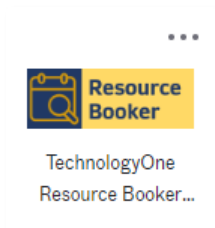


Resource Booker is the system in which you can book teaching spaces, meeting rooms across all the Flinders University campuses along with quiet rooms and workstations at the City Campus.

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*

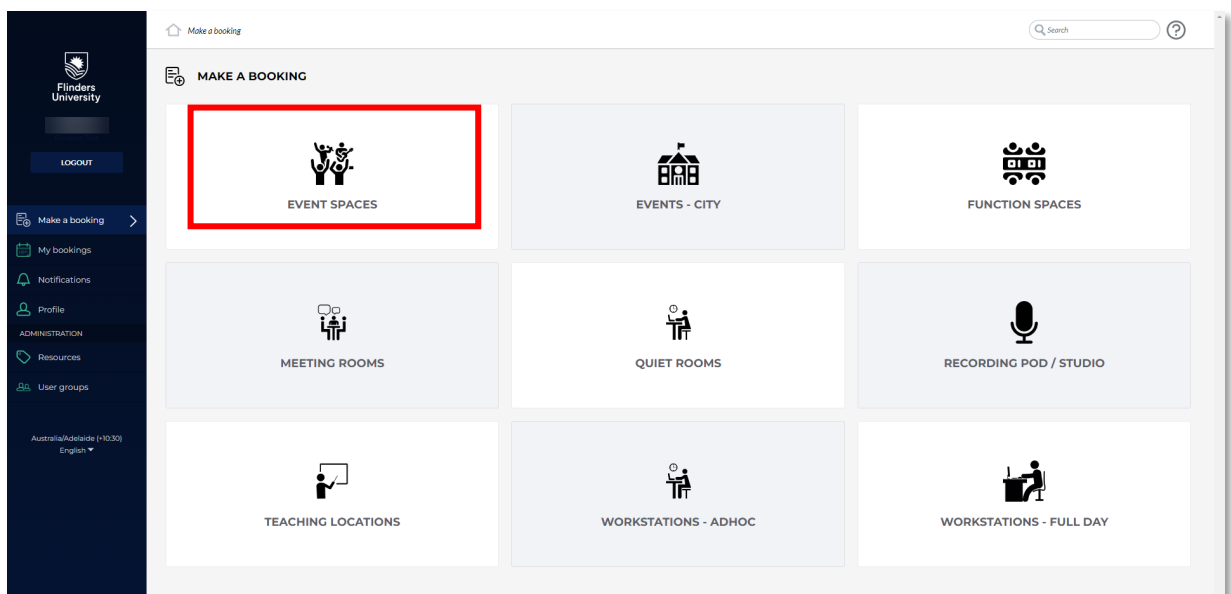


## 1. Requesting a space

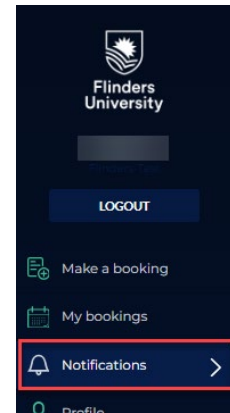
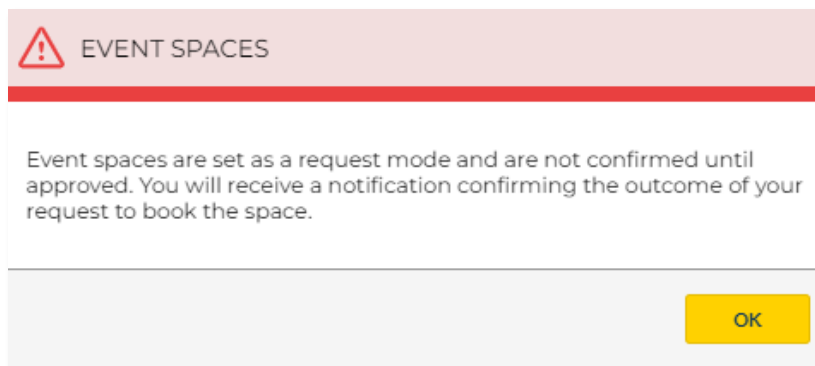
**1.1** From the Resource Booker dashboard, select either **Event spaces**, **Events – City**, or **Function Spaces**. This example will show *Event Spaces* (see selected below)

Required option for events/functions:

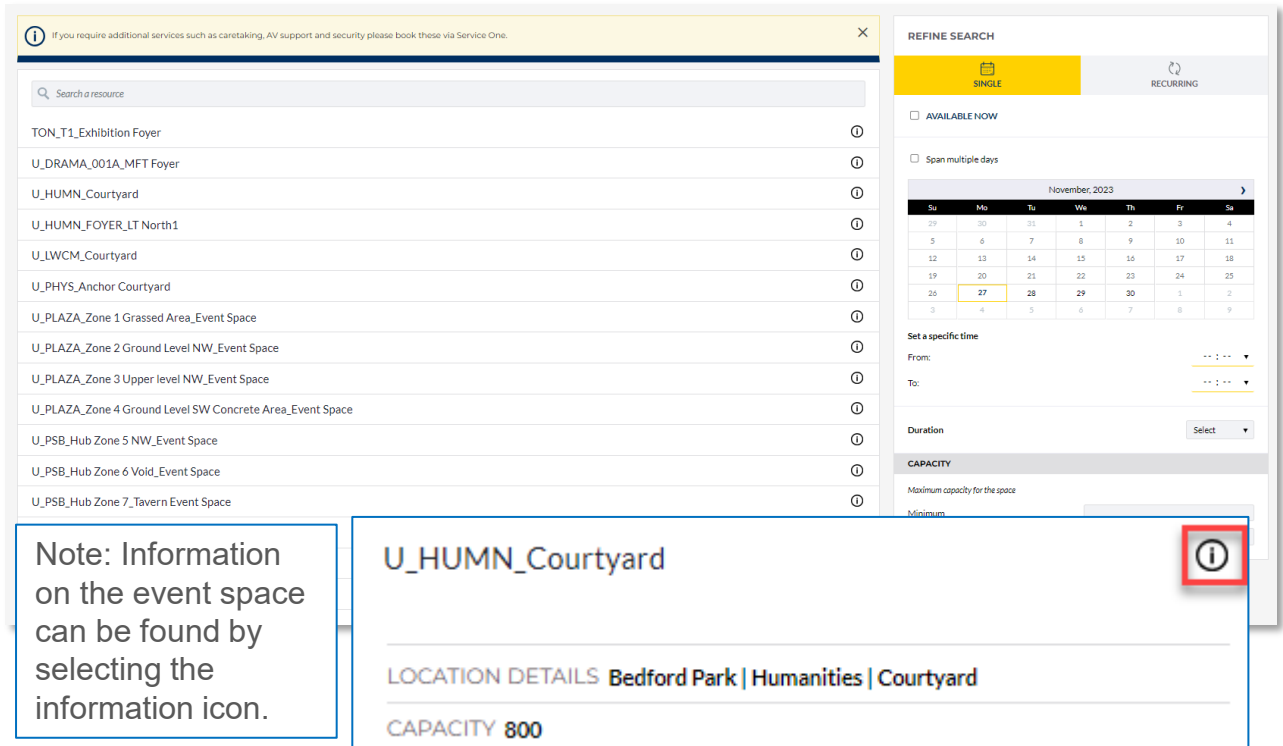
- Event spaces are the plaza, outdoor terraces, courtyard etc where you are responsible for organising caretakers etc.
- Events – City is for level 1 and level 14 City Campus event space bookings.
- Function spaces are for Alere North/South, Studios 1 & 2 where the PFD team organise caretakers, cleaners 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.



The screenshot shows the Resource Booker interface. On the left is a list of event spaces. On the right is a "REFINE SEARCH" panel with a calendar for November 2023. A callout box highlights the "U\_HUMN\_Courtyard" entry in the list and its details in the search results.

**Note:** Information on the event space can be found by selecting the information icon.

**U\_HUMN\_Courtyard**

LOCATION DETAILS **Bedford Park | Humanities | Courtyard**

CAPACITY **800**

# Resource Booker: Request to book a resource

- 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.

**REFINE SEARCH**

SINGLE  RECURRING

AVAILABLE NOW

Span multiple days

November, 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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	1	2
3	4	5	6	7	8	9

Set a specific time

From:

To:

Duration

**CAPACITY**

Maximum capacity for the space

Minimum

Maximum

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.

Note: The Duration option will disappear upon selection of specific time to and from.

- 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.

**EVENT SPACES** ⓘ

ⓘ If you require additional services such as caretaking, AV support and security please book these via Service One. ✕

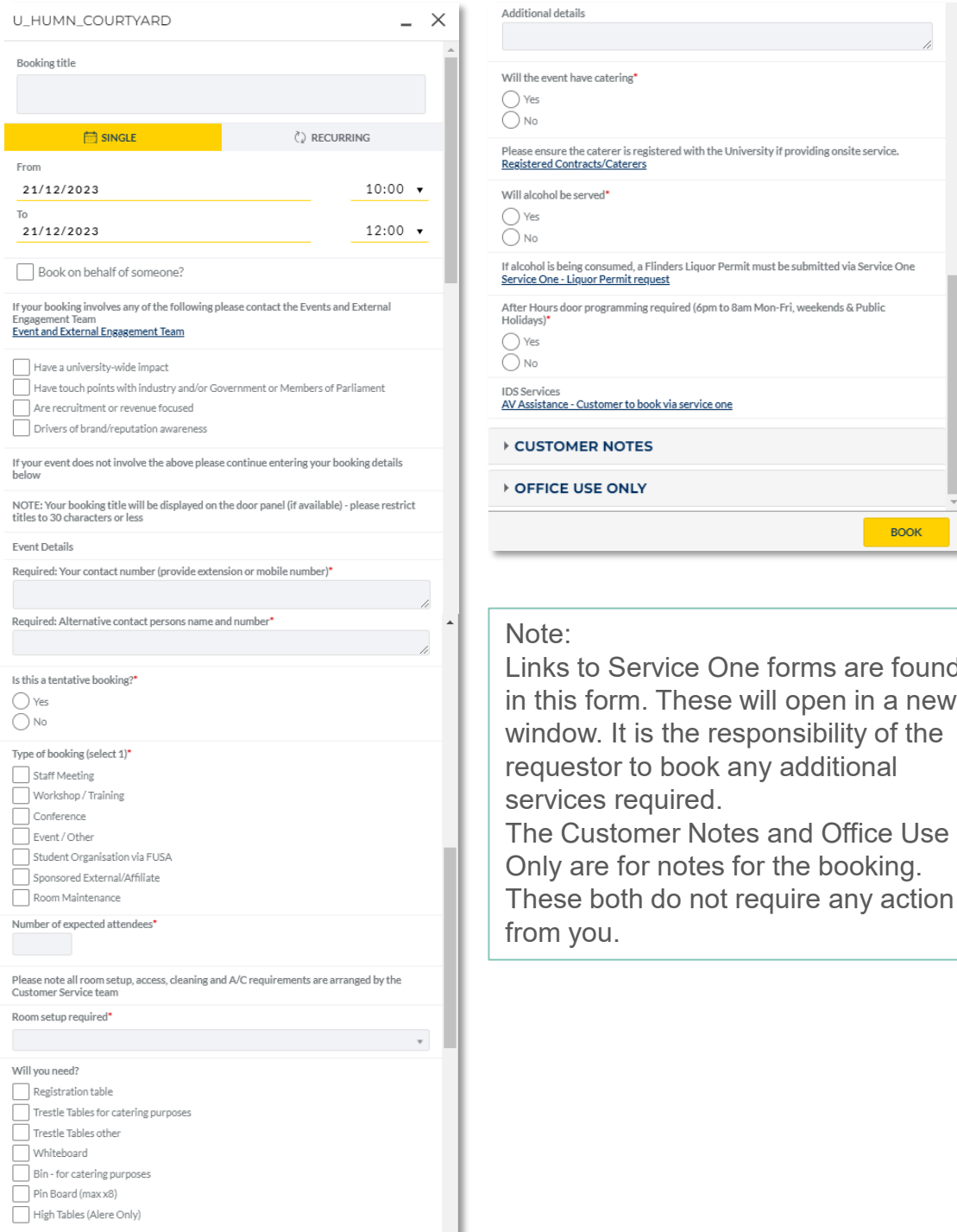
🔍 Search a resource

Start date: 2023-12-21 ✕ From: 10:00 ✕ To: 12:00 ✕

TON_T1_Exhibition Foyer	ⓘ
U_DRAMA_001A_MFT Foyer	ⓘ
U_HUB_Zone 6_Void_Event Space	ⓘ
U_HUB_Zone 5 NW_Event Space	ⓘ
U_HUB_Zone 7_Tavern Event Space	ⓘ
U_HUB_Zone 8_Alere Foyer	ⓘ
U_HUMN_Courtyard	ⓘ
U_HUMN_FOYER_LT North1	ⓘ
U_LWCM_Courtyard	ⓘ
U_PHYS_Anchor Courtyard	ⓘ

# Resource Booker: Request to book a resource

**1.6** The booking screen will appear. Ensure you complete all sections with an Asterix.



U\_HUMN\_COURTYARD

Booking title

**SINGLE**  **RECURRING**

From  
**21/12/2023** **10:00**

To  
**21/12/2023** **12:00**

Book on behalf of someone?

If your booking involves any of the following please contact the Events and External Engagement Team  
[Event and External Engagement Team](#)

Have a university-wide impact  
 Have touch points with industry and/or Government or Members of Parliament  
 Are recruitment or revenue focused  
 Drivers of brand/reputation awareness

If your event does not involve the above please continue entering your booking details below

NOTE: Your booking title will be displayed on the door panel (if available) - please restrict titles to 30 characters or less

Event Details

Required: Your contact number (provide extension or mobile number)\*

Required: Alternative contact persons name and number\*

Is this a tentative booking?\*

Yes  
 No

Type of booking (select 1)\*

Staff Meeting  
 Workshop / Training  
 Conference  
 Event / Other  
 Student Organisation via FUSA  
 Sponsored External/Affiliate  
 Room Maintenance

Number of expected attendees\*

Please note all room setup, access, cleaning and A/C requirements are arranged by the Customer Service team

Room setup required\*

Will you need?

Registration table  
 Trestle Tables for catering purposes  
 Trestle Tables other  
 Whiteboard  
 Bin - for catering purposes  
 Pin Board (max x8)  
 High Tables (Alere Only)

Additional details

Will the event have catering\*  
 Yes  
 No

Please ensure the caterer is registered with the University if providing onsite service.  
[Registered Contracts/Caterers](#)

Will alcohol be served\*  
 Yes  
 No

If alcohol is being consumed, a Flinders Liquor Permit must be submitted via Service One  
[Service One - Liquor Permit request](#)

After Hours door programming required (6pm to 8am Mon-Fri, weekends & Public Holidays)\*  
 Yes  
 No

IDS Services  
[AV Assistance - Customer to book via service one](#)

**CUSTOMER NOTES**

**OFFICE USE ONLY**

**BOOK**

## Note:

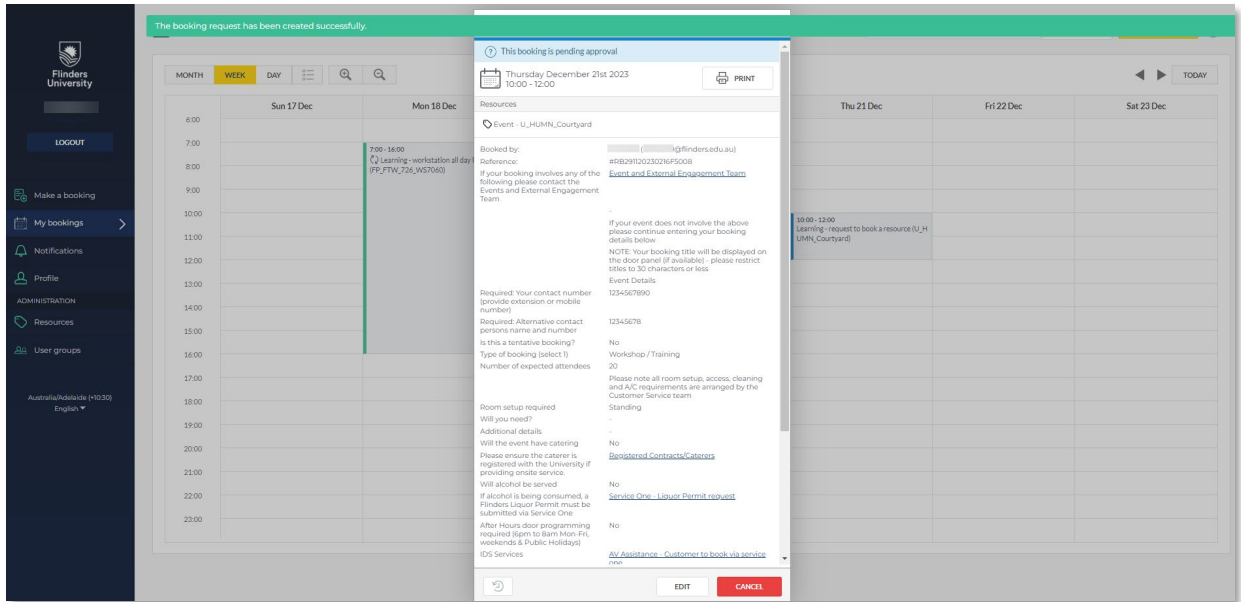
Links to Service One forms are found in this form. These will open in a new window. It is the responsibility of the requestor to book any additional services required.

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**.

**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.)

