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

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
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.
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

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’
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)

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.
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)

**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.
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.
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 match with your preference and click ‘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.
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.

You can click on the pictures under ‘Image Gallery’ to get the expanded version of the particular room that you are requesting.
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.
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: [20]

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:

Location Information

Campus: S
Building: 600
Room: 013 (Details)
Room Type: ATRIUM/LM

Room Configuration: Default

Please enter additional room requirements here:

(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.
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.
### iii. Click on the ‘Submit’

#### Other Information

<table>
<thead>
<tr>
<th>Label</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSU Event ID Number</td>
<td>[23456]</td>
</tr>
<tr>
<td>Name of Ratified Society</td>
<td>Dalhousie Testing Club</td>
</tr>
<tr>
<td>Ratified Society Contact Person Name</td>
<td>Student</td>
</tr>
<tr>
<td>Ratified Society Contact Person Phone Number</td>
<td>021234567</td>
</tr>
<tr>
<td>Preferred Campus for event</td>
<td>[St. John's]</td>
</tr>
<tr>
<td>Please select the event type that best describes your Conference/Event</td>
<td>Meeting</td>
</tr>
</tbody>
</table>

**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
- No/one (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:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeLaurie Book Meeting</td>
<td>278 character(s) left</td>
</tr>
<tr>
<td>Please add any additional requirements for this booking (Optional)</td>
<td>300 character(s) left</td>
</tr>
</tbody>
</table>

**Your request will be submitted to:**
katheryn.munro@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’

Select OK to submit this request.

[OK]  [Cancel]
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.

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)

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)
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)
iv. Under ‘Time Information’, Choose the Date, Start Time, and Duration of your request and click on ‘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

<table>
<thead>
<tr>
<th>Request Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Type: Ratified Society Bookings (DSU Event ID Number required) (Ratified Society Bookings (DSU Event ID Number required))</td>
</tr>
<tr>
<td>Number of Attendees: * Required (Minimum: 0, Maximum: 9999)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 2022/10/18</td>
</tr>
<tr>
<td>Please enter additional time requirements here:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus: E600</td>
</tr>
<tr>
<td>Please enter additional room requirements here:</td>
</tr>
</tbody>
</table>
ii. Complete the required information in the form provided and use the DSU event ID Number from **Step 1** prior to completing the following.

Other Information

- **DSU Event ID Number:** [Add DSU Event ID Number]
- **Name of Ratified Society:** [Add Name]
- **Ratified Society Contact Person Name:** [Add Name]
- **Ratified Society Contact Person Banner Number:** [Add Banner Number]
- **Ratified Society Contact Person Phone Number:** [Add Phone Number]
- **Preferred Campus for event:** [Add Campus]
- **Please select the event type that best describes your event:** [Add Event Type]
- **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):** [Add Title and Description]
- **Please add any additional requirements for this booking (optional):** [Add Requirements]

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

- 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
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):

[Input field for title]

278 character(s) left.

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

[Input field for additional requirements]

188 character(s) left.

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

Submit

2-4 Confirmation

Step 6: Reference Number

i. Click on the ‘OK’ button to submit this request

Select OK to submit this request.

[OK, Cancel buttons]

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 - REQUESTING SPACE AS A FACULTY AND STAFFS**

**3-1 LOGGING IN**

Step 1: Go to [https://campusbookings.dal.ca/](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.
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’.

3-3 FINDING A SPECIFIC ROOM FOR FACULTY 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)

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

<table>
<thead>
<tr>
<th>Conference</th>
<th>Display Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Guest Speaker</td>
</tr>
<tr>
<td>Public Lecture</td>
<td>Dinner</td>
</tr>
<tr>
<td>Reception</td>
<td>Film</td>
</tr>
<tr>
<td>Press Conferences</td>
<td>Arts</td>
</tr>
<tr>
<td>Poster Board</td>
<td>Donor Event</td>
</tr>
<tr>
<td>Camps</td>
<td>Trade Show</td>
</tr>
<tr>
<td>Competition</td>
<td>Performance</td>
</tr>
<tr>
<td>Concert</td>
<td>Tutoring</td>
</tr>
<tr>
<td>Classes</td>
<td>Workshops</td>
</tr>
<tr>
<td>Weddings</td>
<td>Ceremony</td>
</tr>
<tr>
<td>Colloquium</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Thesis Defense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>Seminar</td>
</tr>
<tr>
<td>Breakout Session</td>
<td>Tutorial</td>
</tr>
<tr>
<td>Workshop</td>
<td>Lab</td>
</tr>
<tr>
<td>Mid Term</td>
<td>Lecture Series</td>
</tr>
<tr>
<td>Review session</td>
<td>Test</td>
</tr>
<tr>
<td>Thesis Class</td>
<td></td>
</tr>
</tbody>
</table>
ii. Select the ‘Location’ of the request

### FIND A ROOM

<table>
<thead>
<tr>
<th>Request Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Type:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room Types:</th>
<th>Floor Levels:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATRIUM - ATRIUM/GALLERIA</td>
<td></td>
</tr>
<tr>
<td>ATRIUMLM - LM ATRIUM/GALLERIA</td>
<td></td>
</tr>
<tr>
<td>CLS010 - CLSROOM TIER/FIXED SEAT CAP &gt; 25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pavilions:</th>
<th>Characteristics:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1321EDWARD - 1321 EDWARD ST</td>
<td>AUDPB - AUDIO-PLAYBACK FROM COMPUTER</td>
</tr>
<tr>
<td>ARTSCTR - ARTS CENTRE</td>
<td>BEDS - PATIENT CARE BEDS</td>
</tr>
<tr>
<td>BANTING - BANTING BUILDING</td>
<td>CHALK - CHALKBOARD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Configuration Types:</th>
<th>Minimum Capacity:</th>
<th>Minimum Area:</th>
</tr>
</thead>
</table>

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: Event Booking (Non CRN Related)
    - Location: All

- Use additional criteria

    - Room Types:
    - Floor Levels:

    - Pavilions:
    - Characteristics:

    - Configuration Types:

    - Minimum Capacity: 0
    - Minimum Area: 0

iv. Select the ‘Duration’ and the time interval that you would prefer for your request and click on ‘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.

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.
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.

To view more details about a specific room, such as the room characteristics and images. Click on ‘Room Details’ under the ‘Additional Information’ column.
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: Start Time: End Time: Duration:
2022/10/18 10:00 AM 11:00 AM 01:00
Please enter additional time requirements here:

Location Information

Campus: Building: Room: Room Type: CLS0020LM
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:

☐ 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
☐ Internal and external attendees
☐ 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):

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

Please add any additional requirements for this booking: * Minimum length not met (Need 4 more characters).

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

Contact email: katheryn.minly@dal.ca

Your request will be submitted to:
By selecting Timetable Booking as the request type, your ‘Request Information’ page should appear like this:

**REQUEST CONFIRMATION**

<table>
<thead>
<tr>
<th>Request Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Type: Timetable Booking (CRN Related) (CS Locally Managed Spaces for Timetable P8?)</td>
</tr>
<tr>
<td>Number of Attendees: * Required (Minimum: 0, Maximum: 9999)</td>
</tr>
<tr>
<td>Time Information</td>
</tr>
<tr>
<td>Date: 2022/10/18 10:00 AM 11:00 AM Duration: 01:00</td>
</tr>
<tr>
<td>Please enter additional time requirements here:</td>
</tr>
<tr>
<td>Location Information</td>
</tr>
<tr>
<td>Campus: S Building: E600 Room: 430 (Details) Room Type: CL020LM</td>
</tr>
<tr>
<td>Room Configuration: Default</td>
</tr>
<tr>
<td>Please enter additional room requirements here:</td>
</tr>
<tr>
<td>Other Information</td>
</tr>
<tr>
<td>Please select the appropriate Academic booking type: * Required</td>
</tr>
<tr>
<td>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).</td>
</tr>
<tr>
<td>Please indicate any special requirements for this booking: 50 character(s) left.</td>
</tr>
<tr>
<td>Contact phone number: * Minimum length not met (Need 4 more characters).</td>
</tr>
<tr>
<td>Contact email: * Minimum length not met (Need 4 more characters).</td>
</tr>
</tbody>
</table>

Your request will be submitted to: kathryn.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.

![Request saved successfully. (Request #CS000005413)](image)

This request is now awaiting approval.

![OK button](image)

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.
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.
ii. Click on the ‘Use additional criteria’ box if you would like to apply any filters for your room request. (i.e Chalkboard or Whiteboard requirements)
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.
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’

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.
4-3 CONFIRMATION

Step 3: Booking Confirmation

i. Indicate the number of attendees.

BOOKING CONFIRMATION

ii. Review the ‘Time Information’ and ‘Location Information’ of your request to ensure the accuracy of the information.

BOOKING CONFIRMATION
iii. Click on the ‘Confirm’ button on the bottom.

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.
**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:

1. Log into the Campus Bookings at [https://campusbookings.dal.ca](https://campusbookings.dal.ca) and select ‘My Bookings’.
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.

<table>
<thead>
<tr>
<th>Booking</th>
<th>Date</th>
<th>Time</th>
<th>Approved Room(s)</th>
<th>Requested Room</th>
<th>Additional Information</th>
</tr>
</thead>
</table>
| 02000005416 | Friday, October 14, 2022 | 2:00 PM - 3:00 PM | S 0602-013 | S 0502-013 | OSU Event ID Number: 12145477
Name of Ratted Society: Dalhousie Reading Club
Ratted Society Contact Person Name: Student
Ratted Society Contact Person Phone Number: 5051234567
Preferred Campus for event: Dalhousie
Please select the event type that best describes your event: Conference/Meeting
Please provide a suggested title for this event: Dalhousie Reading Club
Please select any additional requirements for this booking (Optional): Dalhousie Reading Club

| MUSG000000579 | Monday, October 24, 2022 | 10:00 AM - 12:00 PM | S 0400-111 | | OSU Event ID Number: 12145477
Name of Ratted Society: Dalhousie Dance Club
Ratted Society Contact Person Name: Student
Ratted Society Contact Person Phone Number: 5051234567
Preferred Campus for event: St. John's
Please select the event type that best describes your event: Conference/Meeting
Please provide a suggested title for this event: Dalhousie Dance Club
Please select any additional requirements for this booking (Optional): Dalhousie Dance Club

| SF000006448 | Friday, October 28, 2022 | 12:00 PM - 2:00 PM | S C204 C212 | S C204 C212 | OSU Event ID Number: 12145477
Name of Ratted Society: Dalhousie Dance Club
Ratted Society Contact Person Name: Student
Ratted Society Contact Person Phone Number: 5051234567
Preferred Campus for event: St. John's
Please select the event type that best describes your event: Conference/Meeting
Please provide a suggested title for this event: Dalhousie Dance Club
Please select any additional requirements for this booking (Optional): Dalhousie Dance Club

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

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

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.
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’
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

1. 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.
6-2 Verifying the details

Step 2: Verify the current details to modify the request

1. 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 ACS000005413
The privacy and data protection policies prevent this request from showing on calendars.

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Event Booking (From CPR), Related</th>
<th>CIS MLO Managed Space for Event Booking (FDP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by</td>
<td><a href="mailto:kathy.murray@dal.ca">kathy.murray@dal.ca</a></td>
<td></td>
</tr>
<tr>
<td>Number of Attendees</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Submitted</td>
<td></td>
</tr>
</tbody>
</table>

**Time Information**

- **Start Date:** October 16, 2022
- **Start Time:** 10:00 AM
- **End Time:** 3:00 PM
- **Duration:**

**Room Information**

- **Campus:** Building
- **Room:** 300, 400, 500

**Additional Room Requirements:**

**Other Information**

- **Event Type:**
  - **Meeting**
  - **Event Details:**
    - Name of event
    - Description of event
    - Location
    - Time
    - Contact information

**History**

- **Date:** October 16, 2022
- **Time:** 10:32 PM
- **Action:** Submitted
- **Details:** Campus Buildings Request Submitted – 05/03/2020

6-3 Modification options

Step 3: Select a modification option

1. 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 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

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.
HOW TO CANCEL MY REQUESTS?

7-1 CANCELING A REQUEST

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

Step 2: From ‘My Bookings’, find the booking that you are looking to cancel and click on the ‘Cancel’ button.
Step 3: You must now enter a reason for canceling this request. Click on ‘Yes’ to confirm the cancelation.

**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: kathryn.minty@dal.ca
  Number of Attendees: 45
  Status: Cancelled by the requestor

- Original Request

  Time Information
  
<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>Start Time:</th>
<th>End Time:</th>
<th>Duration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, October 14, 2022</td>
<td>Saturday, December 31, 2022</td>
<td>2:00 PM</td>
<td>3:00 PM</td>
<td>01:00</td>
</tr>
</tbody>
</table>
  
  Occurs every week(s) on Thursday until 12/29/2022.
  Additional Time Requirements: <not specified>

- Occurrences

<table>
<thead>
<tr>
<th>Date</th>
<th>Occurrence Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022/10/20</td>
<td>Cancelled</td>
</tr>
<tr>
<td>2022/10/27</td>
<td>Cancelled</td>
</tr>
<tr>
<td>2022/11/03</td>
<td>Cancelled</td>
</tr>
<tr>
<td>2022/11/10</td>
<td>Cancelled</td>
</tr>
<tr>
<td>2022/11/17</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

CANCEL A SINGLE OCCURRENCE

Step 1: Go into 'My Bookings'

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

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.
iii. After choosing the date that you would like to cancel, click on the downward arrows, and choose the ‘Ignore’ option.

<table>
<thead>
<tr>
<th>Date</th>
<th>Occurrence Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022/11/01</td>
<td>Selected</td>
</tr>
<tr>
<td>2022/12/01</td>
<td>Selected</td>
</tr>
<tr>
<td>2023/01/01</td>
<td>Ignore</td>
</tr>
<tr>
<td>2023/02/01</td>
<td>Selected</td>
</tr>
<tr>
<td>2023/03/01</td>
<td>Selected</td>
</tr>
<tr>
<td>2023/04/01</td>
<td>Selected</td>
</tr>
<tr>
<td>2023/05/01</td>
<td>Selected</td>
</tr>
<tr>
<td>2023/06/01</td>
<td>Selected</td>
</tr>
<tr>
<td>2023/07/01</td>
<td>Selected</td>
</tr>
<tr>
<td>2023/08/01</td>
<td>Selected</td>
</tr>
</tbody>
</table>

iv. Click ‘Yes’ to confirm

---

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

Yes  No
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:

1. Click on ‘My Bookings’ and select the booking that you have concerns about.
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>To</th>
<th>Action</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 14, 2022 2:31 PM</td>
<td>Student</td>
<td>Cancelled by Requestor</td>
<td>Campus Booking Request Approved - CS000005416</td>
</tr>
<tr>
<td>Oct 14, 2022 2:35 PM</td>
<td>Student</td>
<td>Approved</td>
<td>Campus Booking Request Submitted - CS000005416</td>
</tr>
<tr>
<td>Oct 14, 2022 2:37 PM</td>
<td>Student</td>
<td>Submitted</td>
<td>Campus Booking Request Submitted - CS000005416</td>
</tr>
</tbody>
</table>

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.

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.