Overview of Web Room Booking System

Department /
Student Society
User

(1) Make room
booking request

(3) Check the status of room
booking request

(4)Print
confirmation
slip

Web Room
Booking
System

(2) Confirmed /
Rejected by RES

Confirmation
Slip of Room
Booking
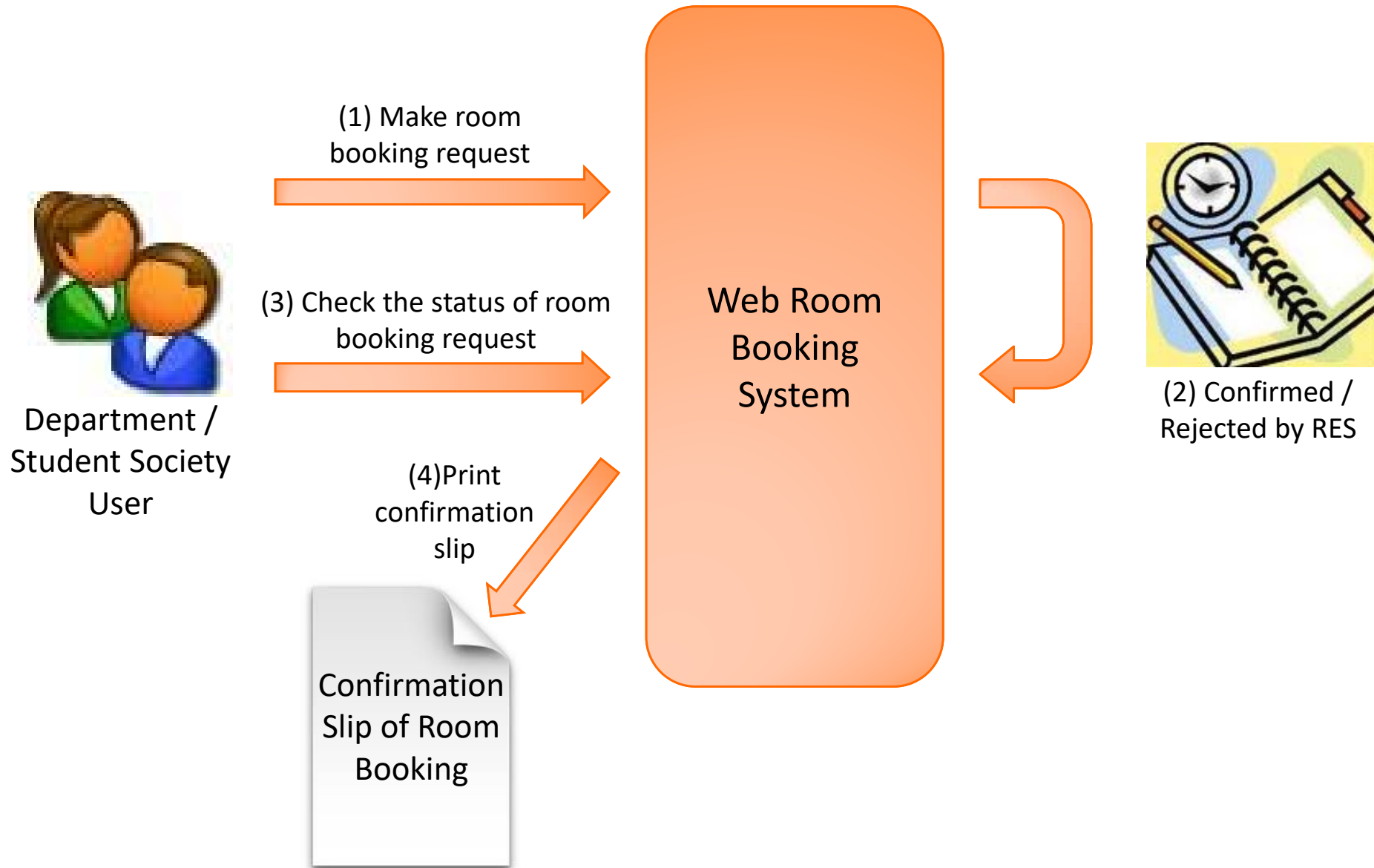
Login the Web Room Booking System

CUHK LOGIN

1. Input Login ID
Staff: alias@cuhk.edu.hk
Students: Student-ID@link.cuhk.edu.hk

2. Input OnePass password

3. Click "Sign in" button

Login the Web Room Booking System

4. Click tab-page "YYYYXXX"

YYYY = Academic Year (e.g. 2022 = 2022-23)

XXX = NML for Departments

ADM for Admin Offices

SOC for Student Societies

[Logout]
Wednesday, July 27, 2022

THE CHINESE UNIVERSITY OF HONG KONG 香港中文大學

2022NML CBS Reports

WR
Web Room Booking

5. Click tile "Web Room Booking"

Make a room booking request

Make a room booking request

2 Date

Choose a single date or book multiple days in multiple weeks.

Select a single date

Monday ☐
Tuesday ☐
Wednesday ☐
Thursday ☐
Friday ☐
Saturday ☐
Sunday ☐

Weeks starting

2021-09-06
2021-09-13
2021-09-20
2021-09-27
2021-10-04
2021-10-11
2021-10-18
2021-10-25
2021-11-01
2021-11-08

Select the days of week

Select the week(s)
Multiple weeks selection by pressing "Ctrl" key+ mouse click

Make a room booking request

Registration and Examinations Section, Registry
教務處註冊及考試組

Web Room Booking

4 Select from the following options available on 2021/Sep/06

1. Language teaching activities submitted by ELTU, CLC, and other departments with language courses that require special equipment would have higher priority for using multi-purpose classrooms (LSK_401/404/408/410/416 and YIA_603/605/607/608).

2. Booking of Special Interactive Classrooms (WMY_303 and SB_UG06) will only be approved when the activities are teaching/discussion related. Student societies should approach RES in person (10/F YIA) for booking directly if the rooms are suitable for your activities.

	Time	Name	Size	Description	Seat Type	Classroom Setting
●	9:30-12:15	FYB_105	20	Wong Foo Yuan Bldg 105	Table & Chair	View
○	9:30-12:15	FYB_402	20	Wong Foo Yuan Bldg 402	Armchair	View
○	9:30-12:15	FYB_403	20	Wong Foo Yuan Bldg 403	Armchair	View
○	9:30-12:15	UCC_102	20	T.C. Cheng Bldg 102	Armchair	View

Show More Options

< Back

Next >

Click "View" to see the classroom details

(5) Select the preferred room
Select single location only

(6) Click "Next"

Click "Back" to change the selection criteria

6

Make a room booking request

Registration and Examinations Section, Registry
教務處註冊及考試組

Web Room

5 Confirm your booking details

confirm

^Location	FYB_105
Date	2021/Sep/06
Start	9:30
End	12:15
Email	email@cuhk.edu.hk
Booking Size	20
Name	Name
Staff ID/ Student ID	ID
Telephone	
Name of Department/Student Society	Department
Teaching/Non-Teaching	
Class Indication	This booking is for CUSIS class.
Class Code, if applicable	
Purpose	
Expected No. of Participants	
Participants	
*Precautionary Measures for COVID-19	
#Name of External Organization	
#Mode of Operation	
#Type of External Organization	
Other Information	

(7.1) Input booking details *(booking is for CUSIS class)*:-
-Telephone number*
-Teaching/Non-Teaching*
-Class Indication*
-Class Code (if any)
-Purpose*
-Expected No. of Participants*
-Participants (please specify if necessary)*
-Precautionary Measures for COVID-19*
-Name of External Organization
-Mode of Operation
-Type of External Organization
-Other Information

* Compulsory fields

^ If your booking relates to singing contest or other similar activities, please consider using the three specially-equipped lecture theatres for these activities, i.e. UCC C1, UCC C2 or LSB LT6.

* Users should observe the guidelines and regulations issued by the HKSAR Government and the University for COVID-19.

\# If the activity is organized together with an external organization, please supply details.

\+ For Funding Information, you must provide at least 1 funding source, e.g. Cost Centre/Project/Internal Order as appropriate. If there are more than 1 funding source, the sum in the Percentage field must equal 100 for Funding Source 1 + Funding Source 2 + Funding Source 3.

Fields in **bold** are mandatory.

Browse FAQs on "Type of Activities" and "Funding Information"

k "Confirm Request"

< Back

Confirm Request

Make a room booking request

5 Confirm your booking details

confirm ☑

^Location	FYB_105
Date	2021/Sep/06
Start	9:30
End	12:15
Email	email@cuhk.edu.hk
Booking Size	20
Name	Name
Staff ID/ Student ID	ID
Telephone	
Name of Department/Student Society	Department
Teaching/Non-Teaching	
Class Indication	This booking is NOT for CUSIS class.
Class Code, if applicable	
Purpose	
Expected No. of Participants	
Participants	
***Precautionary Measures for COVID-19**	
Type of Activities	--------

+ Funding Information

Funding Source 1	Cost Centre
Cost Centre	--------
Percentage	
Funding Source 2	--------
Funding Source 3	--------
#Name of External Organization	
#Mode of Operation	
#Type of External Organization	
Other Information	

< Back

Confirm Request

(7.2) Input booking details *(booking is **NOT** for CUSIS class)*:-
- Telephone number*
- Teaching/Non-Teaching*
- Class Indication*
- Class Code (if any)
- Purpose*
- Expected No. of Participants*
- Participants (please specify if necessary)*
- Precautionary Measures for COVID-19*
- Type of Activities*
- Funding Source 1/2/3*
- Cost Centre/Project/Internal Order*
- Percentage*
- Name of External Organization
- Mode of Operation
- Type of External Organization
- Other Information

* Compulsory fields

(8) Click "Confirm Request"

Make a room booking request

Single date booking:

THE CHINESE UNIVERSITY OF HONG KONG 香港中文大學
Registration and Examinations Section, Registry 教務處註冊及考試組

Web Room Booking

Booking Requested

YIA_LT5 has been requested, from 9:30 to 12:15 on 2014-09-01.

^Location	Reference	Request?
YIA_LT5	BKD406440	Request

Please click "my bookings" to check results.

Submit Another Booking Request

book a room   my bookings   Logout

Click to make another room booking request

Click to check the room booking request

Make a room booking request

Multiple dates booking:

First date of week 2014-09-01(Mon) ~ 2014-09-07(Sun)

Check the status of room booking request

Room booking request
not yet confirmed by RES

THE CHINESE UNIVERSITY OF HONG KONG 香港中文大學
Registration and Examinations Section, Registry 教務處註冊及考試組

Web Room Booking

You have the following bookings:

☐ Include cancelled bookings?

	Date	Start	End	^Location	Reference	Size	Status	Note	Action	Confirmation Slip	Request Details
	Monday (week(s): 2014-09-01-2014-09-08)	9:30	12:15	CYT_LT1	BKD40644F	100	Unconfirmed		Cancel	BKD40644F	BKD40644F
	2014-09-01	9:30	12:15	YIA_LT5	BKD406440	100	Confirmed		Cancel	BKD406440	BKD406440

Note:
A. Booking rejected
B. Booking already scheduled in timetable
C. Others

Details of room booking request
status will be showed in "Note"

Click to check the details of
room booking request

Click to cancel the
room booking request

Details of room booking request

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG

REQUEST DETAILS OF CLASSROOM BOOKING

Booking Reference No.: BKD406440
Location: YIA_LT5
Date: 01/09/2014 (Monday)
Start: 9:30
End: 12:15
Email: email@cuhk.edu.hk
Booking Size: 160
Name: Name
Staff ID/ Student ID: Student ID
Telephone: 99999999
Name of Department/Student Society: CUHK
Class Code, if applicable: TEST
Expected No. of Participants: 1
Participants: CU participants (including staff and/or students)
Purpose: TEST
Name of External Organization: TEST
Mode of Operation: TEST
Teaching/Non-Teaching: Non-Teaching
Fee Payment: No
Other Information: TEST

Print the confirmation slip of room booking

THE CHINESE UNIVERSITY OF HONG KONG 香港中文大學
Registration and Examinations Section, Registry 教務處註冊及考試組

Web Room Booking

You have the following bookings: ☐ Include cancelled bookings?

	Date	Start	End	^Location	Reference	Size	Status	Note	Action	Confirmation Slip	Request Details
	Monday (week(s): 2014-09-01-2014-09-08)	9:30	12:15	CYT_LT1	BKD40644F	100	Unconfirmed		Cancel	BKD40644F	BKD40644F
	2014-09-01	9:30	12:15	YIA_LT5	BKD406440	100	Confirmed		Cancel	BKD406440	BKD406440

Note:
A. Booking rejected
B. Booking already scheduled in timetable
C. Others

Click to print the confirmation slip

Room booking request is confirmed

Print the confirmation slip of room booking

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG

由 From:	註冊及考試組 Registration & Examinations Section	致 To:	Name
電話 Tel. No.:	3943 8966	部門/團體 Dept./Organization:	CUHK
傳真號碼 Fax:	2603 5393	聯絡電話 Contact Tel. No:	99999999
日期 Date:	Aug 6 2014	電郵地址 Email Address:	email@cuhk.edu.hk

借用課室確認通知
CONFIRMATION SLIP OF CLASSROOM BOOKING

茲確定 閣下借用課室之日期、時間如下：
This is to confirm your booking as below:

借用課室編號
(請保留此編號作日後參考)
Booking Reference no:
(Please keep this booking reference for
future communication.)
　　　BKD406440 (Non-Teaching)

科目編號/借用用途/參與者
Class
Code/Purpose/Participants:
　　　TEST / TEST / CU participants (including staff and/or students)

課室 Classroom	座位 Seat Capacity	日期 Date	由 From Time	至 To Time	參與人數 Expected No. of Participants
YIA_LT5	160	2014/09/01 (Monday)	9:30	12:15	1

如取消借用申請，請遞交取消課室借用表或於網上課室借用系統直接取消借用申請。如發現借用課室空置，本組會向有關使用者作書面警告，及/或終止其借用課室之權利。須按大學設施收費表支付借用課室費用之申請，使用者必須最遲於活動舉行兩星期前辦理取消借用手續，否則使用者仍按有關部門已發出之收費通知書繳付有關費用。

For cancellation of booking, please submit cancellation form or cancel bookings under the WRB. RES will issue warning letter and/or suspend the booking right of individual user if he/she fails to cancel the unused bookings. For those bookings where charges are involved, users MUST cancel the bookings at least 2 weeks ahead of the event/activity/conference. Otherwise, users have to pay the venue booking fees in accordance with the payment invoice issued by concerned offices.
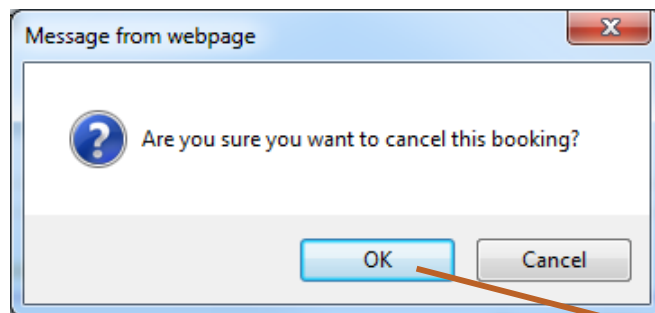
使用課室細則
Rules in using classroom
1. 不得舉辦借用用途以外之活動。
Classroom(s) must not be used for any activity other than the purpose specified on your booking request.

2. 借用完畢，必須將桌椅及其他課設還原。
All furnishings must be reinstated to the original condition after use.

3. 如有任何損毀，借方須負賠償責任。
Charges will be levied on damages to classroom facilities.

4. 課室內不准飲食。
Eating and drinking are prohibited in classroom(s).

如借方違反上述任何一項細則，註冊及考試組保留日後再借之權利。
The Registration & Examinations Section reserves the right to decline future bookings from those who fail to observe the above rules.

備註：
Notes:

1. 有關課室資料，可查閱下列網址：
Information of classrooms can be accessed at the following websites:

(a) 一般資料 – 註冊及考試組網址
Classroom information - Homepage of Registration & Examinations Section
http://www.cuhk.edu.hk/rgs

(b) 視聽器材/設備 – 視聽服務組網址
AV equipment – Homepage of Audio Visual Services Unit
http://www.avsu.cuhk.edu.hk

(c) 課室網絡資料 – 資訊科技服務處網址
Classnet information – Homepage of ITSC
http://www.cuhk.edu.hk/itsc/network/classnet

2. 演講室/課室外的公共地方/空間借用申請須聯絡有關課室管理辦公室。
Booking for areas outside lecture theatres/classrooms should be directed to the concerned classroom management offices.

Date Of Print: Wed Aug 06 16:20:50 2014

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Cancel the room booking request

You have the following bookings: ☐ **Include cancelled bookings?**

	Date	Start	End	^Location	Reference	Size	Status	Note	Action	Confirmation Slip	Request Details
	Monday (week(s): 2014-09-01-2014-09-08)	9:30	12:15	CYT_LT1	BKD40644F	100	Unconfirmed		Cancel	BKD40644F	BKD40644F
	2014-09-01	9:30	12:15	YIA_LT5	BKD406440	100	Confirmed		Cancel	BKD406440	BKD406440

Message from webpage ✕

❓ Are you sure you want to cancel this booking?

[OK] [Cancel]

(1) Click to cancel the room booking request

(2) Click "OK" to confirm cancel this booking

You have the following bookings: ☑ **Include cancelled bookings?**

	Date	Start	End	^Location	Reference	Size	Status	Note	Action	Confirmation Slip	Request Details
	Monday (week(s): 2014-09-01-2014-09-08)	9:30	12:15	CYT_LT1	BKD40644F	100	Unconfirmed		Cancel	BKD40644F	BKD40644F
	2014-09-01	9:30	12:15	YIA_LT5	BKD406440	100	Cancelled		Cancel	BKD406440	BKD406440

(3) Checked this checkbox to include the cancelled room booking requests

* Once the room booking request is cancelled, the cancel action cannot be reversed and the allocated location will be released.