

How to Make a Room Booking

1. Select the date of your booking from the calendar.
2. Decide which library media room you would like to book.
3. Click on a 1 hour green block. Click on 1 to 2 blocks per booking. (You may book up to 2 blocks in one day.)

Library Media Rooms View: Library Media Rooms

Media rooms contain a computer, DVD player, VHS player, large screen TV, whiteboard, table and chairs.
Each room will accommodate 6 people.

Media rooms

Select a day to make a booking

May 2014

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Confirmed Bookings
No Bookings!

Thursday, May 29, 2014

| | 3:00am | 9:00am | 10:00am | 11:00am | 12:00pm | 1:00pm | 2:00pm | 3:00pm | 4:00pm |
|------|--------|--------|---------|---------|---------|--------|--------|--------|--------|
| A507 | | | | | | | | | |
| A513 | | | | | | | | | |
| A514 | | | | | | | | | |

Available - To book, click on any available slot.

Click on 1 or 2 green blocks to make a booking (maximum 2 hrs)

4. The selected blocks will turn orange.
5. Click on the **Continue** button to proceed.

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The blocks you select will turn orange

May 2014

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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|------|--------|--------|---------|---------|---------|--------|--------|--------|--------|
| A507 | | | | | | | | | |
| A513 | | | | | | | | | |
| A514 | | | | | | | | | |

Available - To book, click on any available slot.

A daily maximum of 2 hours may be booked.
Only NorQuest College students may book the room using a NorQuest issued email address.
You must confirm the booking from your email within 30 minutes.

Click on Continue Continue Cancel

6. Enter your first and last name.
7. Enter your NorQuest email address.

8. You may enter a nickname for your group booking to be viewed publicly.

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May 2014

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
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Confirmed Bookings
No Bookings!

Thursday, May 29, 2014

| | 3:00am | 9:00am | 10:00am | 11:00am | 12:00pm | 1:00pm | 2:00pm | 3:00pm | 4:00pm |
|------|--------|--------|---------|---------|---------|--------|--------|--------|--------|
| A507 | | | | | | | | | |
| A513 | | | | | | | | | |
| A514 | | | | | | | | | |

Available - To book, click on any available slot.

Booking Details

A507 8:00am - 9:00am, Thursday, May 29, 2014 ✖
A507 9:00am - 10:00am, Thursday, May 29, 2014 ✖
Note: A Daily maximum of 2 hours can be booked.

* Required

Full Name:
First Last

Email:
first.last@mynorquest.ca
Enter @mynorquest.ca, @norquest.ca addresses only

Optional Reservation Name:
Fun Group

Submit my Booking

You may delete a booking by clicking on the X

Enter your first and last name

Enter your NorQuest email address

Click on *Submit my Booking*

For group bookings an optional nickname may be selected for public view

9. You must check your email and click on the confirmation link within 30 minutes to ensure you keep your booking.

Hi Sarah,

Please confirm your booking within 30 minutes by visiting:
<http://libcal.norquest.ca/confirm.php?i=11730936&c=deca008e33>

*Your booking may be cancelled if you do not show up within 15 minutes of start time.

A507, 10:00am - 11:00am Thursday, May 29, 2014 (60 minutes)

Otherwise, to cancel this booking visit:
http://libcal.norquest.ca/cancel_booking.php?i=11730936&c=deca008e33

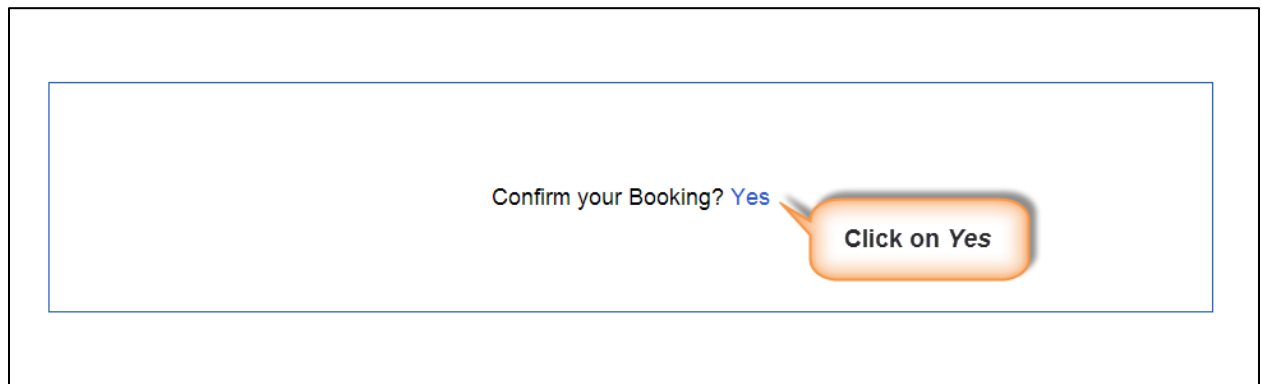
Thank you for using LibCal!

Click on the link to confirm

Your booking may be cancelled if you do not show up on time!

Click on this link to cancel

10. The link will direct you to a page where you will click on the **Yes** to confirm.



11. You will receive another email that confirms your booking and offers you another chance to cancel your booking.

12. Confirmed bookings will appear on the right panel.

A screenshot of the "Library Media Rooms" booking interface. At the top, the title "Library Media Rooms" is on the left, and a "View:" dropdown menu is on the right. Below the title, there is a description: "Media rooms contain a computer, DVD player, VHS player, large screen TV, whiteboard, table and chairs. Each room will accommodate 6 people." On the left side, there is a calendar for "May 2014" with the 28th highlighted. Below the calendar is a "Confirmed Bookings" section showing a booking for "A507" at "10:00am" with the status "Private". On the right side, there is a time slot grid for "Thursday, May 29, 2014" with columns for 9:00am, 10:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm, 3:00pm, 4:00pm, and 5:00pm. Rows for rooms A507, A513, and A514 are shown. Most slots are green, indicating they are available. A legend below the grid states: "Available - To book, click on any available slot." A blue callout bubble points to the "Private" status in the confirmed bookings section, containing the text: "If you do not provide a reservation nickname, your booking will be listed 'private'".

13. Once your booking is confirmed, the blocks you booked will show up blue (unavailable) on the calendar.