

How to: Book a room at Penryn or Falmouth Campus using 'Room Bookings'

Overview:

This guide demonstrates how to book a room at either the Falmouth or Penryn Campuses using the 'Room Bookings' facility. It will also demonstrate how to view your bookings and how to cancel a room booking.

1. Login to the website - <http://roombookings.fxplus.ac.uk>. **Please note:** If you experiencing problems logging in to the system please contact servicedesk@fxplus.ac.uk or call 01326 213822. If you need support from the room bookings team, please email roombookings@fxplus.ac.uk
2. The initial page will ask if you booking involves and external speaker. Click '**No**' unless it does.

Falmouth
Exeter
Plus

Timetabling & Room Bookings

Does your booking involve an external speaker?
(a speaker who is not a student or staff member)

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3. A new login pop up will appear. Input your username and password to bring up the room options and bookings facility.

Web Room Bookings



User

Password

logon

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4. Select the room criteria.

FALMOUTH UNIVERSITY **UNIVERSITY OF EXETER** **Room Bookings**

1 Location
Select room criteria.
Fields marked * are mandatory

Group Size *

Building / Campus

Room Type
CompassRooms
External Grounds
Lecture
Meeting Rooms
Seminar
Tutorial

5. Select the date that you want to make the booking.

2 Date
Choose a single date to book a room.

May 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	7	8	9	10

Select from the calendar

6. Select your preferred start time and the duration of the booking, then click Next.

3 Time
Select a preferred start time. You can adjust it later.

Duration

Preferred Start

Preferred End

[book a room](#) [my bookings](#)

7. Select the most appropriate room available for your needs by clicking on the small button on the left hand column, then click Next.

4 Select from the following options available on Monday, 18/06/2018

	Time	Name	Size	Description
<input checked="" type="radio"/>	10:00-11:00	Compass Room 7	3	Compass Room - Bookable for Meetings with Students Only
<input type="radio"/>	10:00-11:00	Compass Room 8	3	Compass Room - Bookable for Meetings with Students Only
<input type="radio"/>	10:00-11:00	TH Tut T2	3	Tutorial
<input type="radio"/>	10:00-11:00	Compass Room 1	4	Compass Room - Bookable for Meetings with Students Only
<input type="radio"/>	10:00-11:00	Compass Room 2	4	Compass Room - Bookable for Meetings with Students Only
<input type="radio"/>	10:00-11:00	Estates Office Meeting Room 2	5	
<input type="radio"/>	10:00-11:00	Compass Room 6	8	Compass Room - Bookable for Meetings with Students Only
<input type="radio"/>	10:00-11:00	Estates Office Meeting Room 1	8	
<input type="radio"/>	10:00-11:00	PL Room 11	8	Meeting/Tutorial Room also for Video conferencing but not more than 4 people.
<input type="radio"/>	10:00-11:00	TH Tut T3	8	Tutorial
<input type="radio"/>	10:00-11:00	TH Tut T4	8	Tutorial
<input type="radio"/>	10:00-11:00	TH Tut T1	10	Tutorial
<input type="radio"/>	10:00-11:00	TH Meeting Room 1	12	Meeting Room
<input type="radio"/>	10:00-11:00	Greenhouse Walled Garden	20	This is an External Space not suitable for teaching
<input type="radio"/>	10:00-11:00	PL Seminar 07	28	Seminar Room - Cabaret Style


[Earlier Day](#) [Earlier Start](#) [Later Start](#) [Later Day](#) [Show More Options](#)

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- To confirm your booking, input your telephone number, the event title and select 'Confirm booking'. If you need to return to the previous screen – choose the Back button.

5 Confirm your booking details



Location	Compass Room 7
Date	Monday, 18/06/2018
Start	10:00
End	11:00
Email	alison.mcgonagle@fxplus.ac.uk
Booking Size	2
First Name	Ali
Last Name	McGonagle
Telephone	1778
Event Title	Study Skills Session

< Back Confirm Booking

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- You will be provided with a booking confirmation and this will be emailed to your fxplus email account.

Room Bookings

Booking Confirmation

Compass Room 7 has been booked for you, from 10:00 to 11:00 on Monday, 18/06/2018.

An email confirmation will follow shortly.

Location	Reference
Compass Room 7	BK3BA55F

- To view your 'booked' rooms, please select 'my bookings' (this is located at the bottom of each screen).

1 Location
Select room criteria.
Fields marked * are mandatory

Group Size *
Building / Campus

Room Type
CompassRooms
External Grounds
Lecture
Meeting Rooms
Seminar
Tutorial

[Click here to view rooms that meet](#)

2 Date
Choose a single date to book a room.

Select from the calendar

May 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
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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

3 Time
Select a preferred start time. You can adjust it later.

Duration Preferred Start

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11. A list of booked rooms will be displayed. You can cancel any rooms booked in the future by clicking the cancel button next to the scheduled booking.

UNIVERSITY

You have the following bookings:

Include cancelled bookings?

	Date	Start	End	Location	Reference	Size	Status	
	Monday, 18/06/2018	10:00	11:00	Compass Room 7	BK3BA55F	2	Confirmed	<input type="button" value="Cancel"/>

Bookings in the past cannot be cancelled

[book a room](#) [my bookings](#)