# WELCOME TO RESOURCE BOOKER

Resource Booker

Quick User Guide

Access and logging into Resource Booker

1. Please send your LSE ID number (found on your LSE Staff / Student card) to lse.roombookings@lse.ac.uk to be set up to use Resource Booker.

2. To access Resource Booker, please visit the front page on the following link: https://mybookings.lse.ac.uk/

3. When you log on, if you get the "Sorry, no resources available for you to book right now" message, you have not yet been set up to use Resource Booker. Please contact lse.roombookings@lse.ac.uk

4. Always take a moment to check the front page of Resource Booker for status updates on room availability and any maintenance on the system.

To log into Resource Booker, please select the log in button in the top right of the Resource Booker front page:
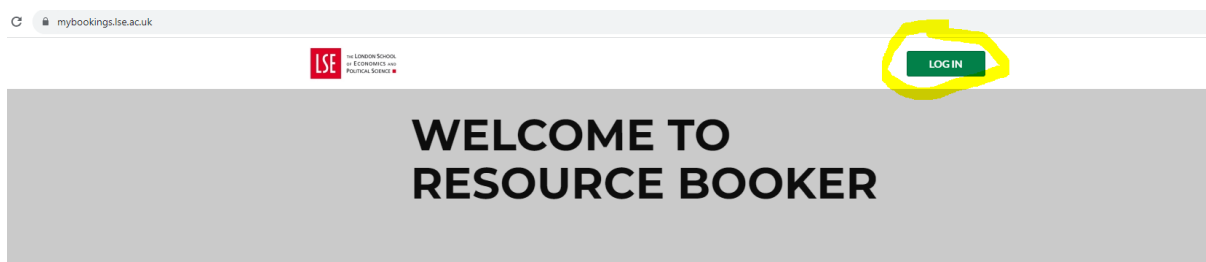

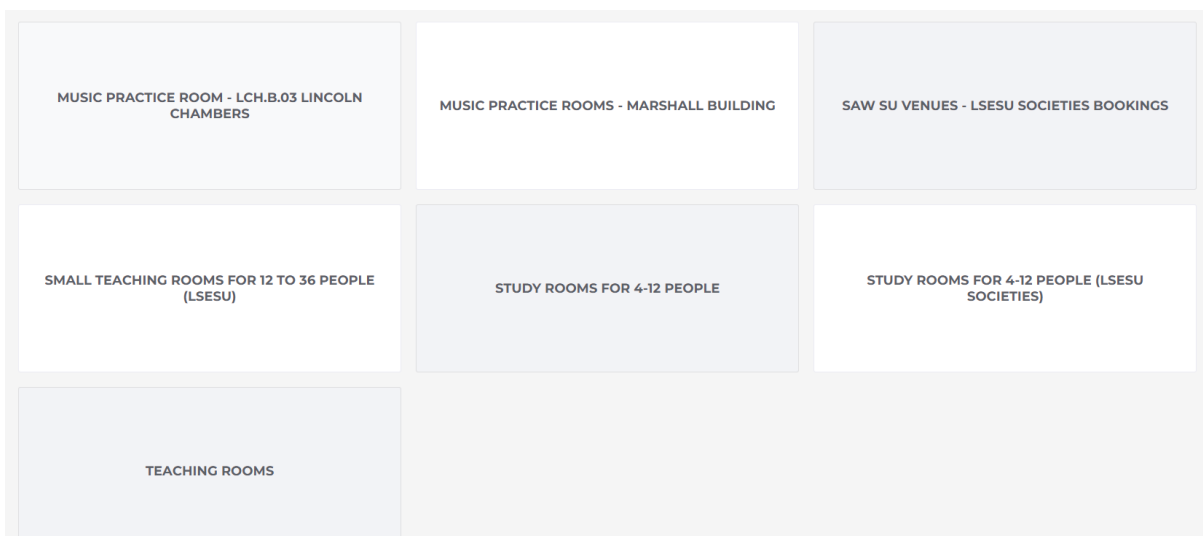Log in using your LSE credentials and follow the instructions for the Microsoft two-step authentication.

If you have already signed into other LSE services and portals and authenticated your device, you may automatically be logged in.

Making a Booking

To make a booking, once logged into to Resource Booker, navigate to left hand side and select the "make a booking" button as highlighted below:
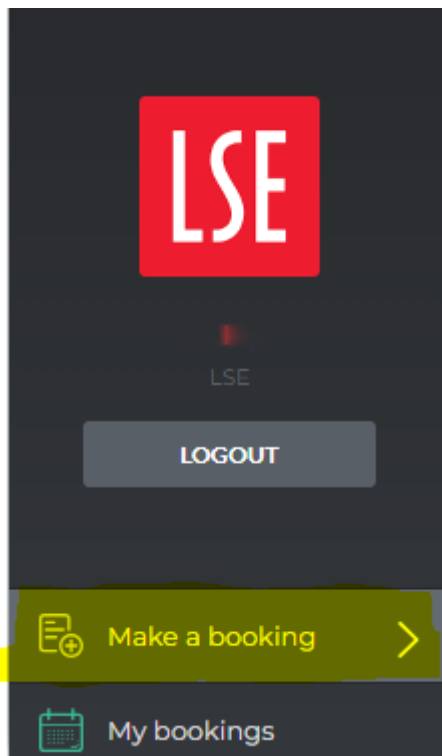
You will then be presented with a screen displaying option boxes of rooms you are eligible to book, sorted by type of rooms, such as the ones below. Select the option box for the type of room you would like to book:

MUSIC PRACTICE ROOM - LCH.B.03 LINCOLN CHAMBERS	MUSIC PRACTICE ROOMS - MARSHALL BUILDING	SAW SU VENUES - LSESU SOCIETIES BOOKINGS
SMALL TEACHING ROOMS FOR 12 TO 36 PEOPLE (LSESU)	STUDY ROOMS FOR 4-12 PEOPLE	STUDY ROOMS FOR 4-12 PEOPLE (LSESU SOCIETIES)
TEACHING ROOMS		

If you have been set up to book meeting rooms within your Department/Division, they will be displayed as an option here. Please contact your Departmental Room Co-ordinator if they are not showing.

Once you have selected the category of room you would like to book, you will be presented with a page listing all the rooms within that category on the left and then on the right-hand side filters that enable you to refine your search and check which rooms are available.

You can view basic information about specific rooms including capacity, building location and link to a picture of the room by selecting the information button as highlighted below:
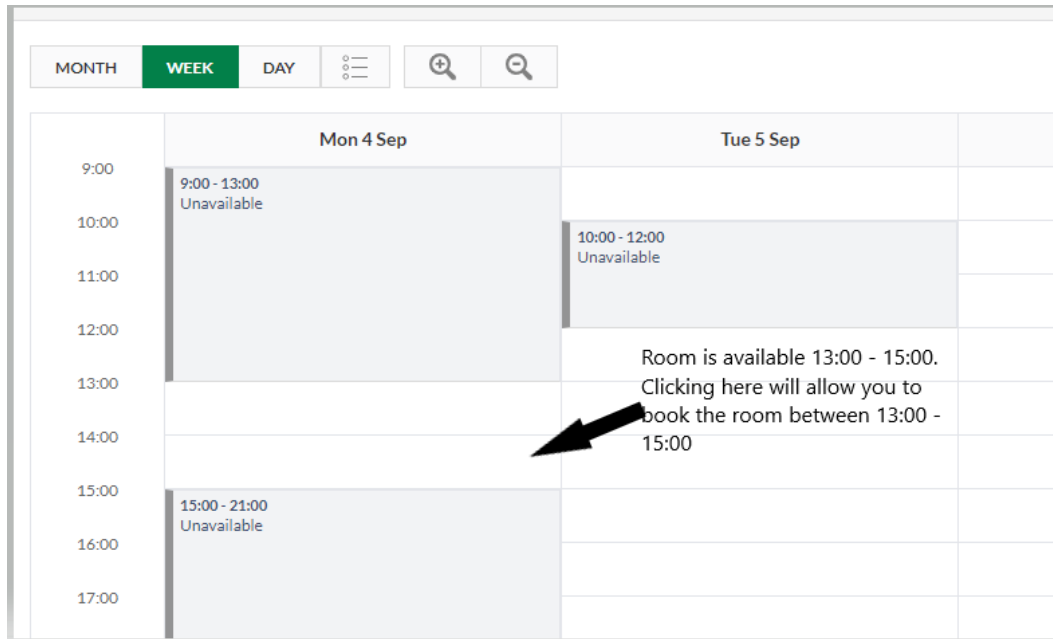
Booking a Specific Room

Select the room you would like to book from the list without using the refining search filters. You will be able to navigate through the calendar view of the room to see when it is available and request any available time. The available times are indicated by the empty white blocks on the calendar view, as shown in the example below:

Searching & Filtering

REFINE SEARCH

📅 **SINGLE**	🔄 **RECURRING**

☐ **AVAILABLE NOW**

August, 2023 ›

Mo	Tu	We	Th	Fr	Sa	Su
31	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	7	8	9	10

Set a specific time

From: -- : -- ▼

To: -- : -- ▼

Duration   Select ▼

CAPACITY

Minimum _____

Maximum _____

BUILDING

☐ Centre Building

☐ Cheng Kin Ku Building

☐ Clement House

☐ Connaught House

☐ Fawcett House

Using the refine search function allows users to restrict the rooms displayed to those that match the selected filters.

The default for most teaching and committee meeting rooms are single bookings. (Recurring bookings can only be made in some departmental only spaces).

You can filter to available rooms by date, time, capacity, and the building in which the rooms are located.

You can also use the date filter and the duration filter together to find availability for a specific duration on a specific date, regardless of specifying a start and end time. This allows you to find a time when a room is available for a specific duration on a selected date.

After selecting your filters in the refine search, all the rooms displayed in the left-hand column are those available matching your selection. If no rooms are showing, that means there are no rooms available matching the filters you have selected.

When you have selected the available date, time and room you wish to book, a pop-up window will appear.

The information you provide in this form will be used by Room Bookings to process your booking and, when confirmed, will be displayed outside your room on the day of your booking and on web listings (https://www.lse.ac.uk/school/timetables/eventsDailylist/Dailylist.htm?from_serp=1) which are used by staff including Security and Reception Teams. The information needs to be complete and accurate. The Booking Title must include your Department/Division/Society followed by the Title of your meeting/event.

CKK.8.01 — ✕

Booking title

Room Bookings Office - Resource Booker Meeting

📅 **SINGLE**   🔁 RECURRING

From

15/09/2023   15:00 ▼

To

15/09/2023   16:00 ▼

☐ Book as someone else?

Description

Internal meeting to discuss Resource Booker updates.

Please include the name of the Department, Division or Society making the booking in the Booking Title box at the top of the form. Add a brief Description of the event in the Description Box above and it will appear on the Room Door Report outside the room

▼ BOOKING FORM *

Are there any organisations outside the School involved in any way with this event?*

○ Yes

◉ No ✕

Will you be receiving any funding from any external organisations towards the costs of running this event?*

○ Yes

◉ No ✕

What audience are you expecting to attend this event?*

◉ LSE Only ✕

○ Other

Have you invited any external speakers to your event?*

| No, there will be no external speakers at the event | ▾ | ✕ |

If you have answered yes to any of the above questions or the event is open to any audience other than "LSE Only" then you will receive a follow up email asking you to provide further information about your booking, please provide this information promptly to complete the booking process.

What type of event is it? If answer is Other, please provide details in the description box below. *

| Internal committee/departmental/society meeting | ▾ | ✕ |

Please provide details in the description box below.

| This is an internal team meeting of the Room Booking office to discuss Resource Booker. |

Catering: This Field allows Room Bookings to ensure your catering plans are suitable for the requested room. It does not place a catering order. Catering orders can only be placed by contacting Catering directly or using the online hospitality system. *

| Tea/coffee biscuits only | ▾ | ✕ |

BOOK

Complete all sections of the booking form correctly to proceed with the booking.

Once you have completed all the information in the form, select the green "book" button in the bottom right-hand corner of the form.

The booking will be submitted to the room bookings team for approval. You will receive an automatically generated email acknowledging your booking request, followed by either a confirmation email or a request for more information.

If you receive a request for more information, you must complete the more information form which is linked to in the email.

Viewing, Editing and Cancelling your Bookings

To view your bookings, you will need to select the "my bookings" tab from the left-hand menu in Resource Booker, as highlighted in the screenshot below.
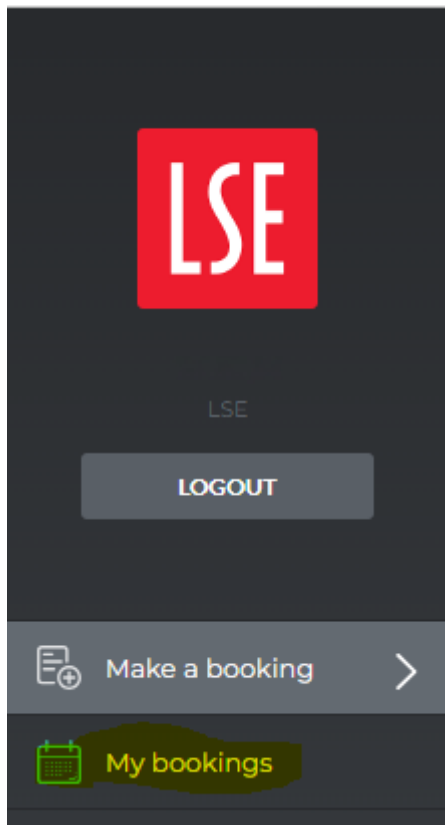
In "my bookings" you are presented with a calendar view. You can find your bookings by navigating to the date and time where you have bookings, and they will be displayed there:

Selecting a booking will result in a pop-up displaying information about that booking:

It is also here that you can edit and cancel your bookings.

Select the "edit" button at the bottom of the pop window, as seen above, to change the details of your booking. You can edit the date and time of the booking (subject to availability), booking title, description and information in the booking form. Once you have edited your booking it will be re-submitted for approval by the Room Bookings office.

Select the red "cancel" button at the bottom of the pop window, as seen above, to cancel your booking and free up the space for other users.

If you have any further questions, please contact the Room Bookings Office on (LSE.Roombookings@lse.ac.uk).

The Room Bookings office will be holding in person help sessions throughout the year. Please check the front page of Resource Booker for updates on the dates, times and locations of when these sessions will be held.