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.

Specialised or managed spaces such as event and function spaces and some teaching locations require a request to book, and approvals manually granted. Follow the steps below to complete a request to book a resource.

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

1. Requesting a space

1.1 From the Resource Booker dashboard, select either Event spaces, Events – City, or Function Spaces. This example will show Event Spaces (see selected below)

Required option for events/functions:
- Event spaces are the plaza, outdoor terraces, courtyard etc where you are responsible for organising caretakers etc.
- Events – City is for level 1 and level 14 City Campus event space bookings.
- Function spaces are for Alere North/South, Studios 1 & 2 where the PFD team organise caretakers, cleaners etc.
1.2 An Event Spaces pop-up window will appear advising the event is not confirmed until an additional notification is received in both your notifications section of Resource Booker and your Outlook inbox. Click OK to proceed with your booking request.

1.3 If you know the event space you wish to book, select it either by the list shown or by typing in the search area. If you are unsure which event space, you wish to use or are searching for available options see 1.4. A search field example is U_HUM to bring up the list of the Humanities event spaces. In this example, we will select U_HUMN_Courtyard.

Note: Information on the event space can be found by selecting the information icon.
1.4 If you are unsure which event space you wish to use or which space is available, use the **Refine Search** option on the right-hand side.

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 A list of bookable event spaces will be shown. Select a suitable option by selecting the line. Noting information about the event space can be found by clicking on the information icon as shown in 1.3.

Note: The Duration option will disappear upon selection of specific time to and from.
1.6 The booking screen will appear. Ensure you complete all sections with an Asterix.

Note: Links to Service One forms are found in this form. These will open in a new window. It is the responsibility of the requestor to book any additional services required.
The Customer Notes and Office Use Only are for notes for the booking. These both do not require any action from you.

1.7 Then select Book.
1.8 The booking pending approval screen will appear if your request has been created successfully. **Note this is not an approval of your resource request.**

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.

1.9 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. In this calendar, approved bookings show as green, awaiting approval bookings show as blue.

Bookings awaiting approval can be found under **Notifications**. You will see an approved request under the **Accepted** tab. If more information is requested from you, this will appear under the **More info** tab, etc. *(No image shown.)*