

# Online room reservation system

## General Information

The system allows online reserving of specific practice rooms. In order to allow equal use as much as possible, a quota of 4 hours per day and 12 hours per week was defined for each student. Students can reserve a certain room for a period of time ranging from 1 to 4 hours, no more than 6 days in advance.

The ability to supervise what is happening in the rooms will improve greatly, yet students will still be asked **to cancel a room reservation when they do not intend to use it**, in order to make it available for other students.

Please note: A reserved room will be held for your use for a maximum of fifteen minutes. If the room remains unused during this time, it will become available for other students. The system has been translated into English to cater to the needs of our international student community.

## Using the system

1. The reservation is made through the student portal, in the "More options - Room Reservation" menu, or the mobile app, through the "Room Reservation" menu.

2. The filter that will open allows searching for available rooms, according to the following mandatory fields:

- Room Type - currently you have to choose a practice room, but in the future other types will be available.
- Duration – choose between 1 hour up to 4 hours.
- Start Date, End Date, Start time, End time - mandatory fields.

After filling in the form, click "Send". Here is an example search:

Room type	Duration
Practice Room	02:00
Start date	End date
13/10/2022	14/10/2022
Cannot reserve room more than 2 days ahead	Cannot reserve room more than 2 days ahead
Time from	Time until
14:00	18:00

Advanced Search

Send

The result of the above search will look like this:

- A. Header with the number of minutes left for the student during the week.
- B. Schedule with available time slots.

**960 minutes remain at your disposal for Week for requested room type.**

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	Sunday 09/10	Monday 10/10	Tuesday 11/10	Wednesday 12/10	Thursday 13/10	Friday 14/10
					rooms reserved by others	rooms reserved by others
30						
14:00					Free: Click to reserve 14:00 - 16:00	
30						
15:00						
30						
16:00					Free: Click to reserve 16:00 - 18:00	
30						
17:00						
30						
18:00						

- 4. After you choose one of the time slots, the list of available rooms will be displayed, and you can reserve one of them. See example below:

### Select & reserve room

Select room \*

Room 506 (Main Buiding - Floor 5) ▾

**Do you approve reservation of room Room 506 (Location: Main Buiding - Floor 5) on 13/10/2022 between 14:00 - 16:00 ?**

Reserve room    Close

- 5. After clicking on "Reserve room" an e-mail will be sent to you with the order details. The reserved time slot and will be highlighted in red in the timetable.
- 6. To cancel a room reservation, open the "existing reservations" list below the search form, and click on the "cancel" button next to the reserved time slot.
- 7. **Advanced search** allows you to use additional fields for filtering such as Location in the academy and Teaching aids - such as: piano, two pianos, electric keyboard, computer, etc.