Resource Booker is the system in which you can book teaching spaces, meeting rooms across all the Flinders University campuses along with quiet rooms and Workstations at the City Campus.

To open Resource Booker, Go to your Okta Dashboard and select *Resource Booker*.

### 1. Booking a resource

1.1 From the Resource Booker dashboard, select the type of resource you wish to book. This section will show a teaching space, the same step applies for meeting and quiet rooms.
1.2 The resource booking screen will appear. In this example it will show Teaching Locations.

1.3 There are a few different ways to search for a space to book. If you are looking for a space without a specific room in mind, use the **Refine Search** option on the right-hand side.

Note: If you know the name of the space, enter it in the Search a resource field. For example: U_LWCM for a teaching space at Bedford Park in Law & Commerce Building See green box in step 1.2.

Note: If you are looking for what room/s are available now, tick the **Available Now** box in the Refine Search area. See blue box on image in step 1.3.
1.4 Enter the date you wish to book; then set a specific time you wish the booking to be from and to. Filters will appear at the top of the locations list as you make different selections.

Note: Not all selections may be required as the list changes as filters/selections are added in the refine search area. These can be removed by click on the relevant x.

1.5 Enter the Minimum and Maximum Capacity, Campus Zone, Room Type and if you require Web Conferencing.
1.6 A list of bookable Teaching locations will be shown. Select a suitable space.

Note: Click on the information icon on the teaching space to see the space details.

1.7 Once you select a suitable space, a pop-up window will appear with the calendar of the space in the background.
1.8 The booking screen will appear. In this example it will show Teaching Locations.

Note: If you select Book on behalf of someone, you’ll need to add the person’s Flinders email address in the box that appears.

Note: If you require Caretaker Assistance, AV Event Support or out of hours security, scroll down the pop-up window and select the required link. This will take you to the Service One form for the related service.

1.9 Select Book.

Note: a red message will appear at the top of the pop-up window if unsuccessful. Check your data and try again.
1.10 The booking accepted screen will appear if successful and an email will be sent to your inbox.

At this point, if you still require to book additional services as mentioned in 1.9 the links are available at the bottom of the pop-up window.

At any time if you need to make a change to your booking, open the booking, select the **Edit** button. Or, if you wish to remove your booking select the **Cancel** button.

1.11 Your bookings will appear under the *My Bookings* tab on the left-hand side of the screen. Note you can view this in *Month, Week, Day* or *List* by selecting the relevant option.

**Note:** Approved bookings show with a green line, awaiting approval bookings show as blue.

Click ‘Subscribe’ in the top right corner of this page to place the booking into your outlook calendar. You can then forward the booking to other attendees.