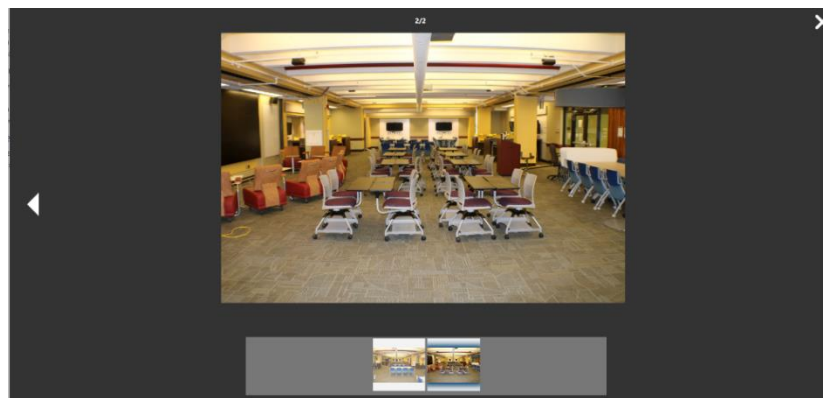
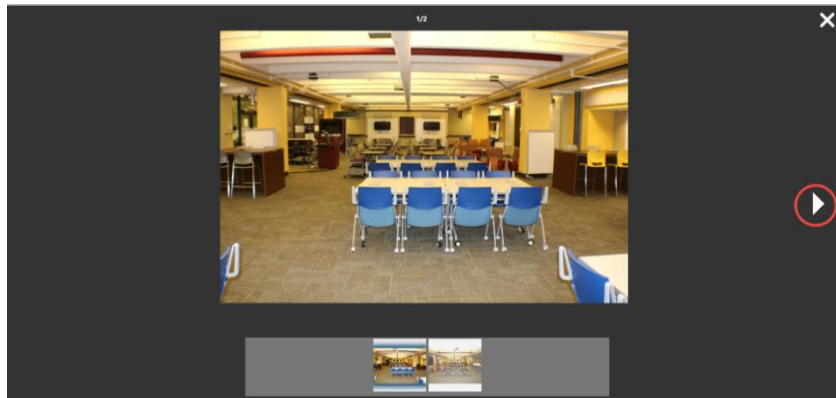
Characteristics:

- AUDPB - AUDIO-PLAYBACK FROM COMPUTER
- CHKWHT - CHALKBOARD OR WHITEBOARD
- DOCAM - DOCUMENT CAMERA
- MICRO - VOICE AMP (MIC WITH SPEAKERS)
- PODIUM - PODIUM WITH TOUCH PANEL
- PORTVD - ACTIVE ETHERNET FOR PORTABLE VIDEO
- PROJ2 - DUAL IMAGE PROJECTION FOR 2 IMAGES
- PROJ1 - PROJECTOR SCREEN FOR SINGLE IMAGE
- TABARM - CHAIRS WITH TABLE ARMS
- TBLCHR - TABLES AND CHAIRS
- VIDMON - VIDEO MONITOR
- WHITE - WHITEBOARD

Image Gallery:



A new window will open with a larger size of the pictures shown above. If a room selected has multiple pictures, you can click on the arrows on the right hand side to switch between the pictures.



1-5 FILLING ANY INFORMATION

REQUIRED

Step 5: Request Information

- i. Fill in the Number of Attendees and review the information that is labeled under the 'Time Information' and 'Location Information'

REQUEST CONFIRMATION

Request Information			
Request Type: Ratified Society Bookings (DSU Event ID Number required) (Ratified Society Bookings (DSU Event ID Number required))			
Number of Attendees: <input type="text" value="20"/>			
Time Information			
Date:	Start Time:	End Time:	Duration:
2022/10/18	8:30 AM	9:30 AM	01:00
Please enter additional time requirements here:			
<input type="text"/>			
Location Information			
Campus:	Building:	Room:	Room Type:
S	E600	013 (Details)	ATRIUMLM
Room Configuration: Default			
Please enter additional room requirements here:			
<input type="text"/>			

(Important Note): It is recommended to not use the 'Please enter additional time requirements here' or 'Please enter additional room requirements here' text boxes for allocating more time and any other room requirements that you may have. There are **NO GURANTEES** when using the text boxes. For the requirement to register into the system and guarantee that your request is fulfilled, you will need to make a **separate** request.

Making any additional requirement requests under these boxes will not guaranteed that you request will be fulfilled as the room admin may receive multiple requests from other users for the same requirements that you have indicated.

Request Information

Request Type: Ratified Society Bookings (DSU Event ID Number required) (Ratified Society Bookings (DSU Event ID Number required))

Number of Attendees:

Time Information

Date: 2022/10/18 **Start Time:** 8:30 AM **End Time:** 9:30 AM **Duration:** 01:00

Please enter additional time requirements here:

X

Location Information

Campus: S **Building:** E600 **Room:** 013 (Details) **Room Type:** ATRIUMLM

Room Configuration: Default

Please enter additional room requirements here:

X

- ii. Fill out all the required fields that are highlighted in red, as these will be required in order for you to 'Submit' your request

Other Information

DSU Event ID Number * *Minimum length not met (Need 5 more characters).*

Name of Ratified Society * *Minimum length not met (Need 3 more characters).*

Ratified Society Contact Person Name * *Minimum length not met (Need 3 more characters).*

Ratified Society Contact Person Banner Number * *Minimum length not met (Need 9 more characters).*

Ratified Society Contact Person Phone Number * *Minimum length not met (Need 4 more characters).*

Preferred Campus for event * *Required*

Please select the event type that best describes your Conference/Event: * *Required*

Please check all that apply to your event:

<input type="checkbox"/> Food will be served	<input type="checkbox"/> Requirement to move furniture	<input type="checkbox"/> Media promoted/ present	<input type="checkbox"/> Internal attendees only	<input type="checkbox"/> Government official invited or attending
<input type="checkbox"/> Alcohol will be served	<input type="checkbox"/> External service providers are being used	<input type="checkbox"/> Audio visual requirements	<input type="checkbox"/> External attendees only	
<input type="checkbox"/> Special set up requirements	<input type="checkbox"/> Noise (music, amplification)	<input type="checkbox"/> Screen a film or video	<input type="checkbox"/> Internal and external attendees	

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description: * *Minimum length not met (Need 3 more characters).*

Please add any additional requirements for this booking (Optional): 300 character(s) left.

iii. Click on the 'Submit'

Other Information

DSU Event ID Number 9994 character(s) left.

Name of Ratified Society 478 character(s) left.

Ratified Society Contact Person Name 43 character(s) left.

Ratified Society Contact Person Banner Number 9991 character(s) left.

Ratified Society Contact Person Phone Number 0 character(s) left.

Preferred Campus for event

Please select the event type that best describes your Conference/Event:

Please check all that apply to your event:

<input type="checkbox"/> Food will be served	<input type="checkbox"/> Requirement to move furniture	<input type="checkbox"/> Media promoted/ present	<input type="checkbox"/> Internal attendees only	<input type="checkbox"/> Government official invited or attending
<input type="checkbox"/> Alcohol will be served	<input type="checkbox"/> External service providers are being used	<input type="checkbox"/> Audio visual requirements	<input type="checkbox"/> External attendees only	
<input type="checkbox"/> Special set up requirements	<input type="checkbox"/> Noise (music, amplification)	<input type="checkbox"/> Screen a film or video	<input type="checkbox"/> Internal and external attendees	

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description: 278 character(s) left.

Please add any additional requirements for this booking (Optional): 300 character(s) left.

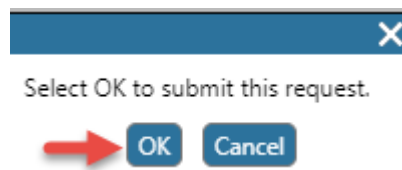
Your request will be submitted to:
katheryn.minty@dal.ca



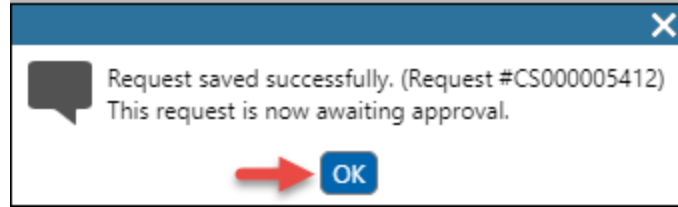
1-6 CONFIRMATION

Step 6: Confirmation Number

i. A pop up window will show 'Select OK to submit this request'. Click on 'OK'



- ii. After the submission, you will be provided with a confirmation code, which can be used to find your bookings through 'My request' from the left hand side bar. Click on 'OK' again.



Campus Bookings > My Requests

Events | This Week | Search...

MY REQUESTS

By occurrence

Filter: Upcoming Bookings

Show: 30 Search: CS000005412

Request	Date	Time	Approved Room(s)	Requested Room	Additional Information	
CS000005412	Tuesday, October 18, 2022	8:30 AM - 9:30 AM		S E600 013	DSU Event ID Number 123456 Name of Ratified Society Dalhousie Reading Club Ratified Society Contact Person Name Student Ratified Society Contact Person Banner Number 800123456 Ratified Society Contact Person Phone Number 9021234567 Preferred Campus for event Studley Please select the event type that best describes your Conference/Event: Meeting Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description: Dalhousie Book Meeting Please add any additional requirements for this booking (Optional):	Cancel

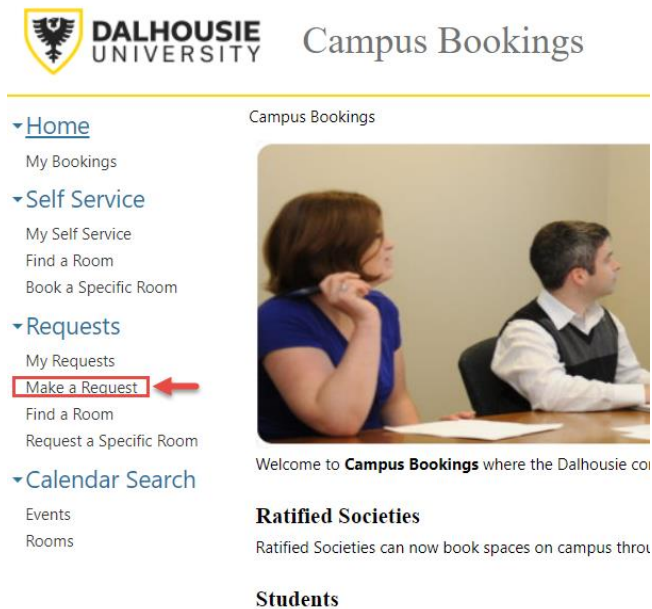
Left sidebar navigation: Home, My Bookings, Self Service, My Self Service, Find a Room, Book a Specific Room, Requests, **My Requests**, Make a Request, Find a Room, Request a Specific Room, Calendar Search, Events, Rooms.

You may also notice that you have received an email notification confirming this request. Another email confirmation will be sent once your request has been approved or declined. Always refer back to the 'My Requests' using your reference code for a more detailed description of your reservation.

2-1 MAKE A REQUEST

Step 3B: Using 'Make a Request'

- i. On the left hand side under 'Requests' Click on 'Make a Request'



2-2 FIND A ROOM

Step 4B: Finding a room

- i. Verify that the Request Type is 'Ratified Society Bookings (DSU Event ID Number Required)'

Campus Bookings > Make a Request

MAKE A REQUEST

Request Criteria

Request Type: Ratified Society Bookings (DSU Event ID Number required) ←

Location: +S - STUDLEY CAMPUS Use additional criteria

Room Types:

- ATRIUM - ATRIUM/GALLERIA
- CLS010 - CLSROOM TIER/FIXED SEAT CAP >25
- CLS020 - CLSROOM FLAT FLOOR CAP >25

Floor Levels:

Pavilions:

- 1321 EDWARD - 1321 EDWARD ST
- CHASE - CHASE BUILDING
- CHEMISTRY - CHEMISTRY BUILDING

Characteristics:

- AUDPB - AUDIO-PLAYBACK FROM COMPUTER
- CHALK - CHALKBOARD
- CHKWHT - CHALKBOARD OR WHITEBOARD

Configuration Types:

Minimum Capacity: **Minimum Area:**

- ii. Under 'Location', click on the drop down arrows to select a Campus, or a specific building within that Campus (Choose 'All' if you would prefer to see all options)

Campus Bookings > Make a Request

MAKE A REQUEST

Request Criteria

Request Type: Ratified Society Bookings (DSU Event ID Number requirec

Location: •S - STUDLEY CAMPUS Use additional criteria

Room Types:

ATRIUM - ATRIUM/GALLE
 CLS010 - CLSROOM TIER
 CLS020 - CLSROOM FLAT

All

•S - STUDLEY CAMPUS

C201 - LSC-BIOL&EARTH

C202 - LSC-OCEANOGRAPH

C203 - LSC-PSYCHOLOGY

C204 - LSC-COMMON AREA

C230 - STEELE OCEAN SCIENCES BUILDING

C260 - SIR JAMES DUNN BUILDING

C300 - HENRY HICKS ACADEMIC

C381 - CHEMISTRY

C580 - KILLAM LIBRARY

C790 - LEMARCHANT PLACE

D110 - MONA CAMPBELL BUILDING

D420 - MCCAIN ARTS&SS

D640 - EDWARD ST 1321

E100 - STUDENT UNION BLDG

E260 - KENNETH C ROWE MANAGEMENT

E600 - GOLDBERG COMPUTER SCIENCE BLDG

•T - CARLETON CAMPUS

F100 - DENTISTRY

Pavilions:

 1321EDWARD - 1321 EDW
 CHASE - CHASE BUILDING
 CHEMISTRY - CHEMISTRY

Configuration Types:

Time Information

- iii. Click on the 'Use additional criteria' check box if you have any additional filters that you would like to add to your room request. (i.e. Whiteboard requirement)

MAKE A REQUEST

Request Criteria

Request Type: Ratified Society Bookings (DSU Event ID Number requirec

Location: •S - STUDLEY CAMPUS → Use additional criteria

Room Types:

 ATRIUM - ATRIUM/GALLERIA
 CLS010 - CLSROOM TIER/FIXED SEAT CAP >25
 CLS020 - CLSROOM FLAT FLOOR CAP >25

Floor Levels:

Pavilions:

 1321EDWARD - 1321 EDWARD ST
 CHASE - CHASE BUILDING
 CHEMISTRY - CHEMISTRY BUILDING

Characteristics:

 TELCON - DEDICATED TEL LINE FOR TEL CONF
 VIDMON - VIDEO MONITOR

WHITE - WHITEBOARD

 WINDOW - WINDOW ON EXTERIOR WALL


Configuration Types:

Minimum Capacity:

Minimum Area:

- iv. Under 'Time Information', Choose the Date, Start Time, and Duration of your request and click on 'Proceed'


☐ Time Information

Date: 2022/10/18 

Start Time: 11:00 AM ▼

Duration: 01:00 ▼

Recurring Reservation

Proceed 

2-3 FILLING IN THE NECESSARY INFORMATION

Step 5B: Requesting Confirmation

- i. Clarify the number of attendees and verify the 'Time Information' and 'Location Information'

REQUEST CONFIRMATION

Request Information

Request Type: Ratified Society Bookings (DSU Event ID Number required) (Ratified Society Bookings (DSU Event ID Number required))

Number of Attendees: * **Required (Minimum: 0, Maximum: 9999)**

Time Information

Date:	Start Time:	End Time:	Duration:
2022/10/18	11:00 AM	12:00 PM	01:00

Please enter additional time requirements here:

Location Information

Campus:	Building:	Room:	Room Type:
S	E600	<not specified>	<not specified>

Please enter additional room requirements here:

- ii. Complete the required information in the form provided and use the DSU event ID Number from **Step 1** prior to completing the the following.

Other Information

DSU Event ID Number * Minimum length not met (Need 5 more characters).

Name of Ratified Society * Minimum length not met (Need 3 more characters).

Ratified Society Contact Person Name * Minimum length not met (Need 3 more characters).

Ratified Society Contact Person Banner Number * Minimum length not met (Need 9 more characters).

Ratified Society Contact Person Phone Number * Minimum length not met (Need 4 more characters).

Preferred Campus for event * Required

Please select the event type that best describes your event: * Required

Please check all that apply to your event:

Food will be served
 Requirement to move furniture
 Media promoted / present
 Internal attendees only
 Government official invited or attending
 Alcohol will be served
 External service providers are being used
 Audio visual requirements
 Internal and external attendees
 Special set up requirements
 Noise (music, amplification)
 Screen a film or video
 External attendees only

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (Optional):

* Minimum length not met (Need 3 more characters).

Please add any additional requirements for this booking (optional):

300 character(s) left.

Your request will be submitted to:
 campusbookings@dal.ca

Submit

- If you are using the 'Make a Request' option for requesting space outside of regular office hours, then please use the 'Please add any additional requirements for this booking' text box to include any information, such as, the building name or the room number of the space you are looking to book.
- If you are unsure on the information of the specific room and require assistance with booking, you can use the text box to include any room preferences that you may have and adding the

Other Information

DSU Event ID Number 12 character(s) left.

Name of Ratified Society 478 character(s) left.

Ratified Society Contact Person Name 43 character(s) left.

Ratified Society Contact Person Banner Number 0 character(s) left.

Ratified Society Contact Person Phone Number 0 character(s) left.

Preferred Campus for event

Please select the event type that best describes your event:

Please check all that apply to your event:

Food will be served
 Requirement to move furniture
 Media promoted / present
 Internal attendees only
 Government official invited or attending
 Alcohol will be served
 External service providers are being used
 Audio visual requirements
 Internal and external attendees
 Special set up requirements
 Noise (music, amplification)
 Screen a film or video
 External attendees only

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (Optional):

278 character(s) left.

Please add any additional requirements for this booking (optional):

183 character(s) left.

characteristics of the room. (i.e.. A specific building, floor level, any room equipment requirements and etc.)

- iii. After filling out the required information. Click on the 'Submit' button.

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (Optional):

Dalhousie Reading Club

278 character(s) left.

Please add any additional requirements for this booking (optional):

Please book a room in the Goldberg Computer Science Building, it can be any room on the second floor with a projector

183 character(s) left.

Your request will be submitted to:

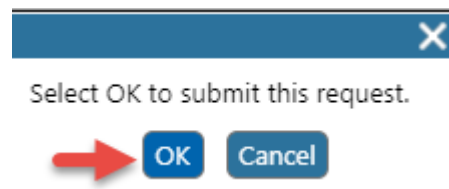
campusbookings@dal.ca



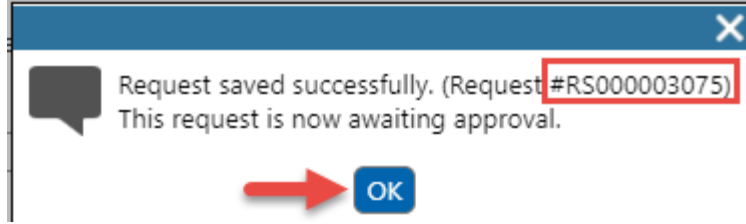
2-4 CONFIRMATION

Step 6: Reference Number

- i. Click on the 'OK' button to submit this request



- ii. Next, you will receive a request reference number, as well as an email notification detailing the information of your room request.



You can always refer back to the 'My Requests' from the left hand side menu and use your reference number to access to your room requests in a more detailed format.

Campus Bookings > My Requests

Events | This Week | Search...

MY REQUESTS

By occurrence

Filter: Upcoming Bookings

Show: 30 | Search: RS000003075

Request	Date	Time	Approved Room(s)	Requested Room	Additional Information
RS000003075	Tuesday, October 18, 2022	11:00 AM - 12:00 PM			DSU Event ID Number 123456 Name of Ratified Society Dalhousie Reading Club Ratified Society Contact Person Name Student Ratified Society Contact Person Banner Number B00123456 Ratified Society Contact Person Phone Number 9021234567 Preferred Campus for event Studley Please select the event type that best describes your event: Meeting / Colloquium Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (Optional): Dalhousie Reading Club Please add any additional requirements for this booking (optional): Please book a room in the Goldberg Computer Science Building, it can be any room on the second floor with a projector

1 / 2 records

CAMPUS BOOKINGS - REQUESTING SPACE AS A FACULTY AND STAFFS

3-1 LOGGING IN

Step 1: Go to <https://campusbookings.dal.ca/> and click on the 'Log in' button on the upper right hand corner. To sign in, use your NetID and Password.

[Home](#)

Campus Bookings



Log in to Campus Bookings at the top right corner using Dalhousie netID and password

Welcome to **Campus Bookings** where the Dalhousie community can **request bookable space on campus**. **Log in to Campus Bookings** at the top right corner of this page and enter your Dalhousie NetID and password.

Ratified Societies

Ratified Societies can now book spaces on campus through the Requests menu option in Campus Bookings. An approved DSU Event ID Number is required and is provided after the **DSU Risk Management form** has been completed and approved.

3-2 USING 'FIND A ROOM' FOR FACULTY AND STAFFS

Step 2: Under 'Requests' from the left hand side menu, click on 'Find a Room'.



Home

My Calendar
My Bookings

Self Service

My Self Service
Find a Room
Book a Specific Room

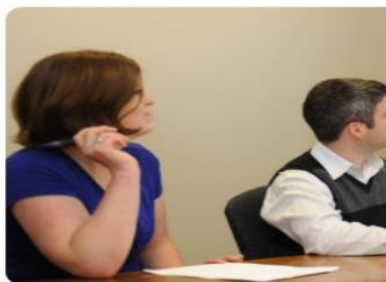
Requests

My Requests
Make a Request
Find a Room ←
Request a Specific Room

Calendar Search

Events
Rooms

Campus Bookings


 Welcome to **Campus Bookings** where the Dalhousie

Ratified Societies

Ratified Societies can now book spaces on campus

Students

ROOM FOR FACULTY

3-3 FINDING A SPECIFIC MEMBERS AND STAFFS

Step 3: Find a Room

- i. Under 'Request Type', click on the drop down arrow and select the room request type.

For faculty members and staffs, there are two options:

1. Event Booking (Non CRN Related)
2. Timetable Booking (CRN Related)

Campus Bookings > Find a Room

FIND A ROOM

Request Criteria

Request Type: Event Booking (Non CRN Related) ▼

Location: Timetable Booking (CRN Related) ▼ Event Booking (Non CRN Related) Use additional criteria

Room Types:

- ATRIUM - ATRIUM/GALLERIA
- ATRIUMLM - LM ATRIUM/GALLERIA
- CLS010 - CLSROOM TIER/FIXED SEAT CAP >25

Floor Levels:

Pavilions:

- 1321EDWARD - 1321 EDWARD ST
- ARTSCTR - ARTS CENTRE
- CHASE - CHASE BUILDING

Characteristics:

- AUDPB - AUDIO-PLAYBACK FROM COMPUTER
- CHALK - CHALKBOARD
- CHALKS - CHALKBOARD - WITH STAFFLINES

Configuration Types:

Minimum Capacity:

Minimum Area:

Event Bookings (Non CRN Related) - These are events that are not linked to any specific class listed in the Academic Timetable, the requests can be classified as the following:

-Conference	-Display Session
-Meeting	-Guest Speaker
-Public Lecture	-Dinner
-Reception	-Film
-Press Conferences	-Arts
-Poster Board	-Donor Event
-Camps	-Trade Show
-Competition	-Performance
-Concert	-Tutoring
-Classes	-Workshops
-Weddings	-Ceremony
-Colloquium	

Timetable Bookings (CRN Related) - These are request that are related to any specific class in the Academic Timetable. These requests may include events such as:


-Lecture	-Thesis Defense
-Exam	-Seminar
-Breakout Session	-Tutorial
-Workshop	-Lab
-Mid Term	-Lecture Series
-Review session	-Test
-Thesis Class	

- ii. Select the 'Location' of the request

FIND A ROOM

☰ Request Criteria

Request Type: Event Booking (Non CRN Related) ▼

Location: All ▼  Use additional criteria

Room Types:

- ATRIUM - ATRIUM/GALLERIA
- ATRIUMLM - LM ATRIUM/GALLERIA
- CLS010 - CLSROOM TIER/FIXED SEAT CAP >25

Floor Levels:

Pavilions:

- 1321EDWARD - 1321 EDWARD ST
- ARTSCTR - ARTS CENTRE
- BANTING - BANTING BUILDING

Characteristics:

- AUDPB - AUDIO-PLAYBACK FROM COMPUTER
- BEDS - PATIENT CARE BEDS
- CHALK - CHALKBOARD

Configuration Types:

Minimum Capacity:

Minimum Area:

For choosing the Location, you have three options:

- i. **All** – Search for all bookable rooms within Dalhousie University
- ii. **By Campus** – Search for a room within a specific campus (e.g. S for Studly, X for Sexton)
- iii. **By Building** – Search for a room within a specific building (e.g. room E100 for Student Union building)

- iii. Click on the 'Use additional criteria' box if you would like to add any specific filters for your room request. (i.e. White Board requirements) If not, you may skip to the next step.

FIND A ROOM

☰ Request Criteria

Request Type:

Location: ➔ **Use additional criteria**

<p>Room Types:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ATRIUM - ATRIUM/GALLERIA <input type="checkbox"/> ATRIUMLM - LM ATRIUM/GALLERIA <input type="checkbox"/> CLS010 - CLSROOM TIER/FIXED SEAT CAP >25 	<p>Floor Levels:</p> <div style="border: 1px solid #ccc; height: 40px;"></div>
<p>Pavilions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1321EDWARD - 1321 EDWARD ST <input type="checkbox"/> ARTSCTR - ARTS CENTRE <input type="checkbox"/> BANTING - BANTING BUILDING 	<p>Characteristics:</p> <ul style="list-style-type: none"> <input type="checkbox"/> AUDPB - AUDIO-PLAYBACK FROM COMPUTER <input type="checkbox"/> BEDS - PATIENT CARE BEDS <input type="checkbox"/> CHALK - CHALKBOARD
<p>Configuration Types:</p> <div style="border: 1px solid #ccc; height: 40px;"></div>	<p>Minimum Capacity: <input type="text" value="0"/></p> <p>Minimum Area: <input type="text" value="0"/></p>

- iv. Select the 'Duration' and the time interval that you would prefer for your request and click on 'Verify Calendar'

☰ Availability

Duration:

Between: and

Recurring Reservation

Verify Calendar ➔

- v. Choose a date from the calendar that you would like to view the room availability for. You may use the arrows on the right if you would like to view a future date.

☰ Availability Calendar

💡 Click on a date to view availability

October 2022							November 2022							December 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Unavailable
 Available
 Today
 Selected

- vi. A list of available times for the room availability from the time interval that you have selected will show. Select a time to view the room availability.

☰ Availability Calendar

💡 Click on a date to view availability

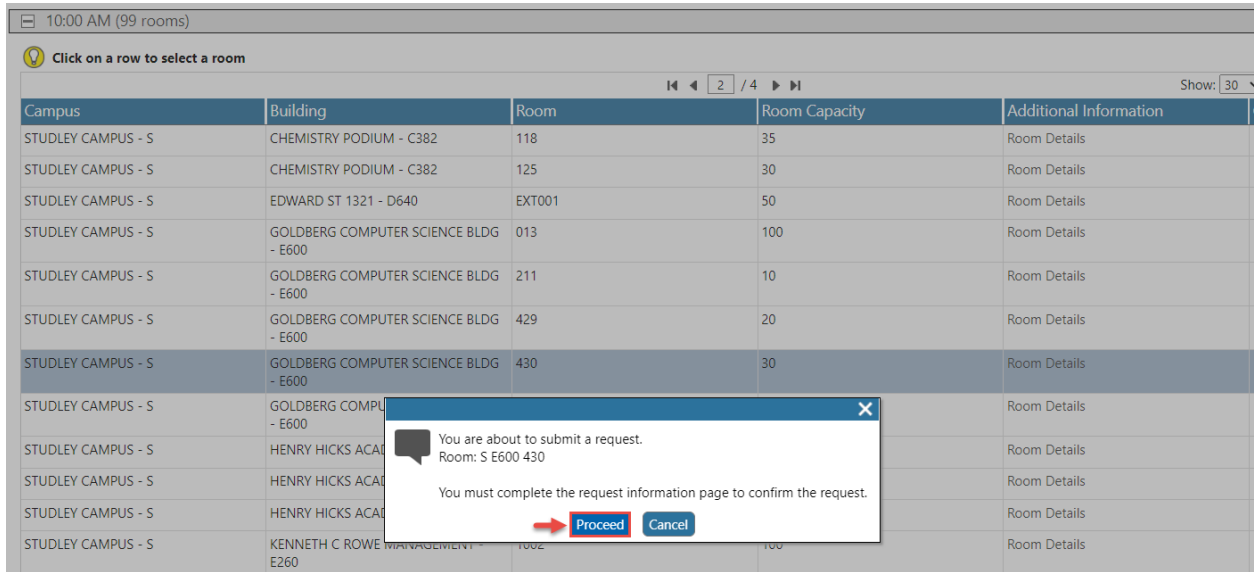
October 2022							November 2022							December 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Unavailable
 Available
 Today
 Selected

☰ Available Rooms Requiring Approval


- ☰ 8:00 AM (141 rooms)
- ☰ 8:15 AM (134 rooms)
- ☰ 8:30 AM (134 rooms)
- ☰ 8:45 AM (122 rooms)
- ☰ 9:00 AM (122 rooms)
- ☰ 9:15 AM (97 rooms)
- ☰ 9:30 AM (98 rooms)
- ☰ 9:45 AM (96 rooms)
- ☰ 10:00 AM (99 rooms)
- ☰ 10:15 AM (99 rooms)
- ☰ 10:30 AM (100 rooms)

- vii. Select the room that would like to request. A pop up will show to indicate that ‘You must complete the request information page to confirm the request’. Click on ‘Proceed’ to continue.

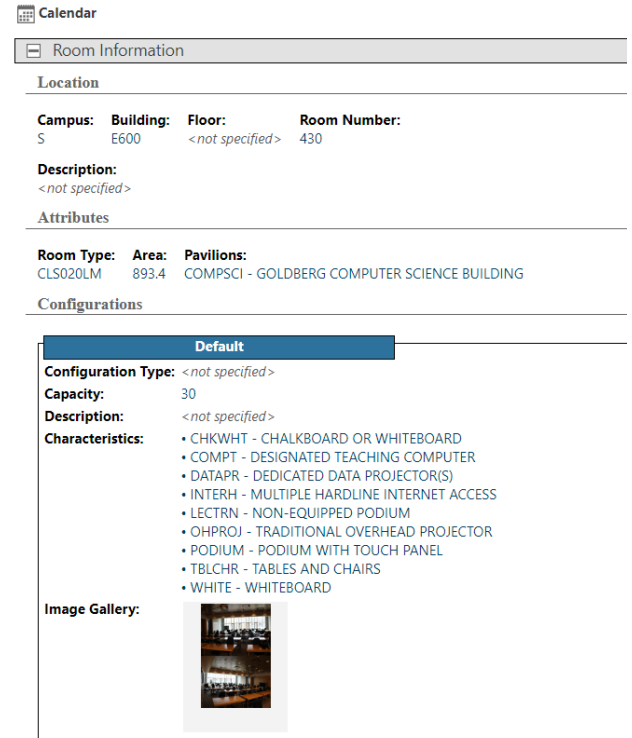


The screenshot shows a table of rooms with columns: Campus, Building, Room, Room Capacity, and Additional Information. A pop-up window is overlaid on the table, containing the text: "You are about to submit a request. Room: S E600 430. You must complete the request information page to confirm the request." Below the text are two buttons: "Proceed" (highlighted with a red arrow) and "Cancel".

To view more details about a specific room, such as the room characteristics and images. Click on ‘Room Details’ under the ‘Additional Information’ column.

Campus	Building	Room	Room Capacity	Additional Information
STUDLEY CAMPUS - S	CHEMISTRY PODIUM - C382	118	35	Room Details
STUDLEY CAMPUS - S	CHEMISTRY PODIUM - C382	125	30	Room Details
STUDLEY CAMPUS - S	EDWARD ST 1321 - D640	EXT001	50	Room Details
STUDLEY CAMPUS - S	GOLDBERG COMPUTER SCIENCE BLDG - E600	013	100	Room Details
STUDLEY CAMPUS - S	GOLDBERG COMPUTER SCIENCE BLDG - E600	211	10	Room Details
STUDLEY CAMPUS - S	GOLDBERG COMPUTER SCIENCE BLDG - E600	429	20	Room Details
STUDLEY CAMPUS - S	GOLDBERG COMPUTER SCIENCE BLDG - E600	430	30	Room Details 
STUDLEY CAMPUS - S	GOLDBERG COMPUTER SCIENCE BLDG - E600	445	8	Room Details
STUDLEY CAMPUS - S	HENRY HICKS ACADEMIC - C300	EXT001	200	Room Details

S E600 430



Calendar

Room Information

Location

Campus: S **Building:** E600 **Floor:** <not specified> **Room Number:** 430

Description: <not specified>

Attributes

Room Type: CLS020LM **Area:** 893.4 **Pavilions:** COMPSCI - GOLDBERG COMPUTER SCIENCE BUILDING

Configurations

Default

Configuration Type: <not specified>

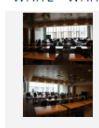
Capacity: 30

Description: <not specified>

Characteristics:

- CHKWHT - CHALKBOARD OR WHITEBOARD
- COMPT - DESIGNATED TEACHING COMPUTER
- DATAPR - DEDICATED DATA PROJECTOR(S)
- INTERH - MULTIPLE HARDLINE INTERNET ACCESS
- LECTR - NON-EQUIPPED PODIUM
- OHPROJ - TRADITIONAL OVERHEAD PROJECTOR
- PODIUM - PODIUM WITH TOUCH PANEL
- TBLCHR - TABLES AND CHAIRS
- WHITE - WHITEBOARD

Image Gallery:



3-4 REQUEST CONFIRMATION

Step 4: Fill in the required fields that are labeled in red

Note: The Request Confirmation page for Request Event Booking and Timetable Booking requests will look different.

By selecting 'Event Booking' as the request type, your 'Request Confirmation' page should appear like this:

REQUEST CONFIRMATION

Request Information

Request Type: Event Booking (Non CRN Related) (CS Locally Managed Spaces for Event Booking PBT)

Number of Attendees: * Required (Minimum: 0, Maximum: 9999)

Time Information

Date: 2022/10/18 **Start Time:** 10:00 AM **End Time:** 11:00 AM **Duration:** 01:00

Please enter additional time requirements here:

Location Information

Campus: S **Building:** E600 **Room:** 430 (Details) **Room Type:** CLS020LM

Room Configuration: Default

Please enter additional room requirements here:

Other Information

Please select the event type that best describes your Conference/Event: * Required

Is the event associated with any of the following: * Required

Please check all that apply to your event:

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> Food will be served | <input type="checkbox"/> Requirement to move furniture | <input type="checkbox"/> Media promoted/ present | <input type="checkbox"/> Internal attendees only | <input type="checkbox"/> Government official invited or attending |
| <input type="checkbox"/> Alcohol will be served | <input type="checkbox"/> External service providers are being used | <input type="checkbox"/> Audio visual requirements | <input type="checkbox"/> External attendees only | |
| <input type="checkbox"/> Special set up requirements | <input type="checkbox"/> Noise (music, amplification) | <input type="checkbox"/> Screen a film or video | <input type="checkbox"/> Internal and external attendees | |

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (required):

* Minimum length not met (Need 3 more characters).

Please add any additional requirements for this booking: 300 character(s) left.

Contact phone number: * Minimum length not met (Need 4 more characters).

Contact email: * Minimum length not met (Need 8 more characters).

Your request will be submitted to:

katheryn.minty@dal.ca

By selecting Timetable Booking as the request type, your 'Request Information' page should appear like this:

REQUEST CONFIRMATION

Request Information

Request Type: Timetable Booking (CRN Related) (CS Locally Managed Spaces for Timetabler PBT)

Number of Attendees: * *Required (Minimum: 0, Maximum: 9999)*

Time Information

Date: 2022/10/18 **Start Time:** 10:00 AM **End Time:** 11:00 AM **Duration:** 01:00

Please enter additional time requirements here:

Location Information

Campus: S **Building:** E600 **Room:** 430 (Details) **Room Type:** CLS020LM

Room Configuration: Default

Please enter additional room requirements here:

Other Information

Please select the appropriate Academic booking type: * *Required*

Please provide the course code(s) and section number(s) associated with the booking: (E.g. MATH 2600 01) * *Minimum length not met (Need 8 more characters).*

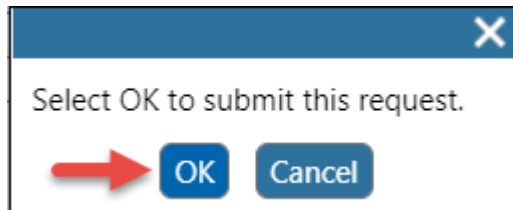
Please indicate any special requirements for this booking: 50 character(s) left.

Contact phone number: * *Minimum length not met (Need 4 more characters).*

Contact email: * *Minimum length not met (Need 4 more characters).*

Your request will be submitted to:
 katheryn.minty@dal.ca

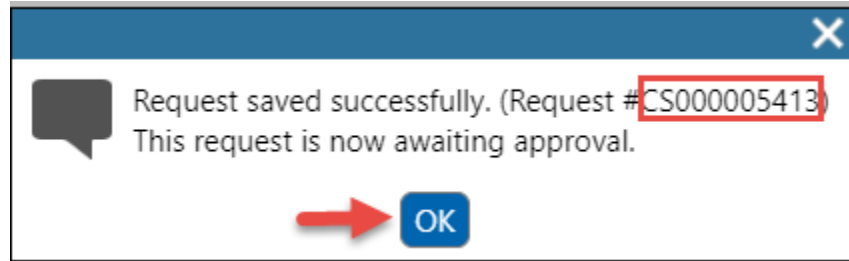
- i. Fill in the required fields that are highlighted in red. Click on the 'OK' button to submit the request.



3-5 CONFIRMATION

Step 5: Confirmation Code

- i. You will now receive a confirmation code, which will also be sent to the email address that you have provided, along with any updates referring to your request. Click on 'OK' to complete the request.



- ii. To access to your requests that you have made, click on the 'My Request' on the left hand side and use the search bar on the upper right hand corner to type in your confirmation code.


Home

 My Calendar
 My Bookings

Self Service

 My Self Service
 Find a Room
 Book a Specific Room

Requests

 My Requests 
 Make a Request
 Find a Room
 Request a Specific Room

Calendar Search

 Events
 Rooms

Campus Bookings > My Requests


Events | This Week | Search...

MY REQUESTS

By occurrence

Filter: Upcoming Bookings

Show: 30 Search: CS000005413

Request	Date	Time	Approved Room(s)	Requested Room	Additional Information	
 CS000005413	Tuesday, October 18, 2022	10:00 AM - 11:00 AM		S E600 430	Please select the event type that best describes your Conference/Event: Meeting Is the event associated with any of the following: General Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (required); General Book Meeting Please add any additional requirements for this booking: Contact phone number: 9021234567 Contact email: kyle123456@dal.ca	Cancel

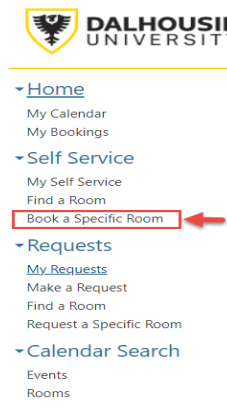
1 / 2 records

How can I make a self serve request?

Using the Self Service section will allow you to request certain rooms that are made available for booking without the need of having it manually approved. Once a room becomes available, you can book it for maximum two hours per day, during the regular office hours, and up to five days in advanced.

4-1 BOOK A SPECIFIC ROOM

Step 1: On the left hand side menu under 'Self Service', click on 'Book a Specific Room'



4-2 HOW TO FIND A ROOM

Step 2: Search for the room that you are looking to book.

- i. Select the location of where you would like to search for the room. You have three options to choose from, you can either search by Campus, Building, and or all options.

Note: You will be limited to only a certain number of rooms and will not have access to all of rooms using the self-serve feature, as other rooms may require an approval.

BOOK A SPECIFIC ROOM

☰ Booking Criteria

Booking Type: Self Serve Booking

Location: •S - STUDLEY CAMPUS Use additional criteria

Room Types:

SEM010 - CLSROOM CAP

Pavilions:

LSCBIOER - LSC - BIOLOG

Configuration Types:

Minimum Capacity:

Minimum Area:

ii. Click on

criteria'

like to apply any filters for your room request. (i.e Chalkboard or Whiteboard requirements)

the 'Use additional box if you would

BOOK A SPECIFIC ROOM

☰ Booking Criteria

Booking Type: Self Serve Booking

Location: •S - STUDLEY CAMPUS Use additional criteria

Room Types:

SEM010 - CLSROOM CAP <25

Pavilions:

LSCBIOER - LSC - BIOLOGY & EARTH

Configuration Types:

Floor Levels:

Characteristics:

TELCON - TABLES AND CHAIRS

Minimum Capacity:

Minimum Area:

Page | 35


































- iii. After selecting a location and you have applied your room criteria. Select a room that matches with your preference. You may also click on 'Room Details' under 'Additional Information' column to view specific details about a room, such as, characteristics and images.

Rooms: Self Serve Booking

Click on a row to select a room

1 / 1

Show: 30 Search:

Campus	Building	Room	Room Capacity	Additional Information	Calendar
STUDLEY CAMPUS - S	KENNETH C ROWE MANAGEMENT - E260	4061	4	Room Details	  
STUDLEY CAMPUS - S	KENNETH C ROWE MANAGEMENT - E260	4063	4	Room Details	  
STUDLEY CAMPUS - S	LSC-BIOL&EARTH - C201	B4082	10	Room Details	  
STUDLEY CAMPUS - S	LSC-BIOL&EARTH - C201	B7123	10	Room Details	  
STUDLEY CAMPUS - S	LSC-COMMON AREA - C204	C210	20	Room Details	  
STUDLEY CAMPUS - S	LSC-COMMON AREA - C204	C212	22	Room Details	  
STUDLEY CAMPUS - S	LSC-COMMON AREA - C204	C214	27	Room Details	  
STUDLEY CAMPUS - S	LSC-PSYCHOLOGY - C203	P4208	23	Room Details	  
STUDLEY CAMPUS - S	LSC-PSYCHOLOGY - C203	P5208	25	Room Details	  
STUDLEY CAMPUS - S	MONA CAMPBELL BUILDING - D110	3011	8	Room Details	  
STUDLEY CAMPUS - S	MONA CAMPBELL BUILDING - D110	4013	8	Room Details	  


11 records (1 selected)

- iv. Under 'Availability', choose the duration and the time interval of your room request. All staff, faculty and students can book these rooms for up to two hours per day and five days in advance. Click on 'Verify Calendar'

☐ Availability: S C204 C210

Duration:
 ▾

Between:
 ▾ and ▾

Verify Calendar 

You may see three types of messages for the room that you are trying to request:


Room is occupied: Indicates that a room is either booked by another person or is currently unavailable during that time.

The booking must be made a maximum of 5 day(s) in advance: Indicates that the room request is outside of the 5 days booking limit.

Room is unavailable due to institution rules: Indicates that the room is either booked on the weekend, a holiday, or outside of office hours.

Note: To request a room outside of regular office hours. Please refer to [section 2-1](#) on using 'Make a Request'

- v. Click on the 'Book' button beside the time that you would like to request.

11:15 AM	Room is occupied.
11:30 AM	Book 
11:45 AM	Book

4-3 CONFIRMATION

Step 3: Booking Confirmation

- i. Indicate the number of attendees.

BOOKING CONFIRMATION

Booking information

Booking Type: Self Serve Booking

Number of Attendees:

- ii. Review the 'Time Information' and 'Location Information' of your request to ensure the accuracy of the information.

BOOKING CONFIRMATION

Booking information

Booking Type: Self Serve Booking

Number of Attendees:

Time Information

Date:	Start Time:	End Time:	Duration:
2022/10/18	11:30 AM	1:30 PM	02:00

Location Information

Campus:	Building:	Room:	Room Type:
S	C204	C210 (Details)	SEM010

- iii. Click on the 'Confirm' button on the bottom.

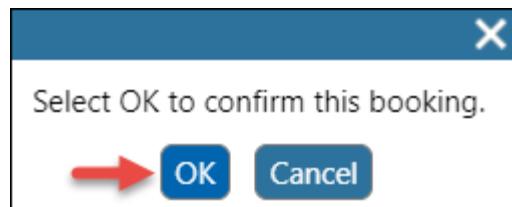
BOOKING CONFIRMATION

Booking information			
Booking Type: Self Serve Booking			
Number of Attendees: <input type="text" value="15"/>			
Time Information			
Date:	Start Time:	End Time:	Duration:
2022/10/18	11:30 AM	1:30 PM	02:00
Location Information			
Campus:	Building:	Room:	Room Type:
S	C204	C210 (Details)	SEM010
Room Configuration: Default			
Your booking will be submitted to: campusbookings@dal.ca			

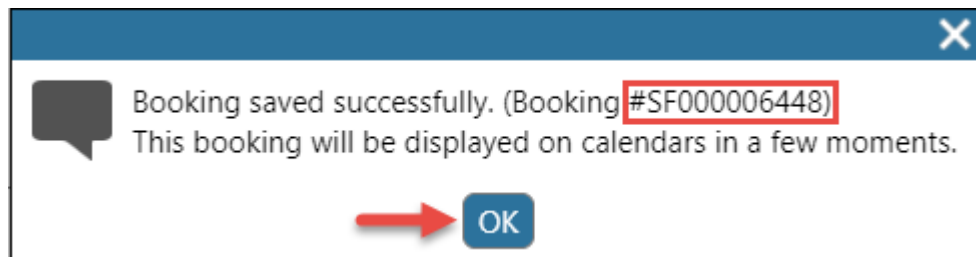
- iv. Click 'OK' to confirm the booking. This booking will be




automatically approved.



- v. You will now receive a reference code, along with a message indicating that "This booking will be displayed on calendars in a few moments". Click on 'OK' again to confirm the booking.



From 'My Bookings', you can see that the room that you have just requested is automatically approved.

 CS000005413	Tuesday, October 18, 2022	10:00 AM - 11:00 AM		S E600 430	Please select the event type that best describes your Conference/Event: Meeting Is the event associated with any of the following: General Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (required): General Book Meeting Please add any additional requirements for this booking: Contact phone number: 9021234567 Contact email: kyle123456@dal.ca	<input type="button" value="Cancel"/>
 SF000006448	Tuesday, October 18, 2022	11:30 AM - 1:30 PM	S C204 C210	S C204 C210		<input type="button" value="Cancel"/>

3 records

HOW TO CHECK THE STATUS OF YOUR REQUEST?


5-1 REQUEST STATUS

Step 1: Log into Campus Bookings


When you request for a room, there will be a reference code that will be associated with the booking, which will also be sent to the email that you have provided. It is recommended to use the Campus Bookings site when you would like to view your bookings or need to make any adjustments to the bookings.

To check the status of the request:

- i. Log into the Campus Bookings at <https://campusbookings.dal.ca> and select 'My Bookings'.

- Home
 - My Calendar
 - My Bookings 
- Self Service
 - My Self Service
 - Find a Room
 - Book a Specific Room
- Requests
 - My Requests
 - Make a Request
 - Find a Room
 - Request a Specific Room
- Calendar Search
 - Events
 - Rooms

Campus Bookings

Events | This Week | Search... 

Welcome to **Campus Bookings** where the Dalhousie community can **request bookable space on campus**. **Log in to Campus Bookings** at the top right corner of this page and enter your Dalhousie NetID and password.




Ratified Societies

Ratified Societies can now book spaces on campus through the Requests menu option in Campus Bookings. An approved DSU Event ID Number is required and is provided after the **DSU Risk Management form** has been completed and approved.

Students

On demand study rooms are available to book through the Self Service menu options.

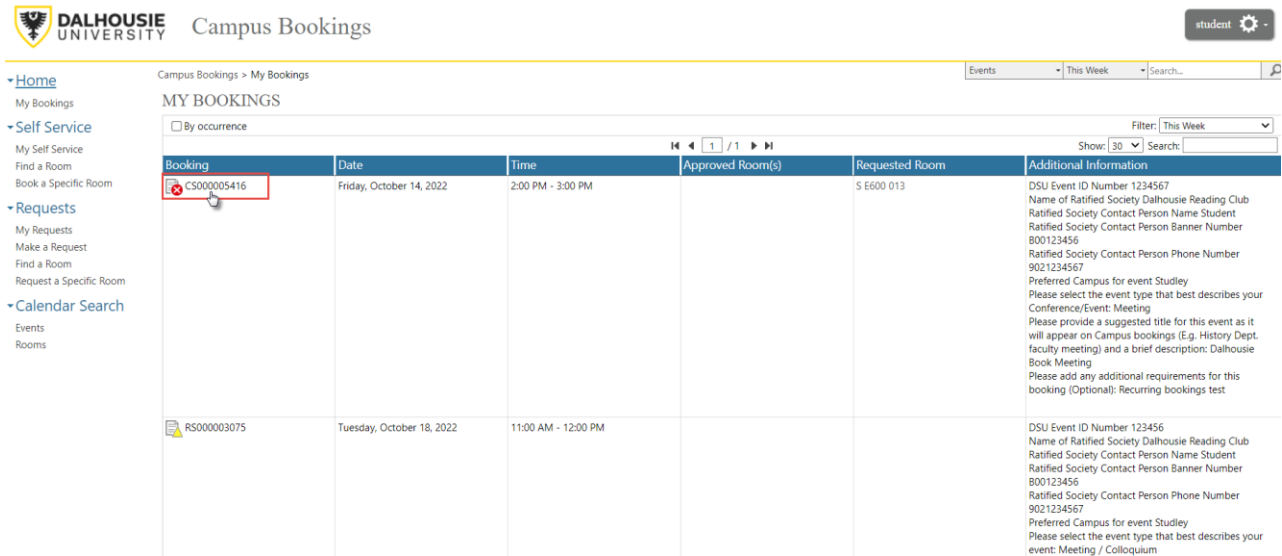
- ii. In 'My Bookings' you will be able to see a list of request/bookings that you have made, along with the reference number and symbols indicating the status of the request.

Booking	Date	Time	Approved Room(s)	Requested Room	Additional Information	
 CS000005416	Friday, October 14, 2022	2:00 PM - 3:00 PM		S E600 013	DSU Event ID Number 1234567 Name of Ratified Society Dalhousie Reading Club Ratified Society Contact Person Name Student Ratified Society Contact Person Banner Number B00123456 Ratified Society Contact Person Phone Number 9021234567 Preferred Campus for event Studley Please select the event type that best describes your Conference/Event: Meeting Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description: Dalhousie Book Meeting Please add any additional requirements for this booking (Optional): Recurring bookings test	
 MUSC000000579	Monday, October 24, 2022	10:00 AM - 12:00 PM		S D400 111	DSU Event ID Number 1234567 Name of Ratified Society Dalhousie Dance Club Ratified Society Contact Person Name Student123 Ratified Society Contact Person Banner Number B00123456 Ratified Society Contact Person Phone Number 9021234567 Preferred Campus for event Studley Please select the event type that best describes your Conference/Event: Training/Workshop Please check all that apply to your event: Food will be served Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description: Dalhousie Dance Meeting Please add any additional requirements for this booking (Optional): TESTING12345	Cancel
 SF000006449	Friday, October 28, 2022	12:00 PM - 2:00 PM	S C204 C212	S C204 C212		Cancel

You may notice that there are four types of symbol statuses regarding your bookings:



- iii. To view the history regarding the status of your specific request. Click on any of the bookings that you would like to view.



Campus Bookings > My Bookings

Events | This Week | Search...

student

Home
My Bookings

Self Service
Find a Room
Book a Specific Room

Requests
My Requests
Make a Request
Find a Room
Request a Specific Room

Calendar Search
Events
Rooms

MY BOOKINGS

By occurrence

Filter: This Week

Show: 30 Search:

Booking	Date	Time	Approved Room(s)	Requested Room	Additional Information
CS000005416	Friday, October 14, 2022	2:00 PM - 3:00 PM		S E600 013	DSU Event ID Number 1234567 Name of Ratified Society Dalhousie Reading Club Ratified Society Contact Person Name Student Ratified Society Contact Person Banner Number 800123456 Ratified Society Contact Person Phone Number 9021234567 Preferred Campus for event Studley Please select the event type that best describes your Conference/Event: Meeting Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description: Dalhousie Book Meeting Please add any additional requirements for this booking (Optional): Recurring bookings test
RS000003075	Tuesday, October 18, 2022	11:00 AM - 12:00 PM			DSU Event ID Number 123456 Name of Ratified Society Dalhousie Reading Club Ratified Society Contact Person Name Student Ratified Society Contact Person Banner Number 800123456 Ratified Society Contact Person Phone Number 9021234567 Preferred Campus for event Studley Please select the event type that best describes your event: Meeting / Colloquium

- iv. Scroll down to the bottom of the screen where you can see the 'History' tab. From there, you can see the history regarding your request and on what specific date the request was submitted, approved, cancelled, and etc.

History

1 / 1

Show: 30 Search:

Date	To	Action	Subject
Oct 14, 2022 3:11 PM	Student	Cancelled by Requestor	
Oct 14, 2022 2:55 PM	Student	Approved	Campus Booking Request Approved - CS000005416
Oct 14, 2022 2:51 PM	Student	Submitted	Campus Bookings Request Submitted - CS000005416

3 records

5-2 RECEIVING NOTIFICATIONS

Step 2: Check your email address or visit the Campus Booking website for any updates and notifications regarding your bookings

- i. Any updates regarding the status of your booking will be notified through the email address that you have provided. But to view your booking details in a more in-depth view, it is recommended to use the Campus Booking site and go to 'My Bookings'

BOOKING #SF000006448


Calendar

Booking Details

Booking Type: Self Serve Booking

Submitted to: campusbookings@dal.ca

Number of Attendees: 15

Status:  Approved

Time Information

Date:	Start Time:	End Time:	Duration:
Tuesday, October 18, 2022	11:30 AM	1:30 PM	02:00

Room Information

Room:	Room Type:	Room Configuration:
S C204 C210 (Details)	SEM010 - CLSROOM CAP <25	Default

History

Date	To	Action
Oct 13, 2022 10:24 AM	Core Services	Self Service

The following booking request has been approved:

Room information specified:

- Room: C210
- Building: LSC-COMMON AREA
- Campus: STUDLEY CAMPUS

Event Details:

- Date of Meeting: 10/18/2022 to 10/18/2022
- Day of Week: T
- Start Time: 11:30 AM
- End Time: 1:30 PM

Name of Requestor:

Name: staff

E-mail: Katheryn.Minty@dal.ca

If you have any question or problems related to the condition of any classroom space, please contact us at (902) 494-3831 or campusbookings@dal.ca.

Campus Bookings Self Service Booking - SF000006448 1 record

[Cancel this booking](#)
[Modify this booking](#)


How can I modify my requests?

You can modify a request only if the status still shows 'Pending' from 'My Bookings'. Once a request has been approved, the only way to modify the request is to cancel the original request and submit a new request.

6-1 MODIFYING ANY SPECIFIC REQUESTS

Step 1: Select 'My Bookings' from the left hand side menu

- i. A list of all bookings that you have created will show. Choose the booking that you would like to make the adjustments for, by clicking anywhere within the box.


Campus Bookings

- Home
- My Calendar
- My Bookings
- Self Service
 - Find a Room
 - Book a Specific Room
- Requests
 - My Requests
 - Make a Request
 - Find a Room
 - Request a Specific Room
- Calendar Search
 - Events
 - Rooms

Campus Bookings > My Bookings

Events | This View

MY BOOKINGS

By occurrence

Booking	Date	Time	Approved Room(s)	Requested Room	Additional Information
CB000031475	Monday, June 20, 2022	1:15 PM - 2:00 PM		XJ150 D501	Please select the event type that best describes your event: Competition Is this event associated with any of the following: Community Interest Please check all that apply to your event: Food will be served, Alcohol will be served, Special set up requirements, External service providers are being used, Noise (music, amplification), Media promoted / present, Audio visual requirements, External attendees only, Government official invited or attending Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (Optional): come watch Bryson Jones live forever Preferred Campus for event Studley Please Provide Contact Phone Number 9024492003 Please add any additional requirements for this booking: i will be here for a while
CS000005414	Tuesday, October 18, 2022	10:00 AM - 12:00 PM		S E600 429	Please select the event type that best describes your Conference/Event: Meeting Is the event associated with any of the following: General Please check all that apply to your event: Food will be served Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (required): General Book Meeting Please add any additional requirements for this booking: TEST decline Contact phone number: 9021234567 Contact email: kyle123456@dal.ca
SF000006448	Tuesday, October 18, 2022	11:30 AM - 1:30 PM	S C204 C210	S C204 C210	
CS000005413	Tuesday, October 18, 2022	10:00 AM - 11:00 AM		S E600 430	Please select the event type that best describes your Conference/Event: Meeting Is the event associated with any of the following: General Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (required): General Book Meeting Please add any additional requirements for this booking: Contact phone number: 9021234567 Contact email: kyle123456@dal.ca

6-2 VERIFYING THE DETAILS

Step 2: Verify the current details to modify the request

- i. From here, you will be able to see your request in more detail. To modify this request, click on 'Modify this request' on the bottom of the screen.

REQUEST #CS00005413

The privacy and data protection policies prevent this request from showing on calendars.

Booking Details

Request Type: Event Booking (Non CRN Related) (CS Locally Managed Spaces for Event Booking PBT)

Submitted to: katheryn.minty@dal.ca

Number of Attendees: 20

Status: Submitted

Original Request

Time Information

Start Date: Tuesday, October 18, 2022
Start Time: 10:00 AM
End Time: 11:00 AM
Duration: 01:00

Additional Time Requirements:
 <not specified>

Room Information

Campus: S
Building: E600
Room: S E600 430 (Detail)
Room Type: CL5020LM - LM CLSROOM FLAT FLOOR CAP >25
Room Configuration: Default

Additional Room Requirements:
 <not specified>

Other Information

Please select the event type that best describes your Conference/Event:
 Meeting

Is the event associated with any of the following:
 General

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (required):
 General Book Meeting

Please add any additional requirements for this booking:
 <not specified>

Contact phone number:
 9021234567

Contact email:
 kyle123456@dal.ca

History

Date	To	Action	Subject
Oct 12, 2022 1:32 PM	Core Services	Submitted	Campus Bookings Request Submitted - CS000005413

1 record

6-3 MODIFICATION OPTIONS


Step 3: Select a modification option

- i. A new window will show up to indicate that you must select one of the following options. Choose an option that best matches with your preference and click on 'Proceed'.

Note: You will have the opportunity to modify additional information if applicable in all of the following three cases. And modifying any information from the following request will cancel the current request and what you have changed will be created as a new request.

6-4 ADJUSTING THE

Request Modification ✕

 By modifying this request, a new request will be submitted and the original request will be cancelled.

Please select one of the following options:

Keep the same room, find a different date or time

Find a different room, and optionally change date or time

Keep the same room, date and time, and only change other information

Please note that, in all cases, you will have the opportunity to modify additional information if applicable.

→ Proceed
Cancel

'REQUEST INFORMATION'

Step 4: Make the necessary adjustments to the new request

- i. Modify the new request to make any adjustments as needed and click on 'Submit' button

Request Information

Request Type: Event Booking (Non CRN Related) (CS Locally Managed Spaces for Event Booking PBT)

Number of Attendees:

Time Information

Date: 2022/10/18 **Start Time:** 10:00 AM **End Time:** 11:00 AM **Duration:** 01:00

Please enter additional time requirements here:

Location Information

Campus: S **Building:** E600 **Room:** 430 (Details) **Room Type:** CLS020LM

Room Configuration: Default

Please enter additional room requirements here:

Other Information

Please select the event type that best describes your Conference/Event:

Is the event associated with any of the following:

Please check all that apply to your event:

Food will be served Requirement to move furniture Media promoted/ present Internal attendees only Government official invited or attending

Alcohol will be served External service providers are being used Audio visual requirements External attendees only

Special set up requirements Noise (music, amplification) Screen a film or video Internal and external attendees

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (required):

277 character(s) left.

Please add any additional requirements for this booking: This meeting will have food being served and will require 15 minutes extra for clean 201 character(s) left.

Contact phone number: 9990 character(s) left.

Contact email: 9983 character(s) left.

Your request will be submitted to:
katheryn.minty@dal.ca

→ Submit

After you have submitted the 'Request Information', a new request will be created with the new reference code. Click on 'OK' to confirm the new request.

The original request has been cancelled automatically and the new request has been created successfully. (Request #CS000005415)
This request is now awaiting approval.



HOW TO CANCEL MY REQUESTS?

7-1 CANCELING A REQUEST

Step 1: In the homepage of the Campus Bookings website, click on 'My Bookings'



DALHOUSIE UNIVERSITY Campus Bookings

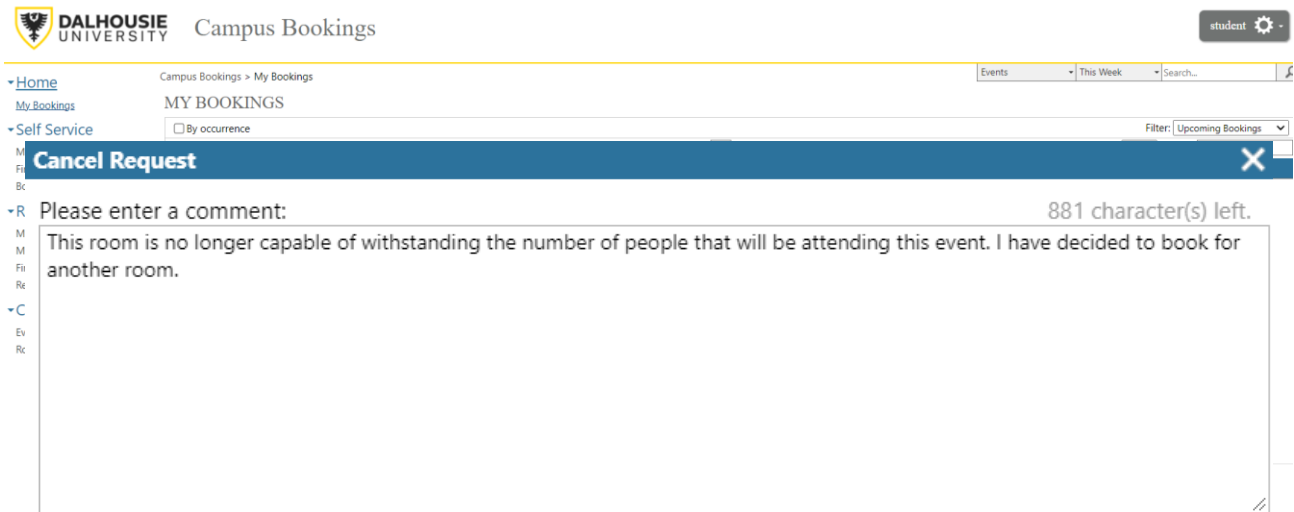
- Home
 - My Calendar
 - My Bookings**
- Self Service
 - My Self Service
 - Find a Room
 - Book a Specific Room
- Requests
 - My Requests
 - Make a Request
 - Find a Room
 - Request a Specific Room
- Calendar Search
 - Events
 - Rooms

Welcome to **Campus Bookings** where the Dalhousie community can **request bookable**

Ratified Societies
Ratified Societies can now book spaces on campus through the Requests menu option in

Students

Step 2: From 'My Bookings', find the booking that you are looking to cancel and click on the 'Cancel' button.



Are you sure you want to cancel this request?



Step 3: You must now enter a reason for canceling this request. Click on 'Yes' to confirm the cancellation.

Note: Your request will now be canceled. The status of the request will now display the status of "Cancelled by the requester". Any relevant recurrences that were originally scheduled along with this request will be canceled as well.

REQUEST #CS000005416

The privacy and data protection policies prevent this request from showing on calendars.

Booking Details

Request Type: Ratified Society Bookings (DSU Event ID Number required) (Ratified Society Bookings (DSU Event ID Number required))

Submitted to: katheryn.minty@dal.ca

Number of Attendees: 45

Status:  Cancelled by the requestor

Original Request

Time Information

Start Date: Friday, October 14, 2022 **End Date:** Saturday, December 31, 2022 **Start Time:** 2:00 PM **End Time:** 3:00 PM **Duration:** 01:00

Occurs every week(s) on Thursday until 12/29/2022.

Additional Time Requirements:

<not specified>

Occurrences



Date	Occurrence Status
2022/10/20	Cancelled
2022/10/27	Cancelled
2022/11/03	Cancelled
2022/11/10	Cancelled
2022/11/17	Cancelled


7-2 To

CANCEL A SINGLE OCCURRENCE

Step 1: Go into 'My Bookings'

- i. Click on the booking that you would like to change the occurrences for.

 CS000005417	Thursday, October 27, 2022  2:00 PM - 5:00 PM	S E600 429	S E600 429	Please select the event type that best describes your Conference/Event: Dinner Is the event associated with any of the following: General Please check all that apply to your event: Food will be served, Alcohol will be served, Noise (music, amplification) Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (required): TEST Please add any additional requirements for this booking: Contact phone number: 9021234567 Contact email: kyle123456@dal.ca	Cancel
---	--	------------	------------	--	------------------------

Any bookings that have a  symbol indicates that the booking has recurrences

Step 2: Choose the date that you would like to change the occurrences for

- ii. Click on 'Occurrences' to expand to see the dates that the request has recurrences for.

REQUEST #CS000005417

 Calendar

 Booking Details

Request Type: Event Booking (Non CRN Related) (CS Locally Managed Spaces for Event Booking PBT)

Submitted to: katheryn.minty@dal.ca

Number of Attendees: 18

Status:  Approved

Time Information

Start Date: Thursday, October 27, 2022 **End Date:** Tuesday, August 01, 2023 **Start Time:** 2:00 PM **End Time:** 5:00 PM **Duration:** 03:00

Occurs day 1 of every 1 month(s) until 8/1/2023.

 Occurrences


Date	Occurrence Status
2022/11/01	Selected ▼
2022/12/01	Selected ▼
2023/01/01	Selected ▼
2023/02/01	Selected ▼
2023/03/01	Selected ▼
2023/04/01	Selected ▼
2023/05/01	Selected ▼
2023/06/01	Selected ▼
2023/07/01	Selected ▼
2023/08/01	Selected ▼


- iii. After choosing the date that you would like to cancel, click on the downward arrows, and choose the 'ignore' option.

Occurrences	
Date	Occurrence Status
2022/11/01	Selected ▼
2022/12/01	Selected ▼
2023/01/01	Selected Ignore
2023/02/01	Selected ▼
2023/03/01	Selected ▼
2023/04/01	Selected ▼
2023/05/01	Selected ▼
2023/06/01	Selected ▼
2023/07/01	Selected ▼
2023/08/01	Selected ▼

- iv. Click 'Yes' to confirm

Cancel Occurrence
✕


Are you sure you wish to cancel this occurrence?
This operation cannot be undone.



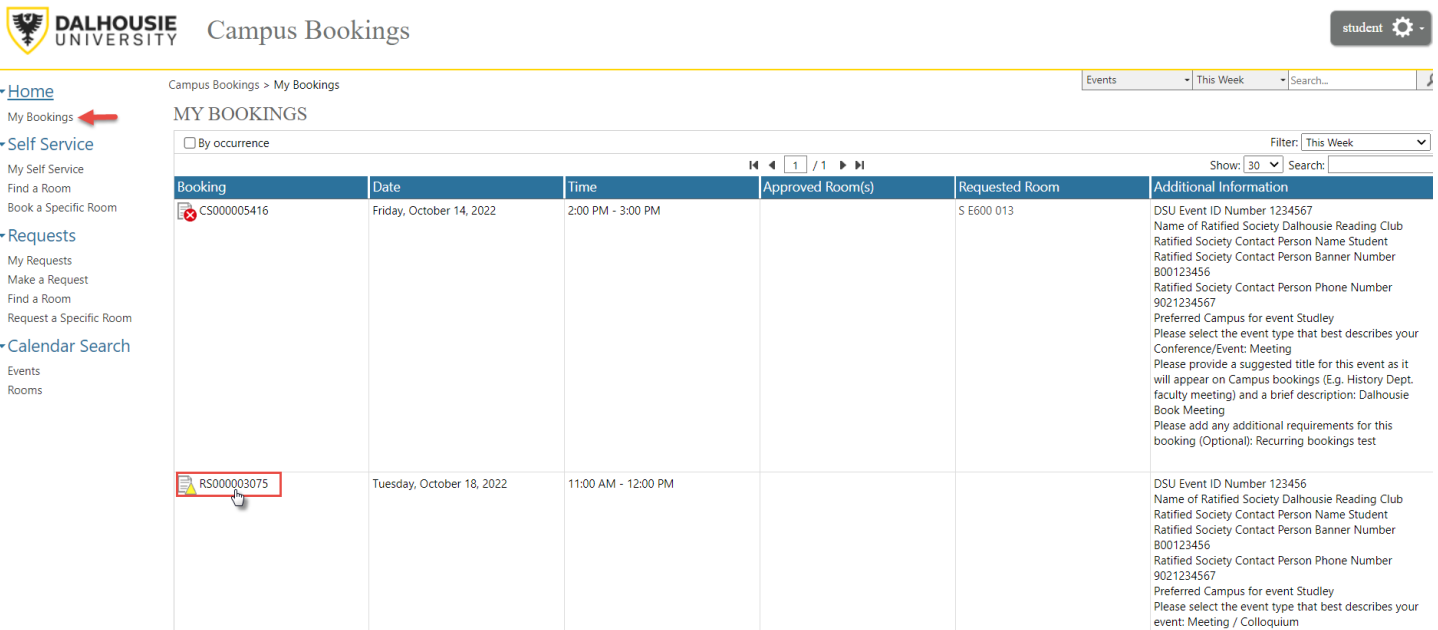
Who should I contact regarding my requests?

Any requests created for any particular room will contain the contact information when you are filling in your 'Request Information'. A message will state that "Your booking will be submitted to: xxxxx@dal.ca", which can be found at the bottom of the screen right beside the 'Submit' button. A confirmation of the reservation details and contact information will also be sent to your email.

Your booking will be submitted to:
campusbookings@dal.ca


Note: Another way for you to find the contact information is by logging into Campus Bookings and do the following:


- i. Click on 'My Bookings' and select the booking that you have concerns about.



Campus Bookings > My Bookings

Events - This Week - Search...

student 

~ Home
 My Bookings 
 ~ Self Service
 My Self Service
 Find a Room
 Book a Specific Room
 ~ Requests
 My Requests
 Make a Request
 Find a Room
 Request a Specific Room
 ~ Calendar Search
 Events
 Rooms



Campus Bookings > My Bookings

MY BOOKINGS



By occurrence


Filter: This Week

Show: 30 Search:

Booking	Date	Time	Approved Room(s)	Requested Room	Additional Information
 CS000005416	Friday, October 14, 2022	2:00 PM - 3:00 PM		S E600 013	DSU Event ID Number 1234567 Name of Ratified Society Dalhousie Reading Club Ratified Society Contact Person Name Student Ratified Society Contact Person Banner Number 800123456 Ratified Society Contact Person Phone Number 9021234567 Preferred Campus for event Studley Please select the event type that best describes your Conference/Event: Meeting Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description: Dalhousie Book Meeting Please add any additional requirements for this booking (Optional): Recurring bookings test
 RS000003075	Tuesday, October 18, 2022	11:00 AM - 12:00 PM			DSU Event ID Number 123456 Name of Ratified Society Dalhousie Reading Club Ratified Society Contact Person Name Student Ratified Society Contact Person Banner Number 800123456 Ratified Society Contact Person Phone Number 9021234567 Preferred Campus for event Studley Please select the event type that best describes your event: Meeting / Colloquium

- ii. From the bottom of the screen, you will see the 'History' section. From there, click on the envelope icon to open up a message about your reservation, which will be the same message sent to your email.

History			
Date	To	Action	Subject
Oct 14, 2022 3:11 PM	Student	Cancelled by Requestor	
Oct 14, 2022 2:55 PM	Student	Approved	Campus Booking Request Approved - CS000005416 
Oct 14, 2022 2:51 PM	Student	Submitted	Campus Bookings Request Submitted - CS000005416 

3 records 

- iii. Here you will see the confirmation of your request, along with the information about your request. At the bottom of the message, you will find the contact information.

Your request has been received. You can check on the status of your request through Campus Bookings under "My Requests" from the Requests menu.

If your request is for a future academic term/year, it will be held and processed upon confirmation of the academic schedule.

Your request has been submitted to:
 katheryn.minty@dal.ca

The following details have been received:
 Room information specified:
 - Room: 013
 - Building: GOLDBERG COMPUTER SCIENCE BLDG
 - Campus: STUDLEY CAMPUS


Reservation Details:
 Reservation Type:

Event Details:
 - Start Date of Meeting: 10/14/2022
 - Day of Week: R
 - Start Time: 2:00 PM
 - End Time: 3:00 PM

Name of Requestor:
 - Name: student
 - E-mail: Katheryn.Minty@dal.ca

If you have any questions about this request please contact:
 katheryn.minty@dal.ca and reference CS000005416

If you have any question or **problems related to the condition of any classroom space, please contact us at (902) 494-3831 or campusbookings@dal.ca.**

Campus Bookings Request Submitted - CS000005416 

3 records

Any questions or concerns that you may have regarding your requests should be sent to the email address or phone number that was provided to you from the message.