

On-line Facilities Booking System

Wu Yee Sun College

End User Guide

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1. GETTING STARTED

1.1 Introduction

Wu Yee Sun College handles item booking for students, student associations and staff.

Booking is defined as follows:

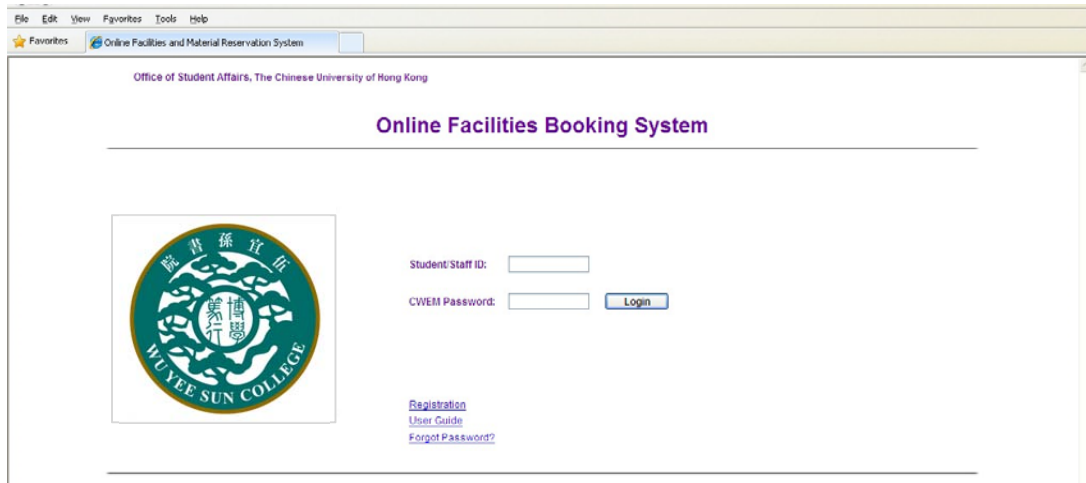
- Equipment reservation (e.g. tables, chairs, poster boards)
- Venue reservation (e.g. Seminar Room, Activity Room, Music Room)

This guide provides a guideline to students and staff on how to create user accounts and to reserve facilities and equipment at the Online Facilities Booking System by Wu Yee Sun College.

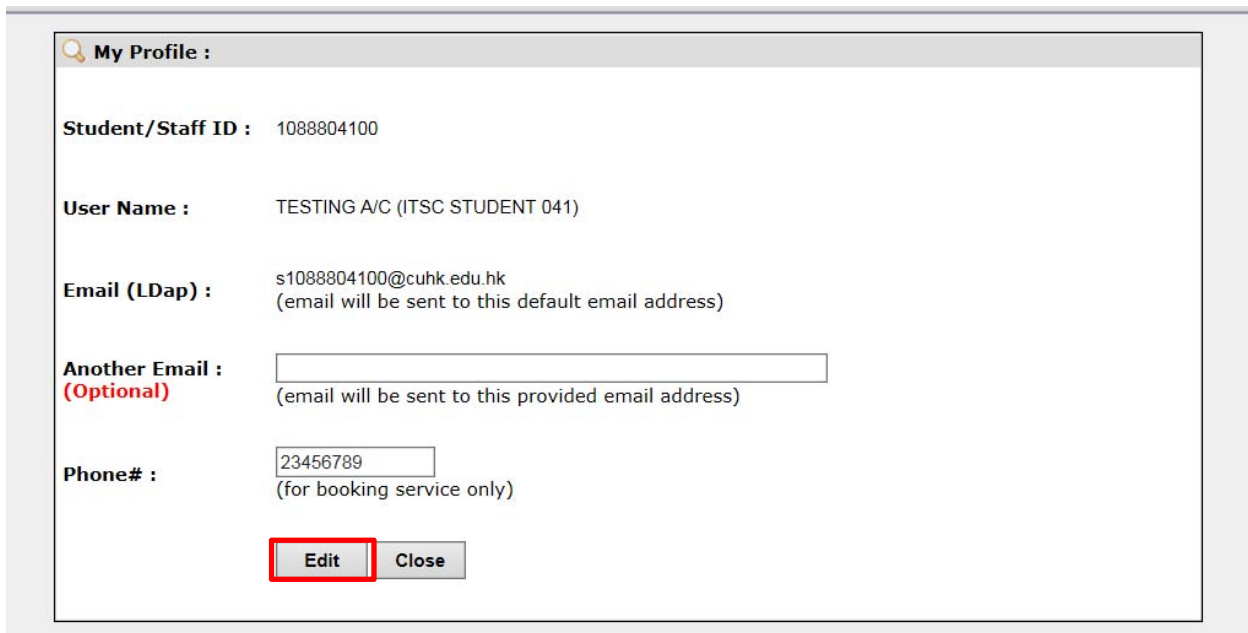
1. GETTING STARTED

1.2 Personal Information

1. On the login page, type your student/staff ID and CWEM password. Click “**Login**”.

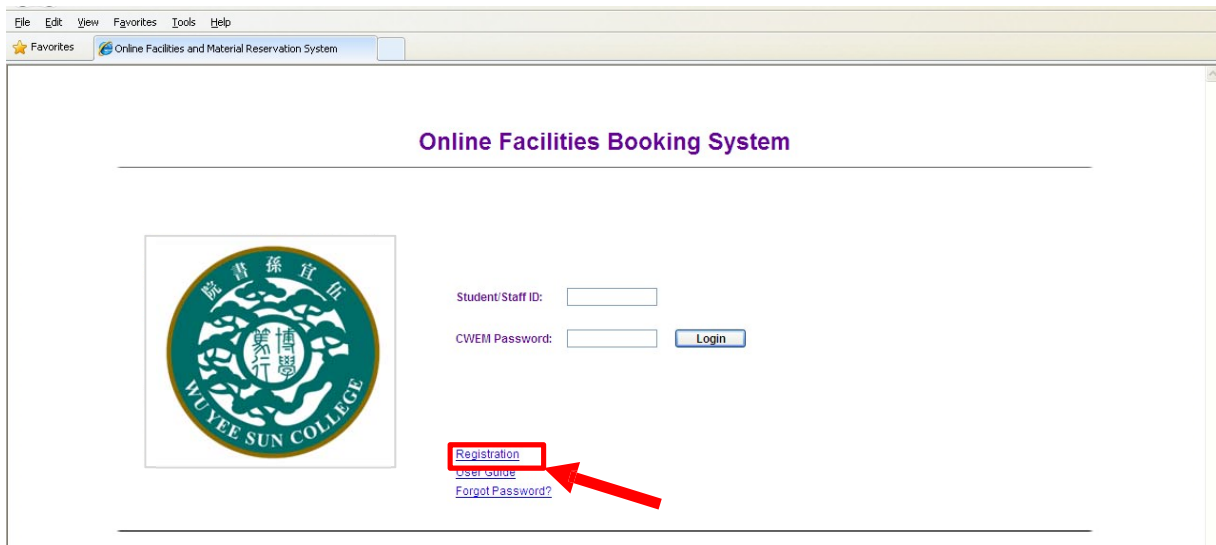


2. Click “**My Profile**”
3. Click “**Edit**” to enter your phone number. You could include another email address, but it is not required. Other information is not changeable. Please contact WYS Dean of Students’ Office for any discrepancies detected in your student ID number and name shown.

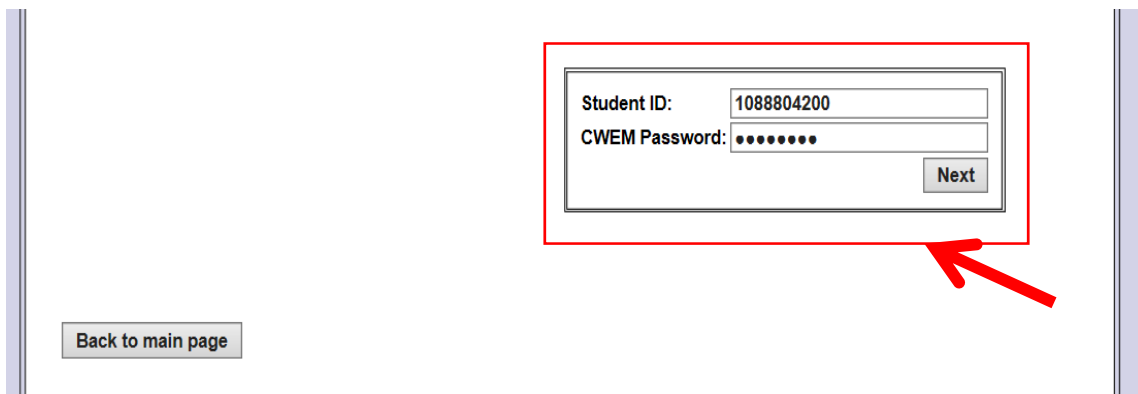


2.1 Registration (Student Association)

1. The registration of student associations should only be performed by the president of the association. Click "**Registration**" to enter the registration page of student association.



2. Read the guidelines and scroll down the page. Input your student ID and CWEM password. Then, click "**Next**" to proceed.



2.1 Registration (Student Association)

- Fill in the name (both English and Chinese) of the association and the valid period. The name of association entered should be the name of society/club instead of the name of committee (i.e. Rotaract Club (2016/17) but not Sunflare). Please input the academic year after the name of the club for easy identification (i.e. Dessert Club (2016/17) but not Dessert Club). Then, click “Add” to proceed.

User Registration for new association

English Association Name :
Chinese Association Name :
Position :
Valid From (dd/mm/yyyy) :
Valid To (dd/mm/yyyy) :
Add

Registered Association Name for reference:
Society 1 (2013/14)
Society 2 (2013/14)
Society 3 (2013/14)
Society 4 (2013/14)
Society 5 (2013/14)
Club 1 (2014/15)
Club 2 (2014/15)
Club 3 (2014/15)
Club 1 (2015/16)
Club 2 (2015/16)

List of associations for reference

- Upload the certifying letter issued by the Student Union of Wu Yee Sun College (in PDF format only).

File Upload:
請上載由伍宜孫書院學生會發出之「屬下團體登記證明書」(參考樣本)。(參考樣本)。
Please upload the certifying letter issued by the Student Union of Wu Yee Sun College (Sample Letter) .
Step 1: Click [Browse] button for select upload pdf file.
Step 2: Click [File Upload] button for upload the registration form.

Browse... File Upload

Back

2.1 Registration (Student Association)

5. You can add member(s) of your association by typing the Student ID(s) and corresponding position of the student(s) concerned.

User Registration for new association

To add new member: please input the student ID and position (in english).

Student ID: Position (english):

Change?	Delete	Student Name	Position
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	TESTING A/C (ITSC STUDENT 041)	President

6. You will receive a message regarding your application. The application result will be notified via email.

User Registration for new association

Your application for registration is well received. Please see the following details for your information.

Application Details
Society Name: Association I
Name: TESTING A/C (ITSC STUDENT 042)
SID: 1088804200

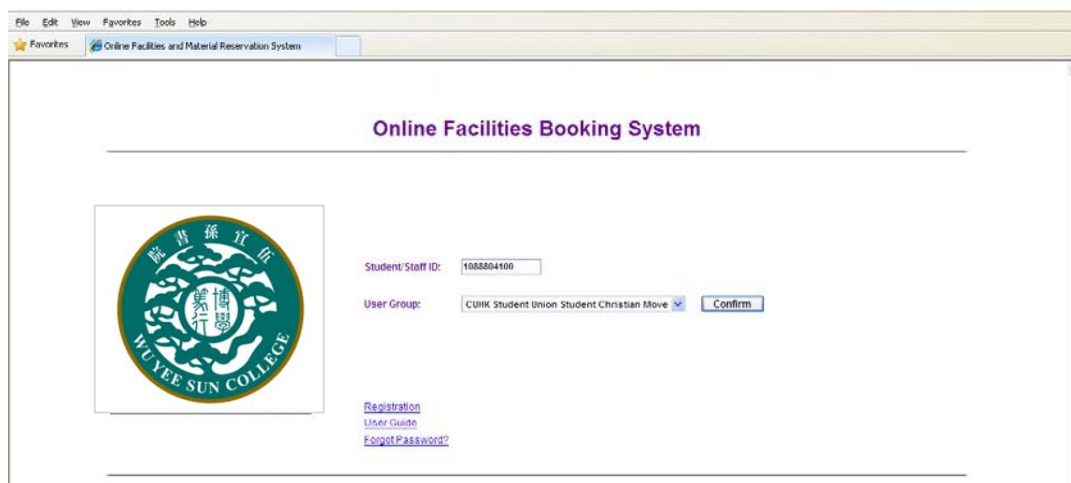
You will receive the application result via email within 7 working days.
Please contact Dean of Students' Office at 3943 3942 / kathyfong@cuhk.edu.hk if there are any questions to your registration.

2.2 Adding or Removing Committee Members


The president is requested to send email to kathyfong@cuhk.edu.hk for adding or removing committee members. Please submit the name, CWEM username and position of the committee members. The information change will be confirmed via e-mail as soon as possible.

3. Login

1. On the **Online Facilities Booking System** login page, type your student/staff ID and CWEM password.
2. Choose the user group (If you belong to one or more association(s)).



Online Facilities Booking System



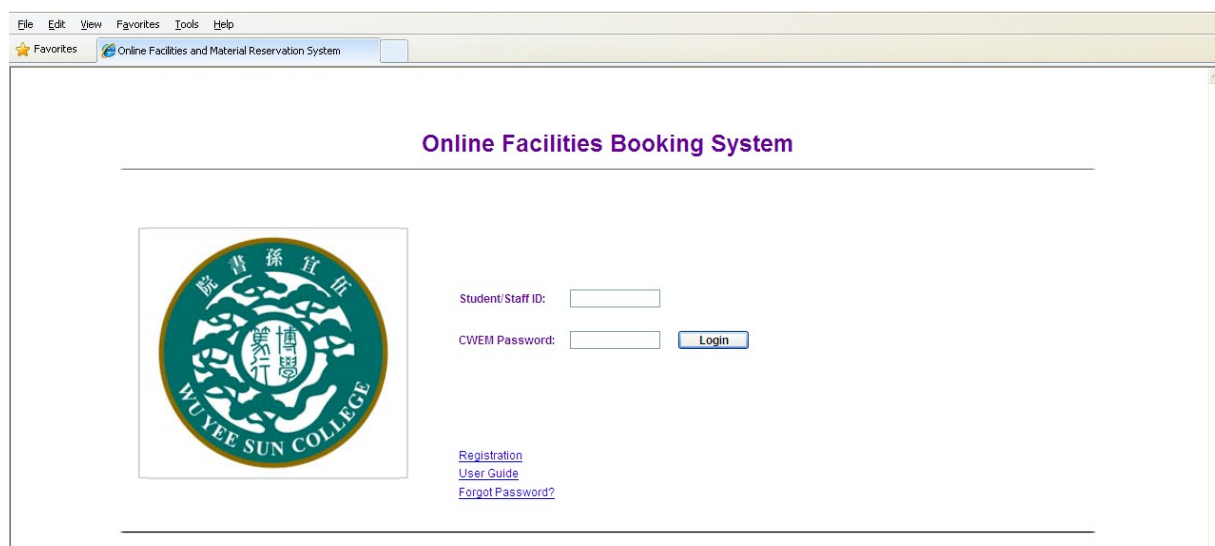
Student/Staff ID:

User Group:

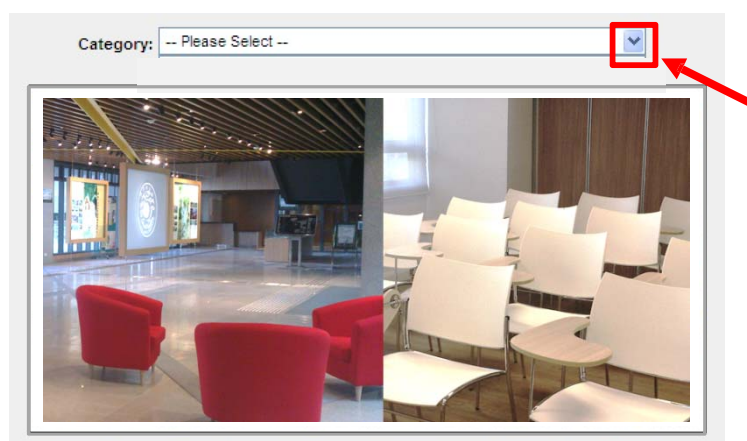
[Registration](#)
[User Guide](#)
[Forgot Password?](#)

4.1 Equipment Reservation (Requires College Approval)

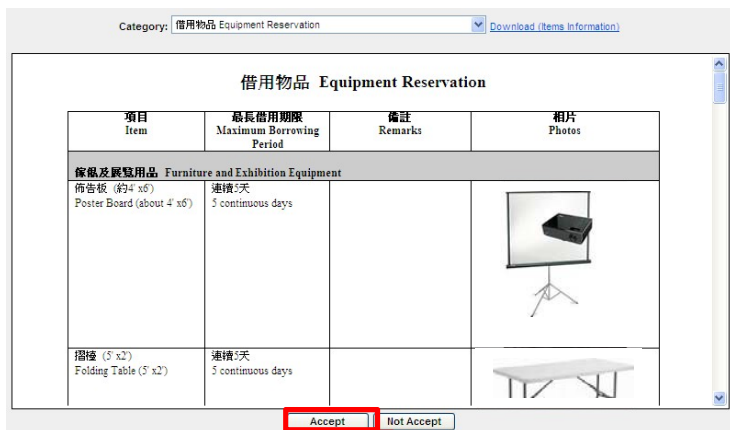
1. Login to the system.
2. Choose the association desired from the drop-down list (equipment could only be booked by student associations, no individual booking is allowed)



3. Choose "Equipment Reservation" from the drop down



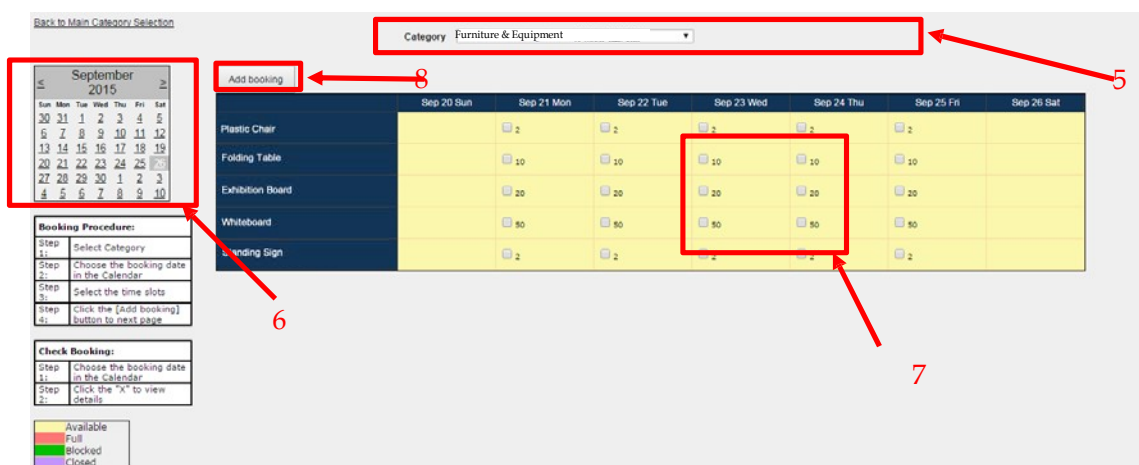
4. Read the rules of reservation. Then, click “Accept”.



On the Reservation page,

5. Select the type of equipment from the “Category” drop down list.
6. Click on the date of borrowing on the calendar.
7. Click on the desired time slot(s).
8. Click “Add booking”.

Please note that if an area is shaded in red, the time slot(s) concerned for that particular item is unavailable.



9. Fill in the number of each item requested in the **“Request”** box and fill in the form. The number filled in should not be larger than the available number. Then, click **“Confirm”** to submit your application.

Add Booking Information:
Please fill in information, then click [Confirm] button. A message will appear to confirm the successful reservation of the item(s).

Date	Equipments	Available	Request
11/Aug/2017	Moveable Whiteboard 活動白板	2	2

User Name 使用者名稱: _____
 User E-mail 使用者電郵 (LDap): _____
 Another user E-mail (if any) 其他使用者電郵(如有): _____
 User Phone Number 使用者電話號碼: _____ (for booking service only)

使用者必須輸入以下資料:

- 活動名稱 Name of Activity / Event: _____
- 地點 Venue: _____
- 時間 Time: _____
- 預計參加人數(包括工作人員) Estimated number of participants (including helpers):
- 活動有否向參加者收費 Any charge for participants: Yes No (If Yes, How much?) HK\$ _____
- 活動目標、宗旨及內容 Aims and Details of the activity: _____
- 活動有否尋求機構贊助 Any sponsorships Yes No
(如有, 請列明甚麼機構及參與形式: If yes, please state the names of organizations and ways of sponsorships.) _____
- 舉辦形式, Role of the student society: 主辦 Sole organizer 合辦 Co organizer 協辦 Sub organizer
(如合辦/協辦, 請列出合辦或協辦的機構名稱 If the society is co-organizer or sub-organizer, please state the name of organizer.) _____

Confirm Back

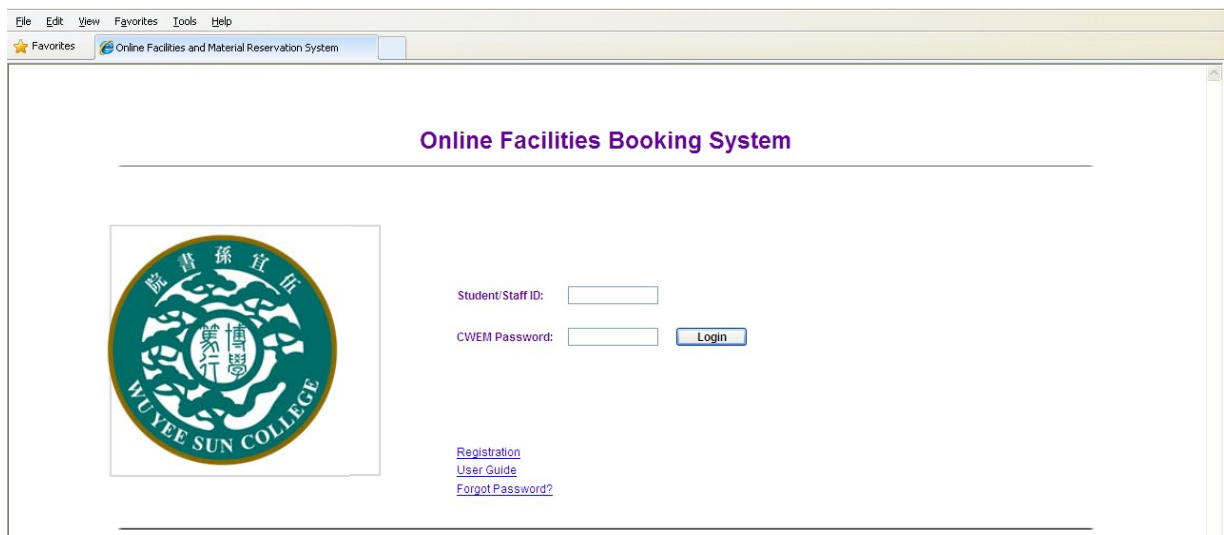
Copyright © 2

10. You will receive a message regarding your application. The application result will be notified via email.

4.2 Venue Reservation

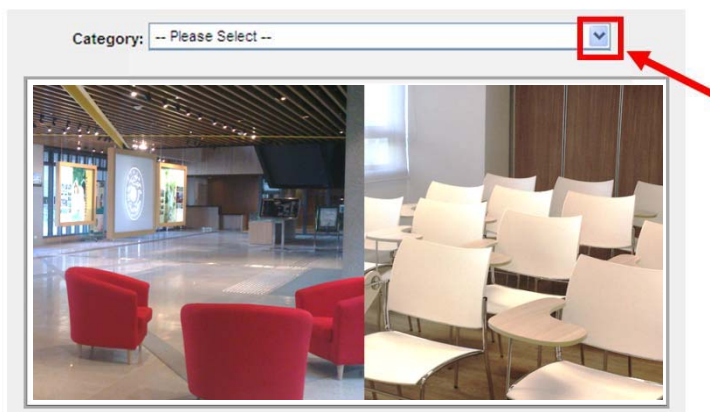
a. Venue Reservation (Requires no College Approval)

1. Login to the system.



The screenshot shows a web browser window with the title "Online Facilities and Material Reservation System". The main heading is "Online Facilities Booking System". On the left is the Wuyee Sun College logo, which is a circular emblem with the college's name in Chinese and English. To the right of the logo are two input fields: "Student/Staff ID:" and "CWEM Password:". A "Login" button is positioned to the right of the password field. Below the input fields are three links: "Registration", "User Guide", and "Forgot Password?".

2. Choose "Venue Reservation" from the drop down list.



3. Read the rules of reservation. Then, click “Accept” to proceed.



On the reservation page,

4. Choose the booking date from the calendar.
5. Select the types of rooms for reservation from the “Category” drop down list.
6. Check the box(es) on the reservation time slot(s).
7. Click “Add booking”.

Please note that if an area is shaded in red, the time slot(s) concerned for the particular venue is unavailable.

a. Venue Reservation (Requires no College Approval)

4

5

6

7

8. Click “Confirm” to finish the process.

8

9. You will receive a confirmation email on your booking.

10. You can go to the rooms directly on the day of reservation with your student ID card.

b. Venue Reservation (Requires College Approval)

1. After Click “Add booking”, you should be required to submit event proposal or fill in the form.

A) Submit event proposal

Back to Main Category Selection

Category: Equipment

September 2015

Add booking

	Sep 20 Sun	Sep 21 Mon	Sep 22 Tue	Sep 23 Wed	Sep 24 Thu	Sep 25 Fri	Sep 26 Sat
Moveable Whiteboard 活動白板	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2		
Exhibition Board 展板 (W120 x H180 cm)	<input type="checkbox"/> 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10		
Folding Table 摺疊 (W150 x D60 x H75 cm)	<input type="checkbox"/> 20	<input type="checkbox"/> 20	<input type="checkbox"/> 20	<input type="checkbox"/> 20	<input type="checkbox"/> 20		
Plastic Chair 膠椅	<input type="checkbox"/> 50	<input type="checkbox"/> 50	<input type="checkbox"/> 50	<input type="checkbox"/> 50	<input type="checkbox"/> 50		
落地指示牌 Signage Stand	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2		

Booking Procedure:

Step 1: Select Category

Step 2: Choose the booking date in the Calendar

Step 3: Select the time slots

Step 4: Click the [Add booking] button to next page

Check Booking:

Step 1: Choose the booking date in the Calendar

Step 2: Click the "X" to view details

Legend: Available (Yellow), Full (Red), Blocked (Green), Closed (Purple)

2. Click “Choose File” to select the file. Please note that the System only allow the upload of WORD, PDF, and JPG.
3. Click “File Upload” to upload the file.
4. Then click “Next” to continue.

File Upload

團體於申請時必須一併遞交詳盡的活動建議書。只有以下類型的文件可上傳於系統：WORD, PDF, JPG。文件大小最高為3000KB。

Filename: Choose File | No file chosen | **File Upload**

File	Upload by	Upload on	Delete
------	-----------	-----------	--------

Next

Add Booking Information:
Please fill in information, then click [Confirm] button. A message will appear to confirm the successful reservation of the item(s).

Date	Venue
18/Aug/2017 17:00 - 18/Aug/2017 19:00	Student Canteen with Stage (exclude AV equipment) 學生飯堂連舞台 (不連影音系統) - LG/F

User Name 使用者名稱: **TESTING A/C (ITSC STUDENT 041)**

User E-mail 使用者電郵 (LDAP): **s1088804100@cuhk.edu.hk**

User E-mail 使用者電郵:

User Phone Number 使用者電話號碼: (for booking service only)

5. Then click “Confirm” to continue.

B) Fill in the form

使用者必須輸入以下資料:

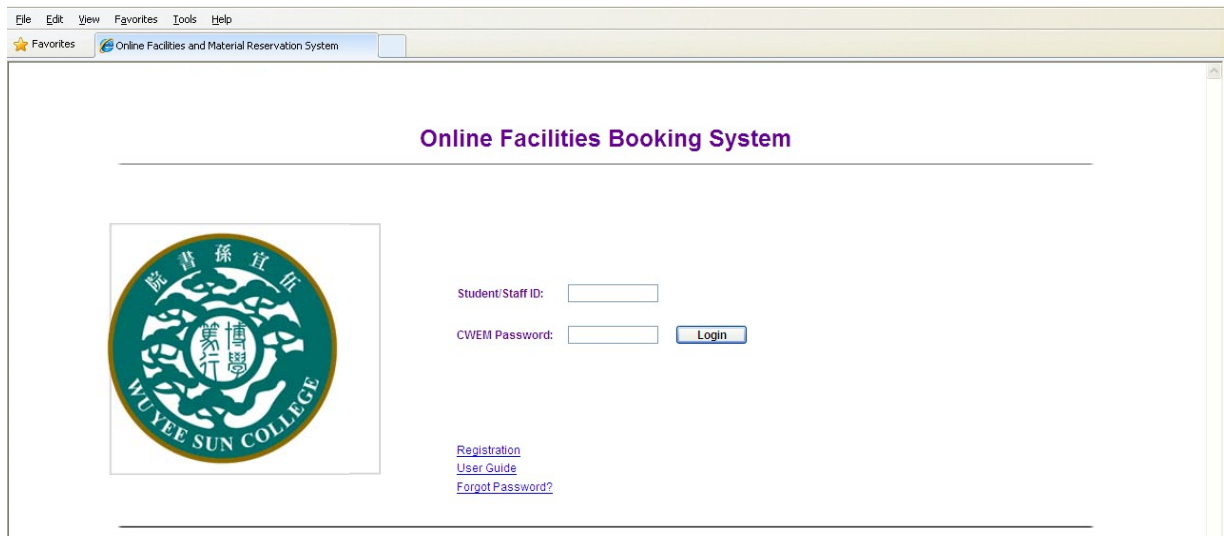
- 活動名稱 Name of Activity / Event:
- 預計參加人數(包括工作人員) Estimated number of participants (including helpers):
- 活動有否向參加者收費 Any charge for participants: Yes No (If Yes, How much?) HK\$
- 活動目標、宗旨及內容 Aims and Details of the activity:
- 活動有否邀請校外團體參加(包括媒體) Any invited organizations (including Media): Yes No
(如有, 請列明團體名稱 If yes, please state the names of organizations.)

(如有, 請列明參與形式 If yes, please state the level of participation.)
- 活動有否商業機構贊助 Any sponsorships: Yes No
(如有, 請列明團體名稱及參與形式: If yes, please state the names of organizations and ways of sponsorships.)
- 組織形式 Role of the Student Society: 主辦 Sole organizer 合辦 Co organizer 協辦 Sub organizer
(如合辦/協辦, 請列出合辦或主辦的機構名稱 If the society is co-organizer or sub-organizer, please state the name of organizer.)

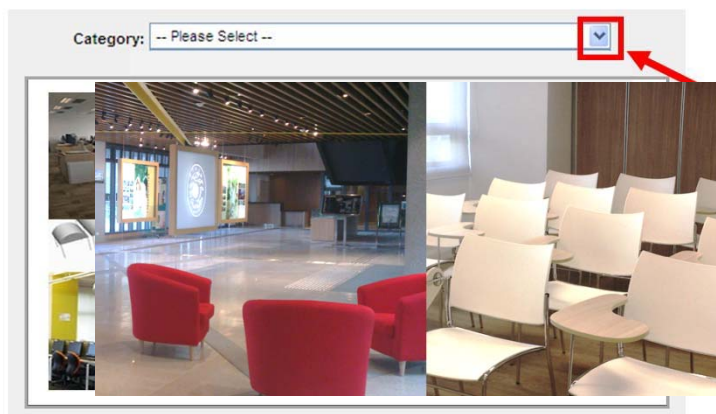
6. You have to fill in the form and click "**Confirm**" to submit your application.
7. You would be notified with the application result by email.
8. For College Theatre, you need to go to Counter at G/F or call 3943 3933 to contact hostel workman for opening the door before your reserved timeslot on the day of reservation with your student ID card.
9. For other rooms that do not require keys, you can go to the rooms directly on the day of reservation with your student ID card.

4.3 Exhibition Use/Promotion Area Reservation (Requires College Approval)

1. Login to the system.
2. Choose the association desired from the drop-down list (Exhibition Use/Promotion Area could only be booked by student associations, no individual booking is allowed)



3. Choose "Exhibition Use/ Promotion Area Reservation" from the drop down list.



4. Read the rules of reservation. Then, click “Accept” to proceed.

Category: 展覽用途/宣傳位置 Exhibition Use/Promotion Area ▼

Wu Yee Sun College
The Chinese University of Hong Kong
香港中文大學伍宜孫書院

Exhibition Use & Promotion Area List 展覽用途/宣傳位置清單

Name of Venue 場地名稱	Weekly Quota (Sun to Sat) 每星期(星期日至六)可借用次數		Max. length of booking (hr) 每次最長借用時間(hr)		Photos 相片	需於活動前申請 Reserve venue before
	個人	團體	個人	團體		
East Block Lift Lobby Promotion Area 東座升降機大堂宣傳位				14 days		3 日 3 Days

On the reservation page,

5. Choose the booking date from the calendar.
6. Select the types of Exhibition Use/Promotion Area from the “Category” drop down list.
7. Check the box(es) to choose the Promotion Area.
8. Click “Add booking”.

Please note that if an area is shaded in red, the time slot(s) concerned for the particular venue is unavailable.

[Back to Main Category Selection](#)

Category Promotion Area 宣傳位置

December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	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	1	2	3	4	5	6

Add booking

- i. 每星期可預留3次。
- ii. 每次最多可預留14日。
- iii. 需於借用前3日申請及書院批核。

Booking From: 01/12/2017 Booking To: 01/12/2017

Facility	1	2	3	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
East Block Lift Lobby Promotion Area 東座升降機大堂 宣傳位置 - G/F	■																														
West Block Lift Lobby Promotion Area 西座升降機大堂 宣傳位置 - G/F	■																														
College Gallery Promotion Area (East) 書院藝廊近東座宣傳位置 - G/F	■																														
College Gallery Promotion Area (West) 書院藝廊近西座宣傳位置 - G/F	■																														

Booking Procedure:	
Step 1:	Select Category
Step 2:	Choose the booking date in the Calendar and From/To Date
Step 3:	Select the facility item
Step 4:	Click the [Add booking] button to next page

Check Booking:	
Step 1:	Choose the booking date in the Calendar
Step 2:	Click the "X" to view details

Available
Full
Blocked
Closed

8. Fill in the form and then click “Confirm” to continue.

🔍 使用者必須輸入以下資料:

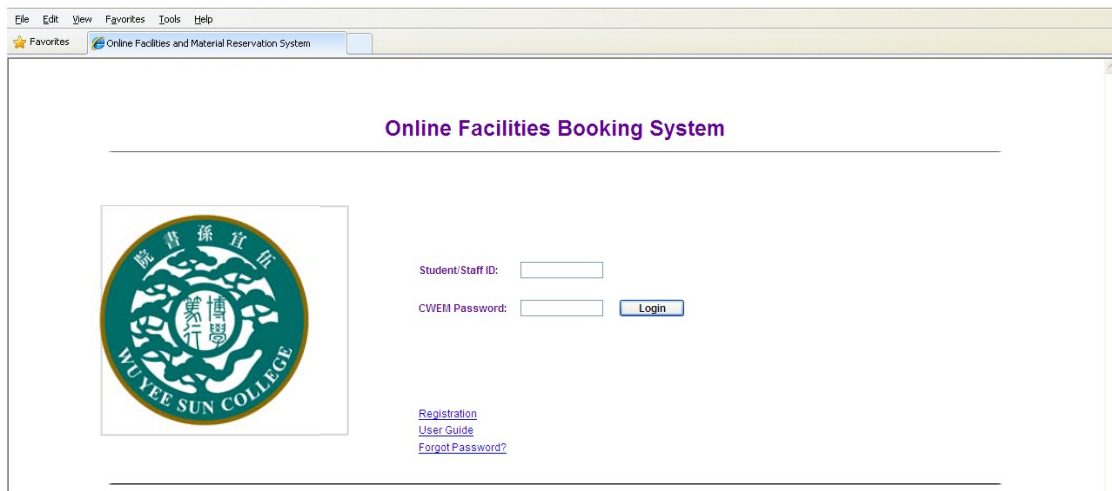
1. 活動名稱 Name of Activity / Event:
2. 預計參加人數(包括工作人員) Estimated number of participants (including helpers):
3. 活動有否向參加者收費 Any charge for participants: Yes No (If Yes, How much?) HK\$
4. 活動目標、宗旨及內容 Aims and Details of the activity:
5. 活動有否邀請校外團體參加(包括媒體) Any invited organizations (including Media): Yes No
(如有, 請列明團體名稱 If yes, please state the names of organizations.)

(如有, 請列明參與形式 If yes, please state the level of participation.)
6. 活動有否商業機構贊助: Any sponsorships Yes No
(如有, 請列明團體名稱及參與形式: If yes, please state the names of organizations and ways of sponsorships.)
7. 組織形式 Role of the Student Society: 主辦 Sole organizer 合辦 Co organizer 協辦 Sub organizer
(如合辦/協辦, 請列出合辦或主辦的機構名稱 If the society is co-organizer or sub-organizer, please state the name of organizer.)

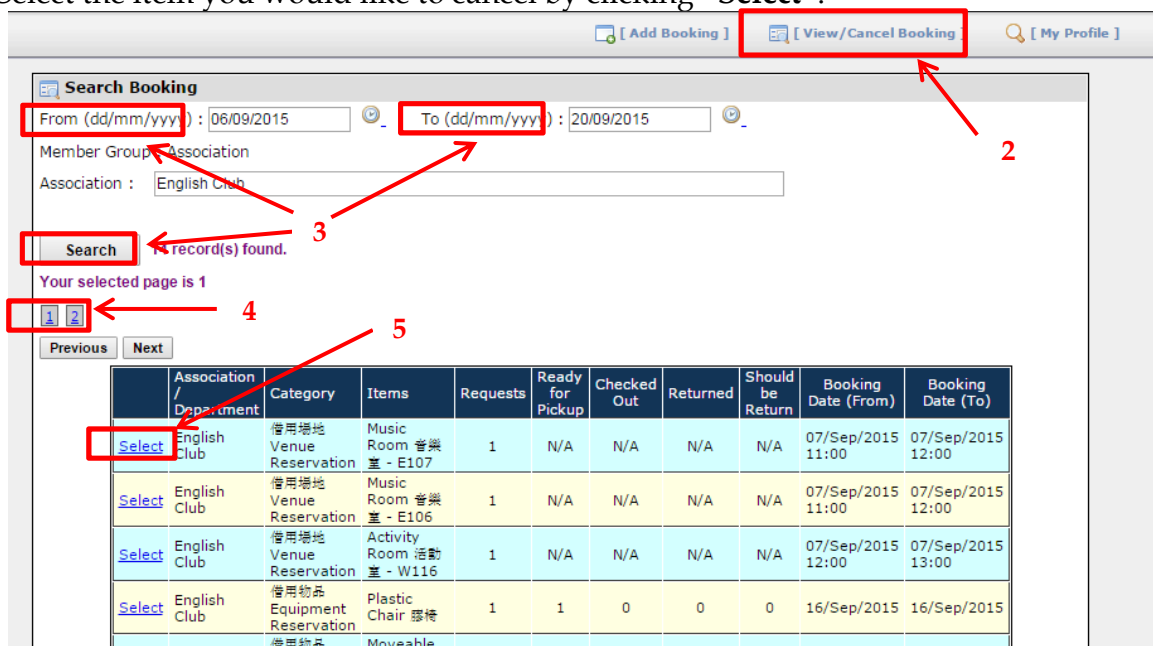
9. You would be notified with the application result by email.

4.4 Item Cancellation

1. Login to the system.



2. Click "View/Cancel Booking".
3. Set the From date and To date. Then click "Search"
4. All the reserved items within the period selected would be shown in the spaces below. If there are more than 10 reserved items within that period, please click on the page numbers to view the reserved items of a later date.
5. Select the item you would like to cancel by clicking "Select".



6. Click “Delete” to cancel the item selected.

Booking Information

Delete

WYS Booking Information:

Rooms Reservation - Music Room 音樂室 - E107

Society Name : English Club

Booked By : LU, Le ID : 1155062151

Qty : 1

Booking Date : 07/Sep/2015 11:00 - 07/Sep/2015 12:00

Phone Number : 59332605 (for booking service only)

E-mail (LDap): 1155062151@link.cuhk.edu.hk

E-mail :

Notes :

7. If you would like to proceed with other item reservation, please click “Add Booking” to continue your reservation process.

Search Booking

From (dd/mm/yyyy) : 06/09/2015 To (dd/mm/yyyy) : 20/09/2015

Member Group : Association

Association : English Club

Search 14 record(s) found.

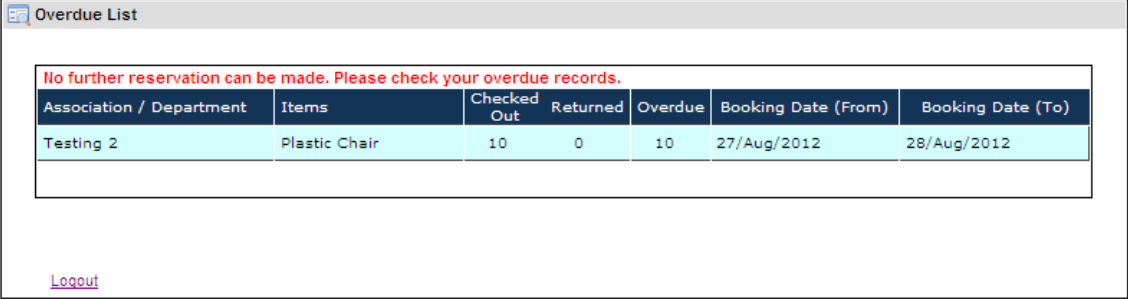
Your selected page is 1

Previous Next

	Association / Department	Category	Items	Requests	Ready for Pickup	Checked Out	Returned	Should be Return	Booking Date (From)	Booking Date (To)
Select	English Club	借用場地 Venue Reservation	Music Room 音樂室 - E107	1	N/A	N/A	N/A	N/A	07/Sep/2015 11:00	07/Sep/2015 12:00
Select	English Club	借用場地 Venue Reservation	Music Room 音樂室 - E106	1	N/A	N/A	N/A	N/A	07/Sep/2015 11:00	07/Sep/2015 12:00
Select	English Club	借用場地 Venue Reservation	Activity Room 活動室 - W116	1	N/A	N/A	N/A	N/A	07/Sep/2015 12:00	07/Sep/2015 13:00
Select	English Club	借用物品 Equipment Reservation	Plastic Chair 膠椅	1	1	0	0	0	16/Sep/2015	16/Sep/2015
	English Club	借用物品 Equipment Reservation	Moveable							

4.5 Overdue Items

If you have any overdue items, you will be redirected to the page with overdue list of item(s) once you logged in. You cannot make any further reservations until you have returned all overdue items.



Association / Department	Items	Checked Out	Returned	Overdue	Booking Date (From)	Booking Date (To)
Testing 2	Plastic Chair	10	0	10	27/Aug/2012	28/Aug/2012

[Logout](#)