



About DiBS

Direct Booking System (DiBS) is a cloud-based platform that allows staff and students to reserve a space on campus to meet, work and study.

What is changing?

Previously there were multiple different platforms used to book a space on campus, including Resource Booker and BookIT (for library spaces). We are gradually migrating the majority of campus spaces to DiBS, to give a consistent experience for staff and students.

When is it changing?

DiBS is expected to launch on 17 July, with bookings available from 24 July onwards.

What do I have to do?

Familiarise yourself with this User Guide, which covers the main functions of DiBS.

Where do I go for help?

If you need support using DiBS, please contact the following:

Chat with an IT support officer or log a request through [Service Now](#) or call the Service Centre (+61 3 834 40888) 7:30am - 7:30pm weekdays

For support with library spaces, you can also speak to the Library Service Desk staff.

Contents

- 1. Logging in 3
- 2. Reserve a space using ‘My Reservation Templates’ 4
- 3. Browse for a space: to find a space that meets your requirements11
- 4. Edit reservation details (eg Event name, Event type, Booker details only)17
- 5. Cancelling a reservation.....20
- 6. Checking in22

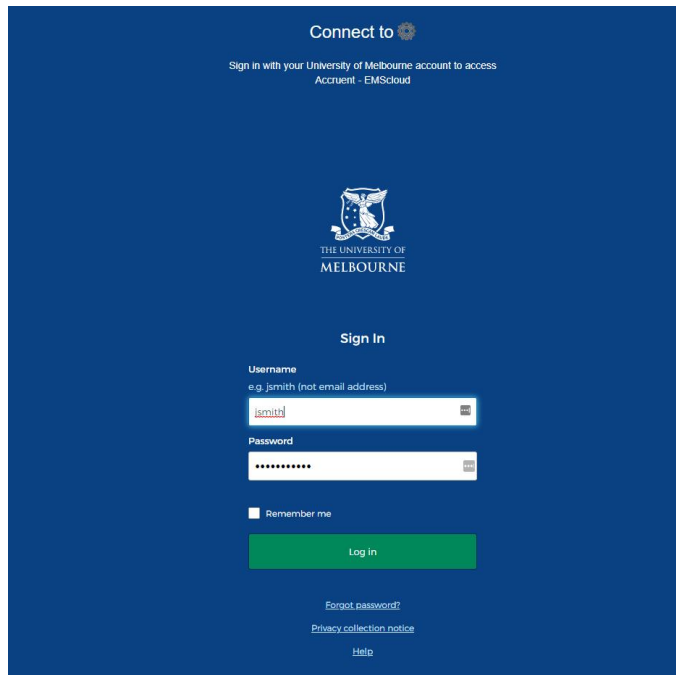
1. Logging in

1.1 LOGGING IN:

You can access DiBS by opening a web browser and entering the following URL:

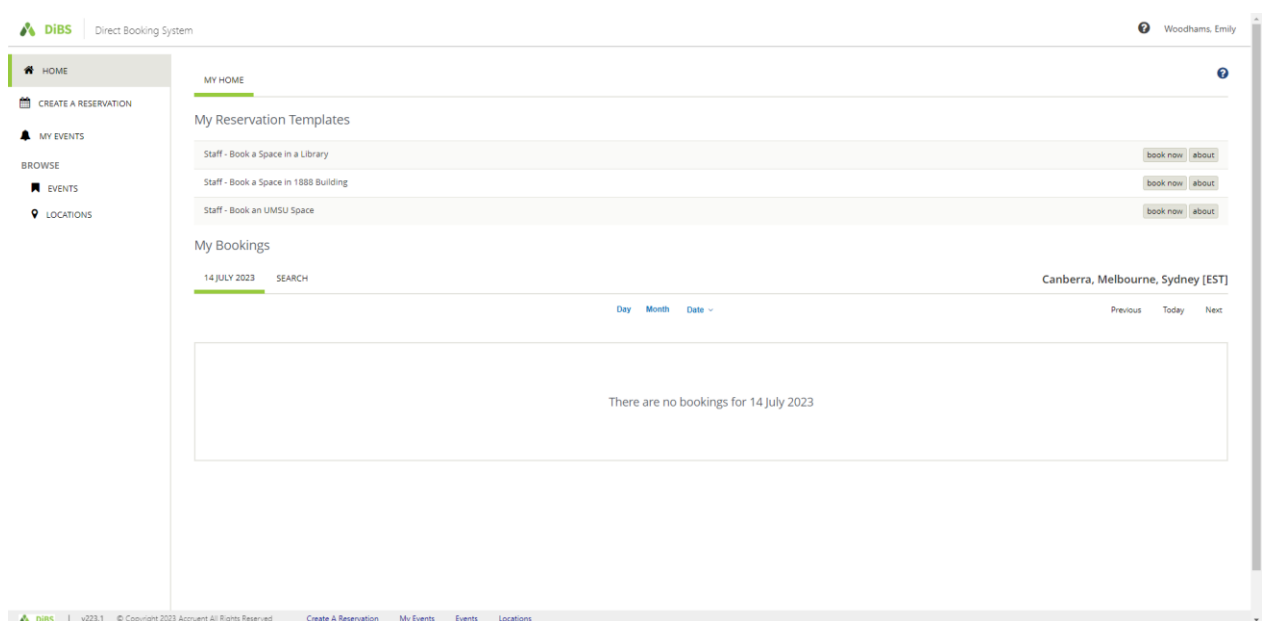
<https://go.unimelb.edu.au/dibs>

You will see the Single sign on page below.



The image shows a single sign-on page for The University of Melbourne. At the top, it says "Connect to" with a globe icon, followed by "Sign in with your University of Melbourne account to access Account - EMScloud". Below this is the University of Melbourne crest and name. The "Sign In" section contains a "Username" field with a placeholder "e.g. jsmith (not email address)" and a "Password" field. There is a "Remember me" checkbox and a green "Log in" button. At the bottom, there are links for "Forgot password?", "Privacy collection notice", and "Help".

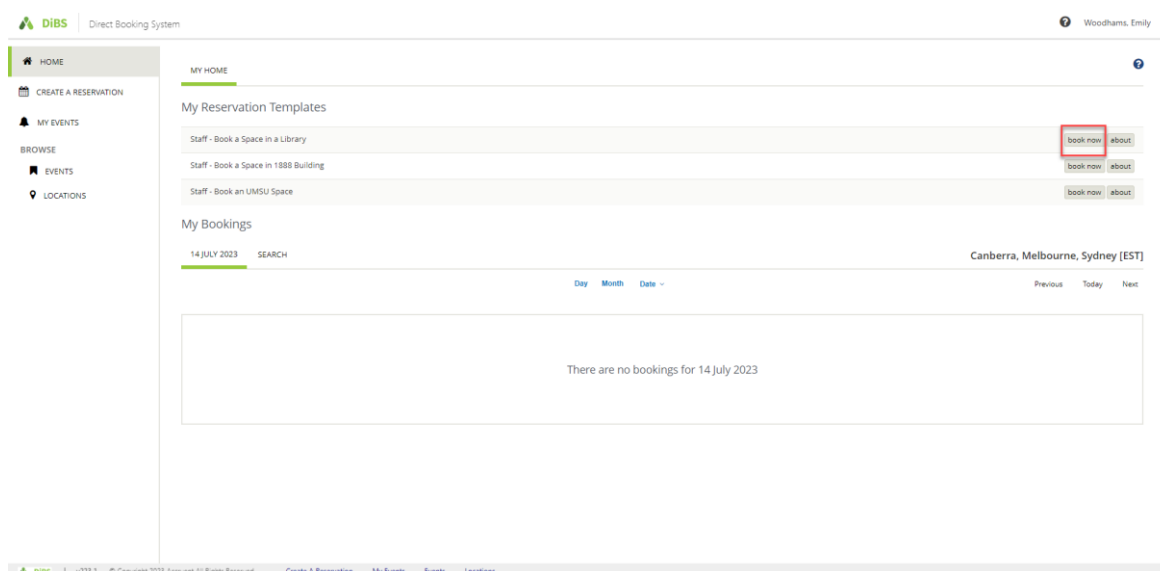
1.2 Once you have logged in with your username and password, you will be taken to the homepage.



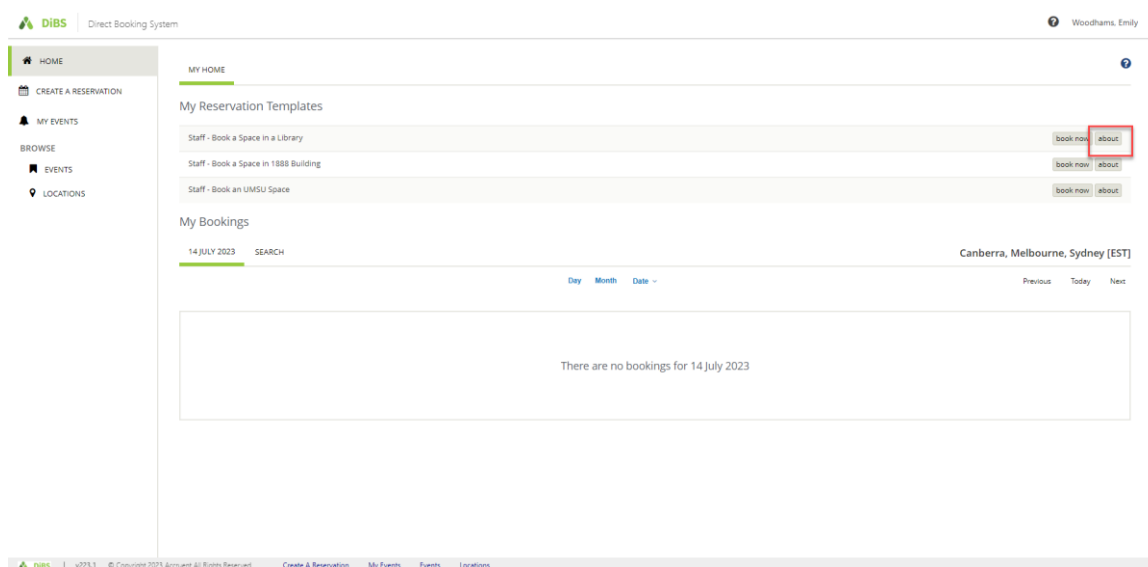
The image shows the DiBS Direct Booking System homepage. The header includes the DiBS logo, "Direct Booking System", and a user profile "Woodhams, Emily". The left sidebar has navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, and LOCATIONS. The main content area is titled "MY HOME" and features "My Reservation Templates" with three options: "Staff - Book a Space in a Library", "Staff - Book a Space in 1888 Building", and "Staff - Book an UMSU Space", each with "book now" and "about" buttons. Below this is "My Bookings" for "14 JULY 2023", with a "SEARCH" button and a date selector showing "Day", "Month", and "Date". The location is set to "Canberra, Melbourne, Sydney [EST]". A message states "There are no bookings for 14 July 2023". The footer includes the DiBS logo, version "v223.1", copyright notice, and links for "Create A Reservation", "My Events", "Events", and "Locations".

2. Reserve a space using 'My Reservation Templates'

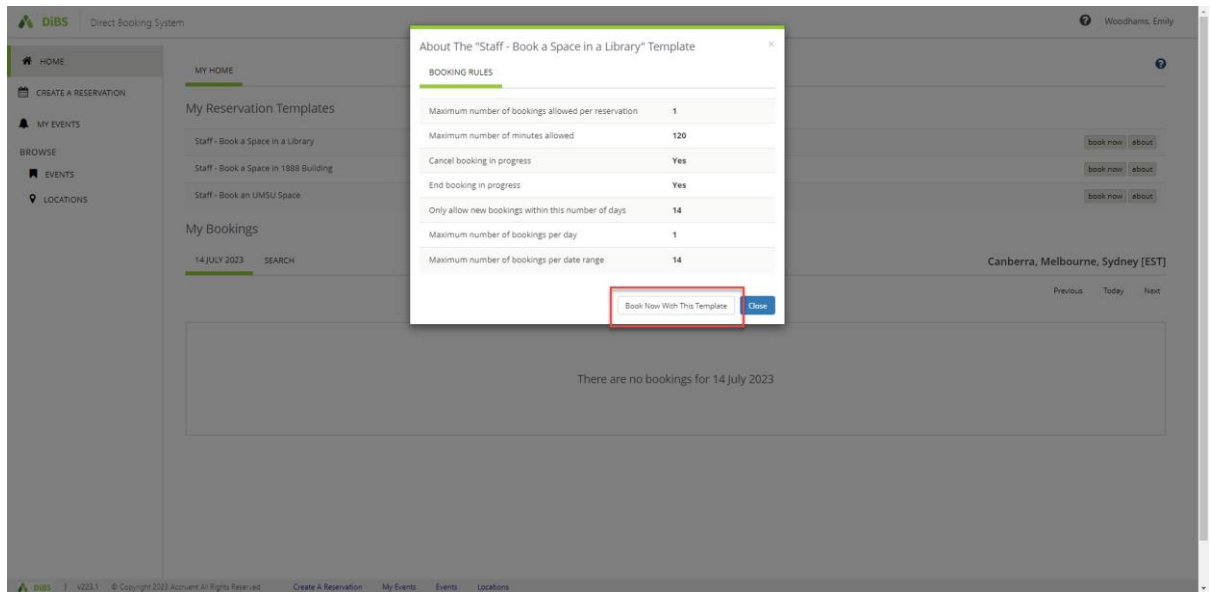
- 2.1 To reserve a space using My Reservation Templates, click on the Book Now button for the building in which you wish to book.



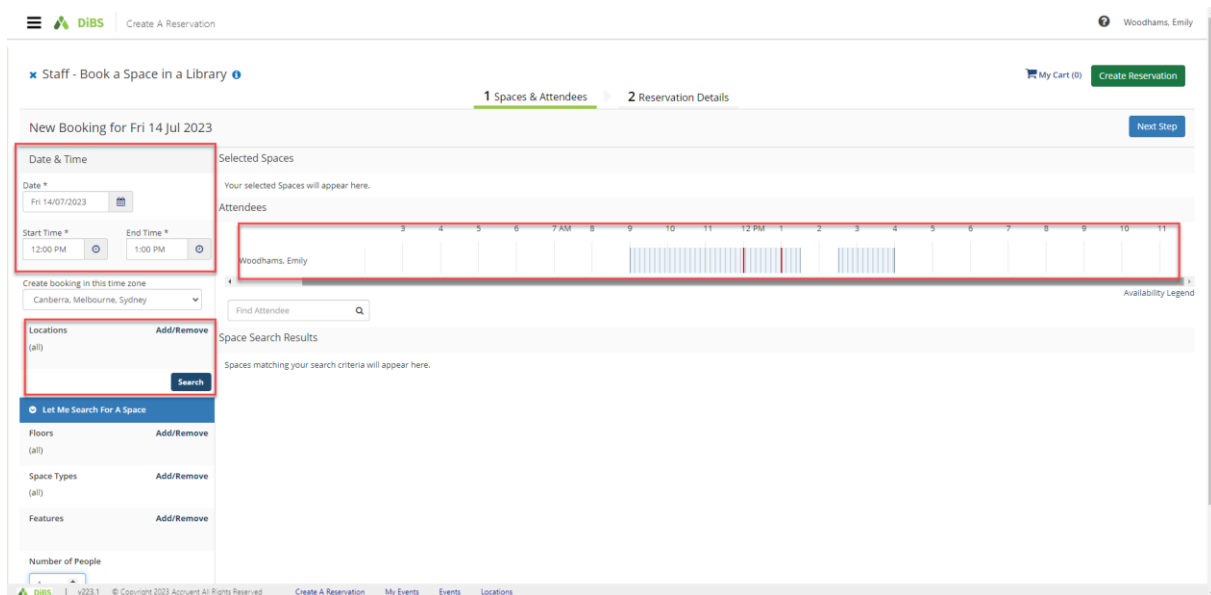
- 2.2 Alternatively, you can click on the About button to find out the rules for booking a space with this template.



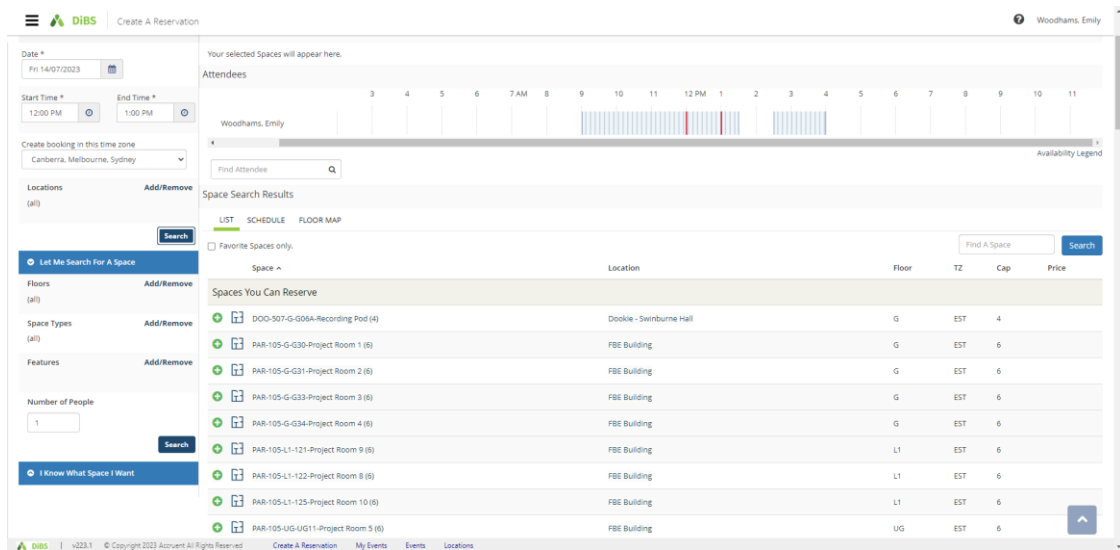
- 2.3 When you click on About, the rules for the template are displayed. Select *Book Now With This Template* to proceed with your booking.



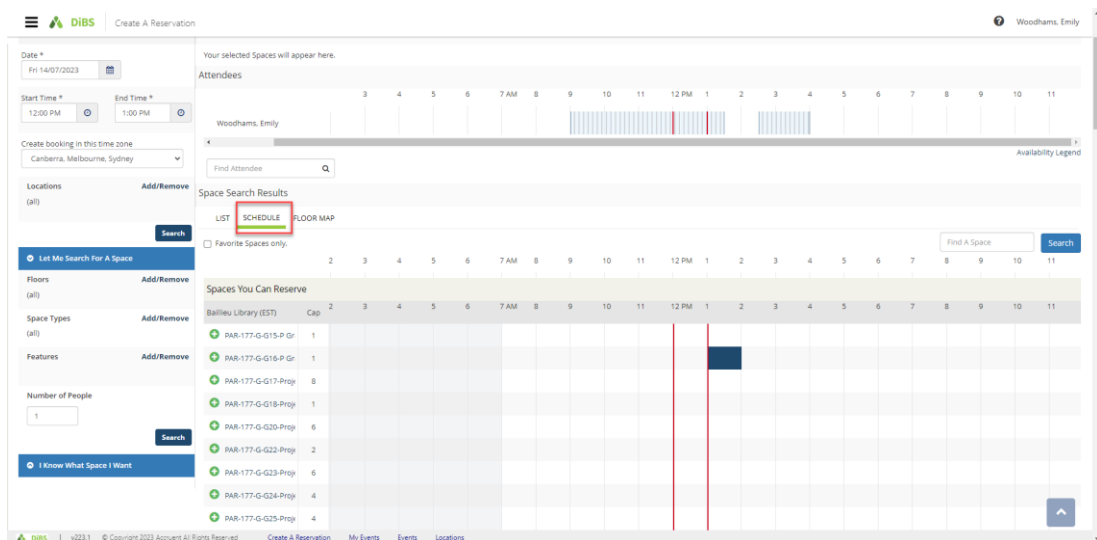
- 2.4 When you click either of the Book Now buttons, you are taken to the New Booking page. Select the date, start time and end time for your booking. You can also narrow the search to a particular building if you wish. You will notice that your own availability (as per your Outlook calendar) will display under the Attendees heading.



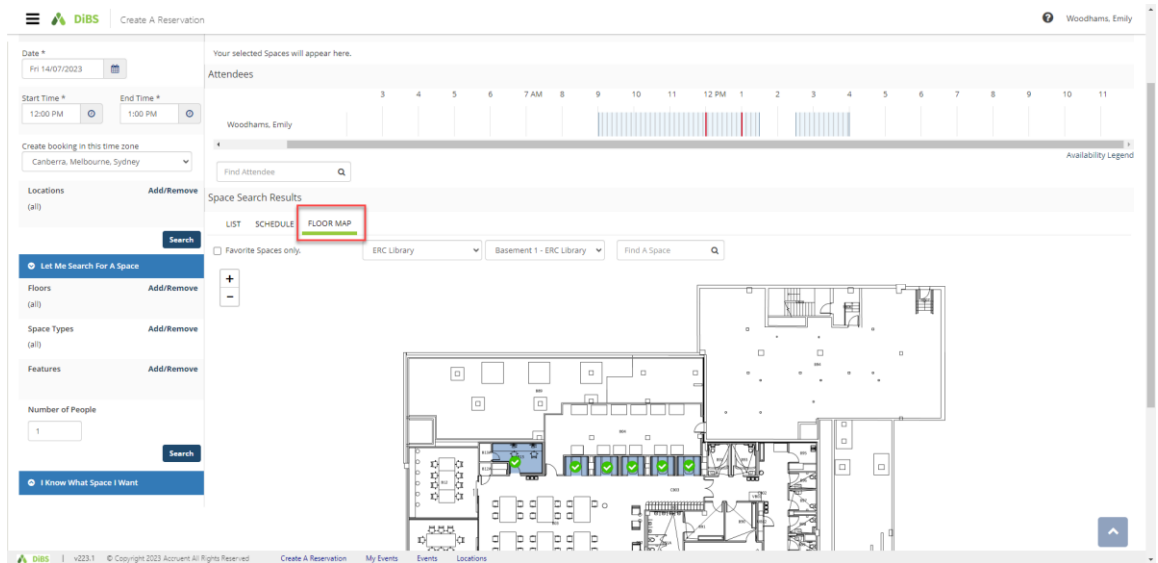
- 2.5 Once you hit Search, available spaces for your chosen date and time appear in a list view automatically.



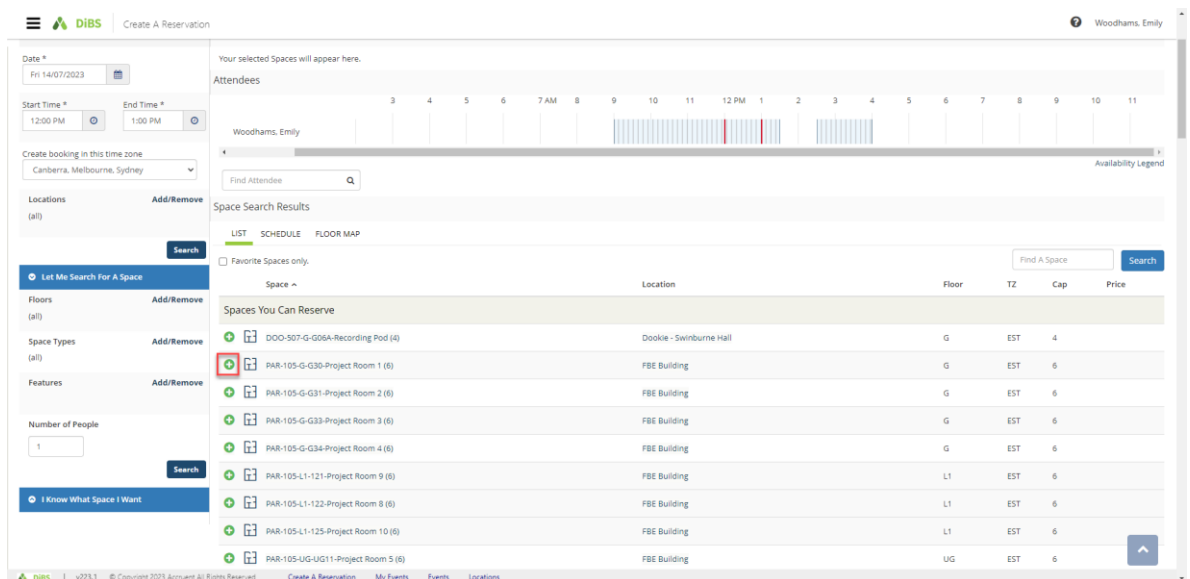
- 2.6 You can also choose to view the available rooms by Schedule view or Floor Map view.
Schedule view:



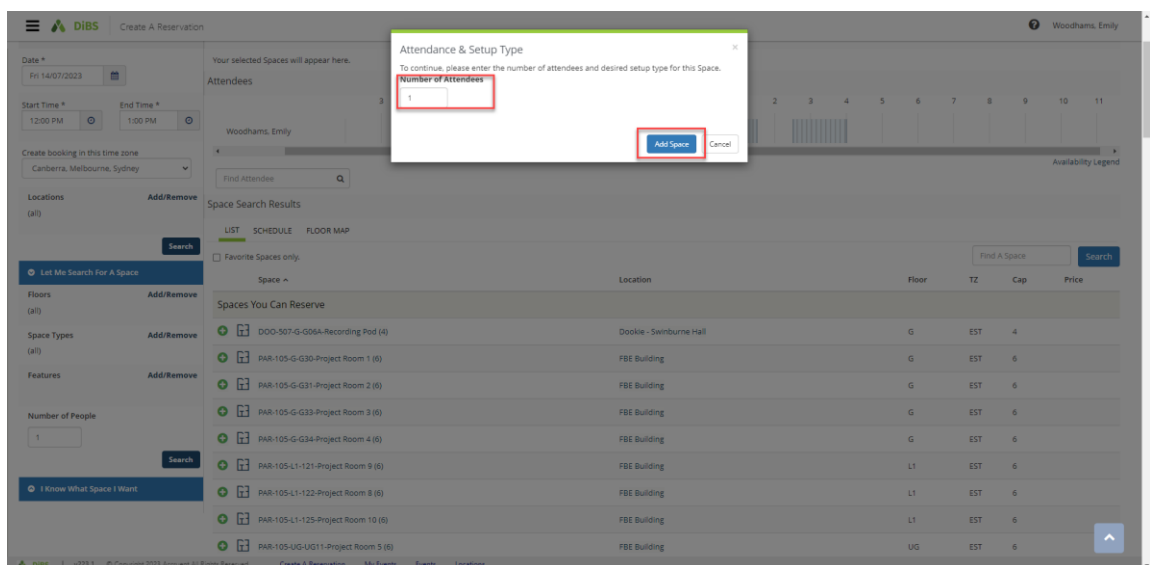
Floor Map view: (you must select a floor and building for this view)



2.7 Select the room you would like to book. Click the plus button (green and white).



2.8 Enter the number of attendees and click Add Space



2.9 Selected room has now turned red (unavailable) and a pop-up message tells you that the date/time cannot be edited once the booking has been added to My Cart. Proceed to click Next Step.

Staff - Book a Space in a Library

1 Spaces & Attendees 2 Reservation Details

New Booking for Fri 14 Jul 2023

Note: You cannot change the date or time after you've added a Space to the cart. If you need to change the date or time, first remove the Space by clicking the minus button next to the Space.

Attendees

Woodhams, Emily

Space Search Results

Space	Location	Floor	TZ	Cap	Price
DOO-507-G-G06A-Recording Pod (4)	Dookie - Swinburne Hall	G	EST	4	
PAR-105-G-G30-Project Room 1 (6)	FBE Building	G	EST	6	
PAR-105-G-G31-Project Room 2 (6)	FBE Building	G	EST	6	
PAR-105-G-G33-Project Room 3 (6)	FBE Building	G	EST	6	

2.10 On the Reservation details screen, enter Event Name, select Event Type from the drop down menu.

Staff - Book a Space in a Library

1 Spaces & Attendees 2 Reservation Details

Reservation Details

Event Details

Event Name *

Project meeting

Event Type *

Study

Conference/Meeting

Not Applicable

Project work

Study

Calendar Details

Private

Subject

Project meeting

Show Time As

Busy

Reminder

(none)

Message

Attach File

Confirm the event details for the calendar invitation. You can set a reminder, the ‘busy/available’ state and the Subject line for the meeting. You can also include a message in the free text box and attach any relevant files.

The screenshot shows the 'Create A Reservation' form in the DiBS system. The form includes the following fields and options:

- Subject:** Project meeting
- Show Time As:** Busy
- Reminder:** A dropdown menu with options: (none), 0 Minutes, 5 Minutes, 10 Minutes, 15 Minutes, 30 Minutes, 1 Hour, and 2 Hours.
- Message:** This is a meeting to discuss progress of Project DiBS
- Attach File:** A section with a 'Select your file' button and a 'Drag and drop your file here' area.

Confirm your contact details and read and agree to the Terms and Conditions. The click Create Reservation.

The screenshot shows the 'Create A Reservation' form in the DiBS system, specifically the 'Booker Details' section. The form includes the following fields and options:

- Booker:** Woodhams, Emily
- 1st Contact:** Woodhams, Emily
- 1st Contact Mobile:**
- 1st Contact Phone:**
- 1st Contact Email Address:** e.woodhams@unimelb.edu.au
- Terms and Conditions:** A checkbox labeled 'I have read and agree to the Terms and Conditions'.
- Buttons:** 'Go Back' and 'Create Reservation' (highlighted in a red box).

2.11 Your booking is confirmed. An email notification will be sent to your nominated email address within a few minutes.

The screenshot shows the 'Reservation Created' confirmation page in the DiBS system. The page includes the following elements:






- Navigation Menu:** HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, LOCATIONS.
- Reservation Created:** A confirmation message stating 'A confirmation email has been sent to e.woodhams@unimelb.edu.au'.
- Actions:** 'Add to my calendar' and 'Edit this reservation'.

Email notification:

[EXT] Information about your booking for PAR-105-G-G30-Project Room 1 (6) on 7/14/2023 Fri

 noreply.unimelb@emsclooudservice.com
To: Emily Woodhams

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Reply  Reply All  Forward  


Fri 14/07/2023 12:18 PM

External email: Please exercise caution

Reservation No.: 400
Booker: Woodhams, Emily

Type	Date	Start	End	Building	Space	Event	Status
New	7/14/2023 Fri	12:00 PM	1:00 PM	105	PAR-105-G-G30-Project Room 1 (6)	Project meeting	Confirmed

2.12 Your booking will appear under My Events

 My Events

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE


EVENTS


LOCATIONS

RESERVATIONS BOOKINGS

☐ Include cancelled reservations

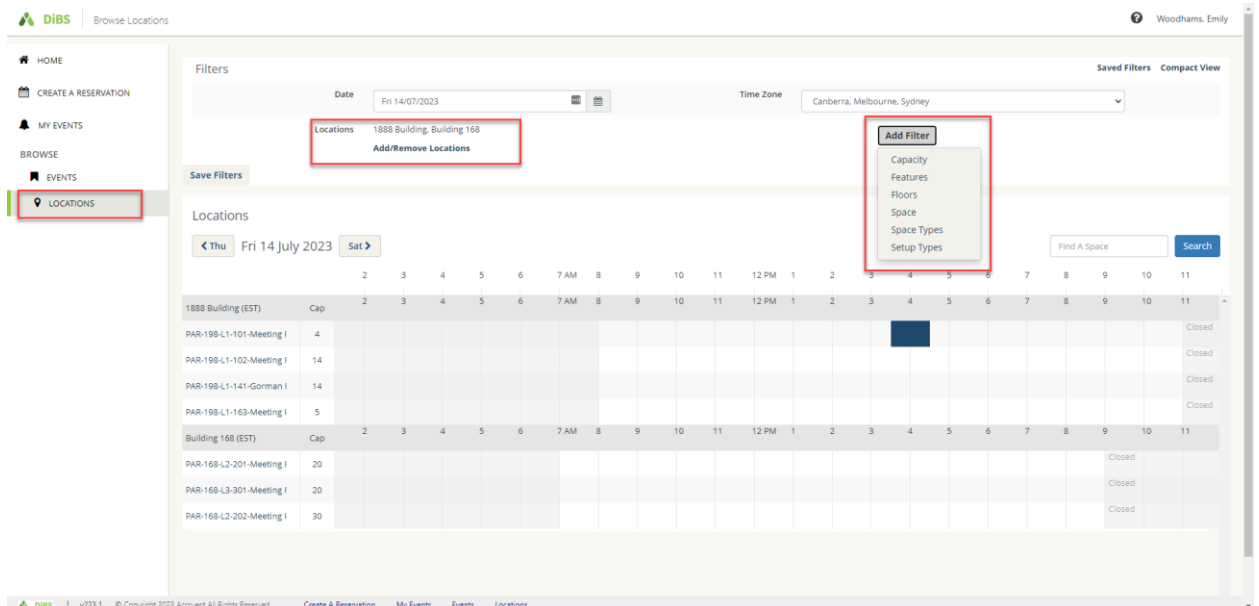
CURRENT PAST

Name	First/Last Booking	Location	Booker	Services	ID	Status
Project meeting	Fri 14 Jul 2023/ Fri 14 Jul 2023 (single booking)	FBI Building - PAR-105-G-G30-Project Room 1 (6)	Woodhams, Emily		400	Confirmed
Club AGM	Fri 14 Jul 2023/ Fri 14 Jul 2023 (single booking)	Student Pavilion - PAR-162-L2-205-Activity Room (16)	Woodhams, Emily		328	Confirmed

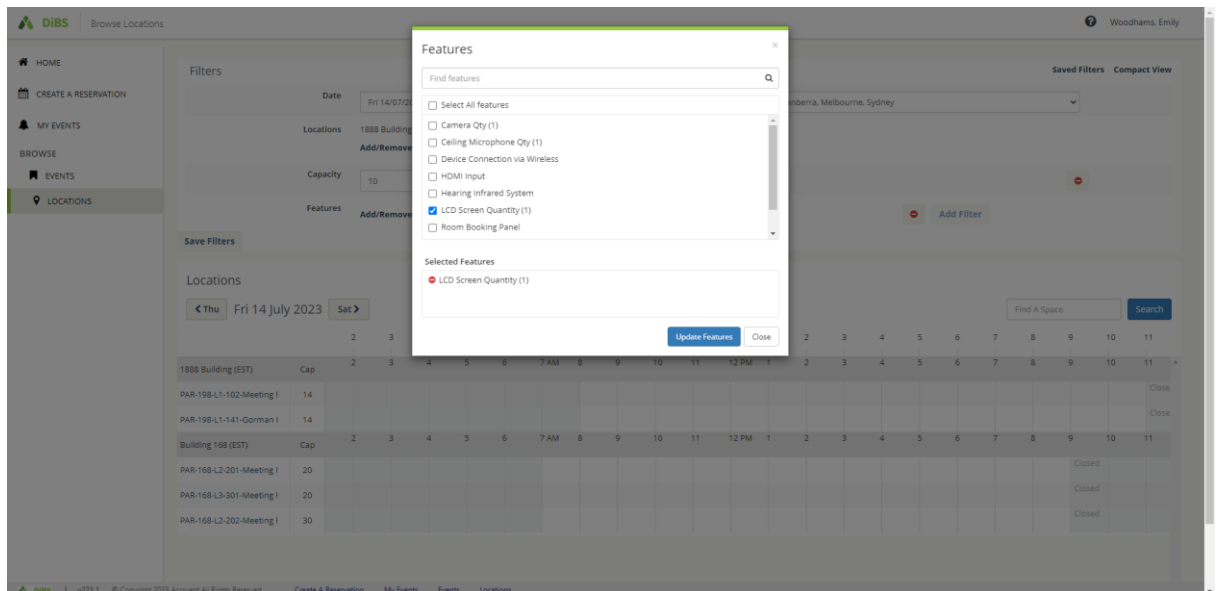
 v223.1 © Copyright 2023 Account All Rights Reserved [Create A Reservation](#) [My Events](#) [Events](#) [Locations](#)

3. Browse for a space: to find a space that meets your requirements

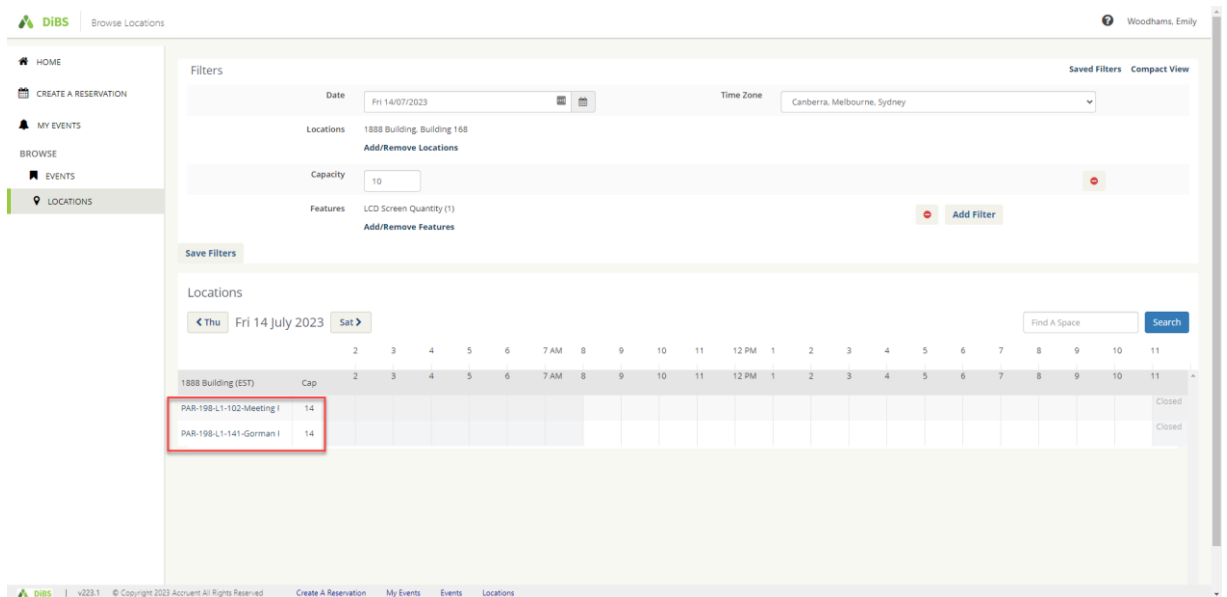
- 3.1 To search for a space by location, date or feature, navigate to the Browse function on the left-hand menu. Select Locations and filter your results by specific building, or characteristics such as capacity, features, space types etc.



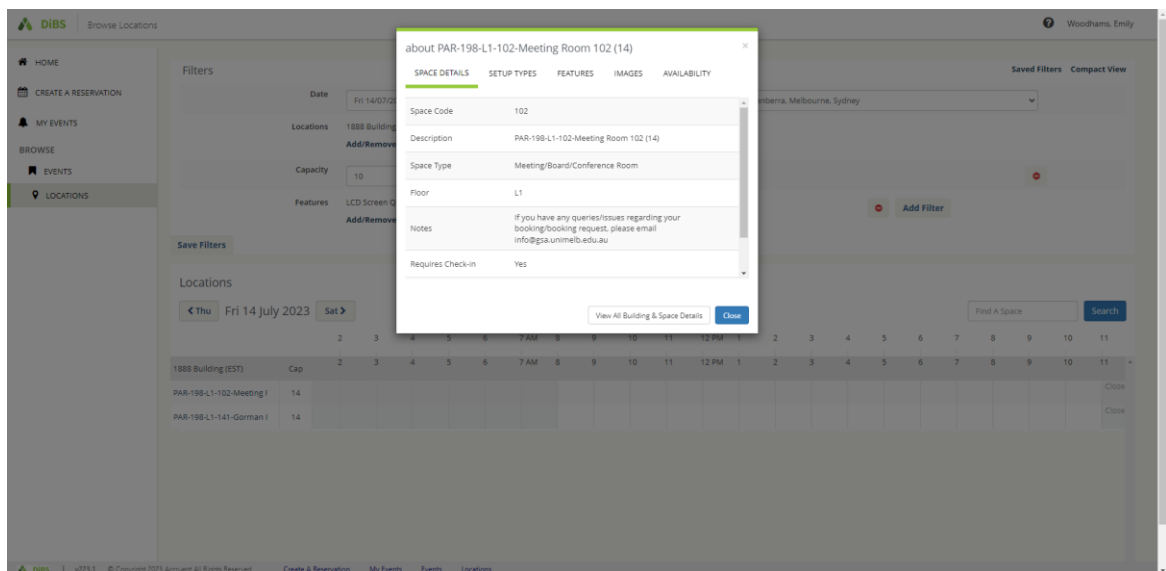
- 3.2 Add filters and tick the options you require in your space.



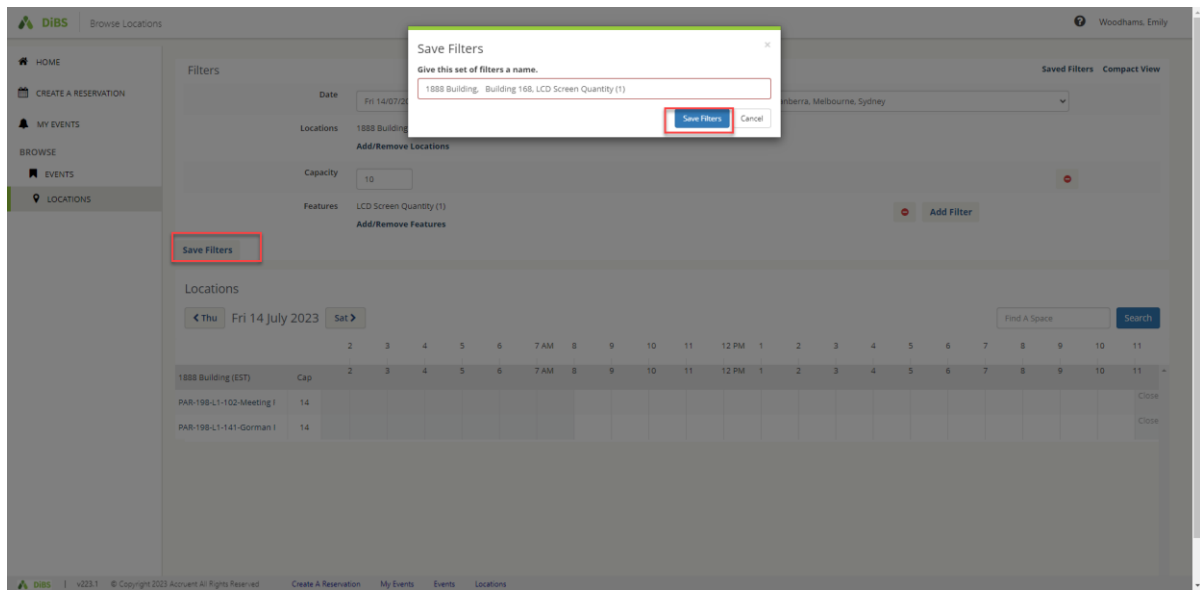
3.3 See all available spaces that meet your requirements.



3.4 Click on a room name to view information about the room.

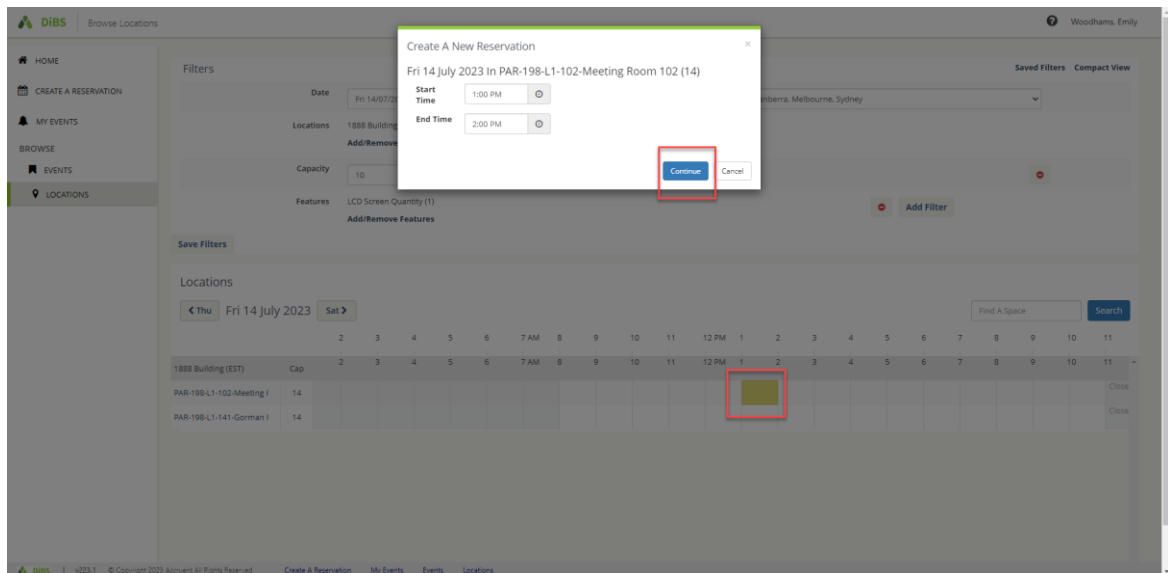


3.5 Save the filters you have chosen for future booking searches if you wish.



3.6 To make the booking in your chosen space, click on the cell that corresponds to your preferred space and start time. A pop up will appear, asking you to nominate the start and stop times for your booking. Click continue.

#Note: You can only click on a cell with a future start time.



3.7 You will be taken to the Reservation details page for that space. Click on the green and white plus to add the space to your booking.

DIBS | Create A Reservation

Staff - Book a Space in 1888 Building

My Cart (0) [Create Reservation](#)

New Booking for Fri 14 Jul 2023

Date & Time
Date *
Fri 14/07/2023

Start Time *
1:00 PM

End Time *
2:00 PM

Create booking in this time zone
Canberra, Melbourne, Sydney

Locations
(all)

Add/Remove

Search

- Let Me Search For A Space
- I Know What Space I Want

Space Name

Selected Spaces

Your selected Spaces will appear here.

Attendees

Woodhams, Emily

Find Attendee

Space Search Results

LIST SCHEDULE FLOOR MAP

Favorite Spaces only.

Find A Space

Search

Spaces You Can Reserve

Space Name	Cap	Availability Legend
1888 Building (EST)	2	
R-190-L1-102-Meet	14	

DIBS | v23.1 | © Copyright 2023 Acquent All Rights Reserved | [Create A Reservation](#) | [My Events](#) | [Events](#) | [Locations](#)

3.8 Once the space has been added to your booking, continue to book as per standard booking process by clicking Next Step.

Staff - Book a Space in 1888 Building

New Booking for Fri 14 Jul 2023

Date & Time
Date *
Fri 14/07/2023
Start Time *
1:00 PM
End Time *
2:00 PM
Create booking in this time zone
Canberra, Melbourne, Sydney
Locations
(all)
Add/Remove
Search

Selected Spaces
Your selected Spaces will appear here.
Attendees
Woodhams, Emily
Find Attendee

Space Search Results
LIST SCHEDULE FLOOR MAP
☐ Favorite Spaces only.
Find A Space
Search

Spaces You Can Reserve
1888 Building (EST) Cap 2
PR-198-L1-102-Mex 14
Closed

Next Step

3.9 Proceed with your reservation by completing the Event name, Event type, Message, Booker details, any additional information and agreeing to the terms and conditions.

The screenshot displays the 'Create A Reservation' form in the DiBS system. The form is divided into two main sections: 'Reservation Details' and 'Booker Details'.

Reservation Details:

- Event Details:** Includes 'Event Name *' (text input with 'Team meeting') and 'Event Type *' (dropdown menu with 'Conference/Meeting').
- Calendar Details:** Includes 'Private' checkbox, 'Subject' (text input with 'Team meeting'), 'Show Time As' (dropdown menu with 'Busy'), and 'Reminder' (dropdown menu with '(none)').
- Message:** A large text area for a message, with a red box highlighting the 'Message' label.
- Attach File:** A section for attaching files, with a red box highlighting the 'Attach File' label.

Booker Details:

- Booker *:** A dropdown menu with 'Woodhams, Emily' selected.
- 1st Contact:** A dropdown menu with 'Woodhams, Emily' selected.
- 1st Contact Mobile:** A text input field.
- 1st Contact Email Address *:** A text input field with 'e.woodhams@unimelb.edu.au' entered.
- 1st Contact Phone:** A text input field.

Additional Information:

- Venue accessibility:** A text area with the text 'accessible entry is via the rear courtyards of 1888 Building (north side of building) and a lift to access L1-L2 is located next to reception on the ground floor (near the West courtyard entry)'. A red box highlights the 'Venue accessibility' label.
- I Understand:** A dropdown menu with 'I Understand' selected.

Agreement:

- I have read and agree to the Terms and Conditions:** A checkbox that is checked, with a red box highlighting the label.

Navigation:

- Go Back:** A button.
- Create Reservation:** A green button.

Footer:

DiBS | v223.1 | © Copyright 2023 Account All Rights Reserved | Create A Reservation | My Events | Events | Locations

3.10 The booking is complete and an email notification will be received.

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

Reservation Created

What would you like to do now?

Add to my calendar.

Edit this reservation.

660

Copyright 2023 Account All Rights Reserved

Create A Reservation

My Events

Events

Locations

[EXT] Information about your booking for PAR-162-L2-205-Activity Room (16) on 4/26/2023 Wed

N

noreply.unimelb@emsclooudservice.com

To

Emily Woodhams

Reply

Reply All

Forward

Mon 24/04/2023 10:49 PM

External email: Please exercise caution

Reservation No.: 660

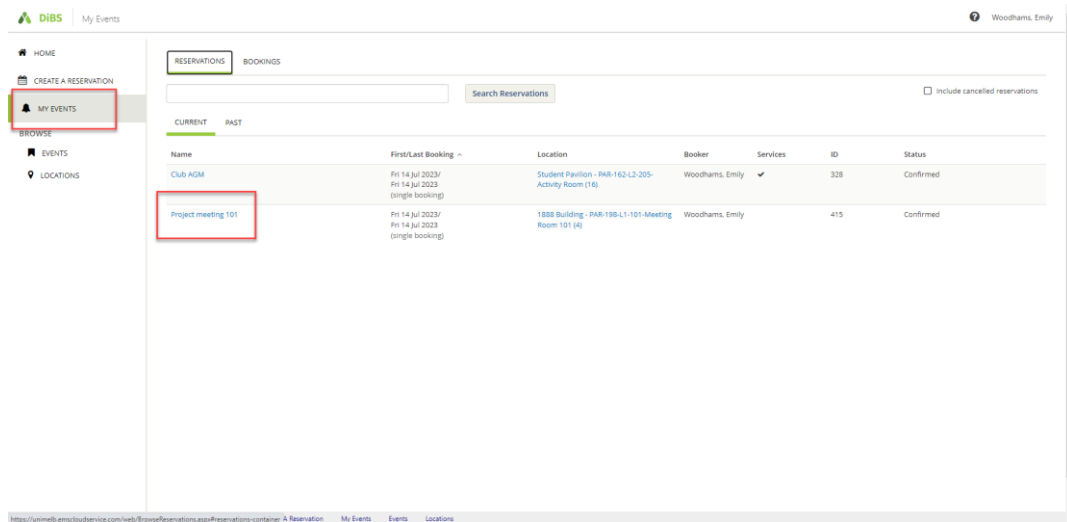
Booker: Emily Woodhams

Type	Date	Start	End	Building	Space	Event	Status
New	4/26/2023 Wed	10:00 AM	11:00 AM	162	PAR-162-L2-205-Activity Room (16)	Test booking	Confirmed

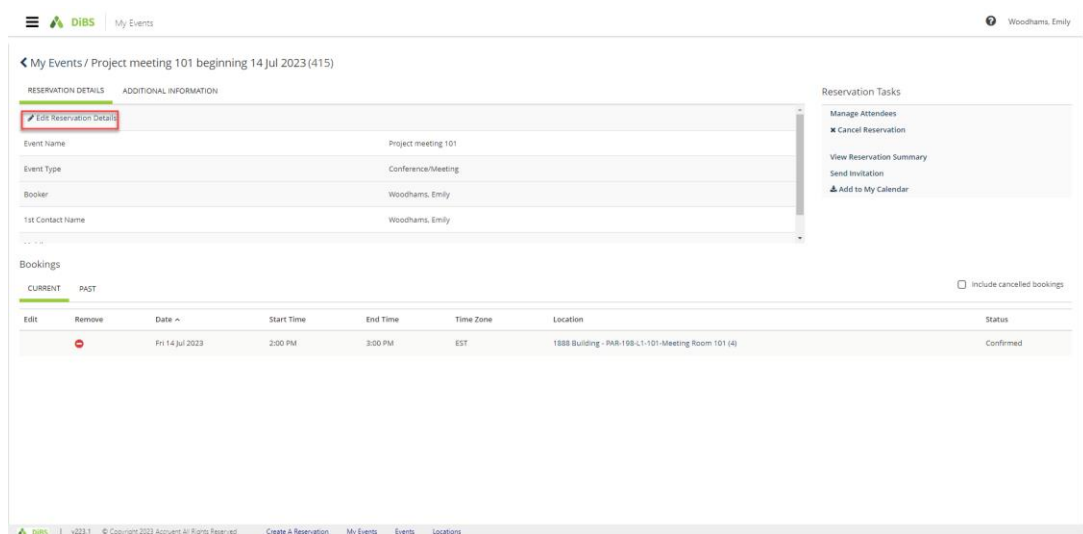
4. Edit reservation details (eg Event name, Event type, Booker details only)

PLEASE NOTE: You are not able to change the date, time, or location of your reservation. If you need to adjust these details, please cancel your reservation (see 6. Cancelling a reservation) and make a new reservation.

4.1 To edit your **reservation details**, navigate to My Events and select the booking you want to edit.



4.2 Click on Edit Reservation Details.



4.3 Here, you can edit the name of the event, the contact person, or the event type.

DiBS | Edit Reservation

Woodhams, Emily

Project meeting 101 (415)

Save Reservation Details

Event Details

Event Name *
Project meeting 101

Event Type *
Conference/Meeting

Booker Details

Booker *
Woodhams, Emily

1st Contact
Woodhams, Emily

1st Contact Mobile

1st Contact Email Address *
e.woodhams@sunimelb.edu.au

1st Contact Phone

Save Reservation Details

<https://sunimelb.enscloudservice.com/web/ReservationSummary.aspx?data=QnB4Hd18wacVaw7y9BLUVACs> | Events | Events | Locations

4.4 Click 'Save reservation details' and new details will be displayed. The right-hand menu shows Reservation Tasks such as adding/cancelling services or sharing an invitation with another attendee.

DiBS | My Events

Woodhams, Emily

My Events / Project meeting 202 beginning 14 Jul 2023 (415)

RESERVATION DETAILS | ADDITIONAL INFORMATION

Edit Reservation Details

Event Name	Project meeting 202
Event Type	Conference/Meeting
Booker	Woodhams, Emily
1st Contact Name	Woodhams, Emily

Bookings

CURRENT | PAST

☐ Include cancelled bookings

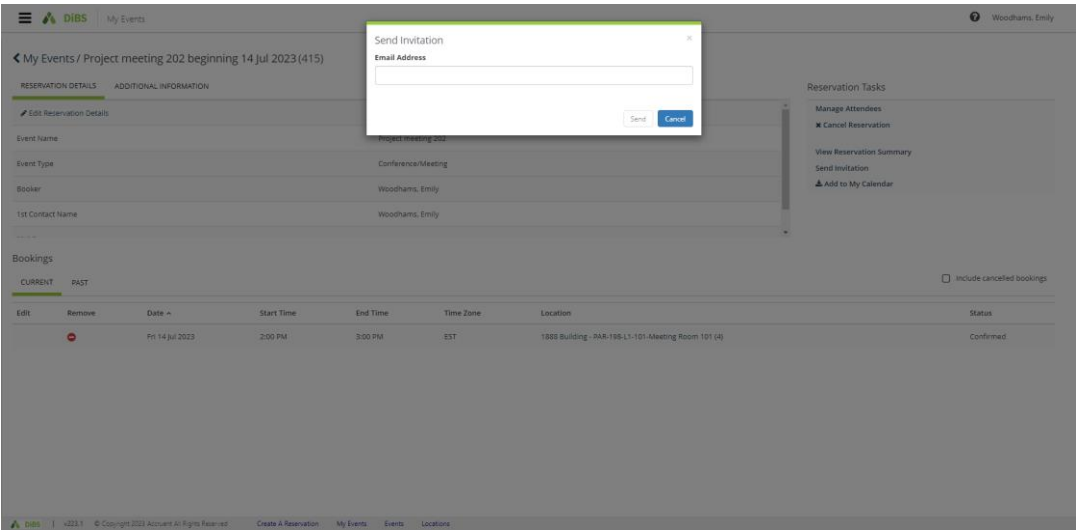
Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Status
		Fri 14 Jul 2023	2:00 PM	3:00 PM	EST	1888 Building - PA8-188-L1-101 Meeting Room 101 (4)	Confirmed

Reservation Tasks

- Manage Attendees
- Cancel Reservation
- View Reservation Summary
- Send Invitation
- Add to My Calendar

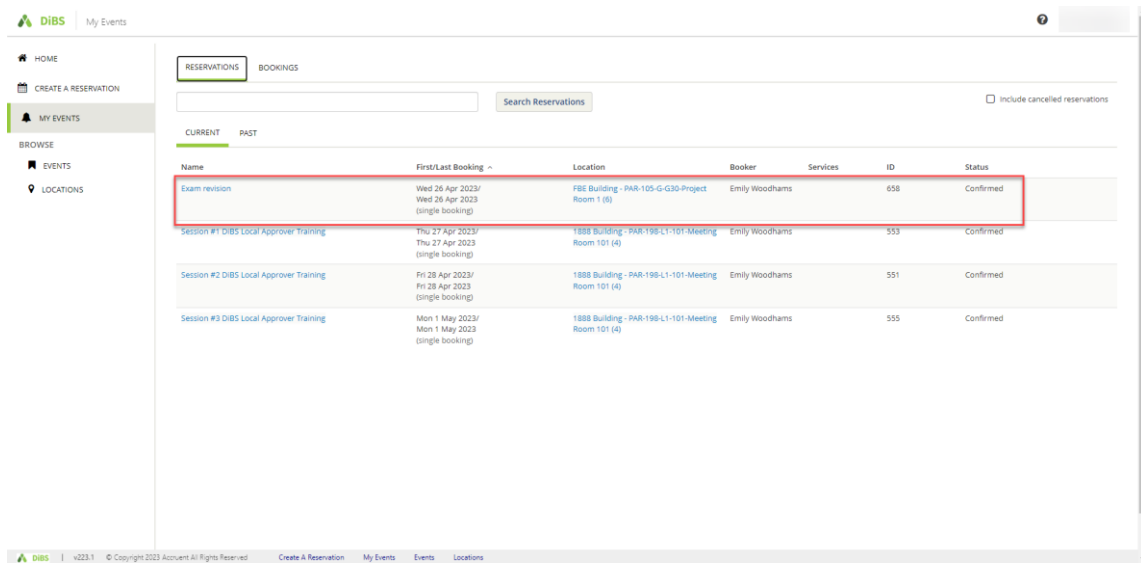
DiBS | v223.1 | © Copyright 2023 Accent All Rights Reserved | Create A Reservation | My Events | Events | Locations

4.5 To share your reservation details with another attendee, click on Send invitation. A pop up allows you to forward the booking details via email.



5. Cancelling a reservation

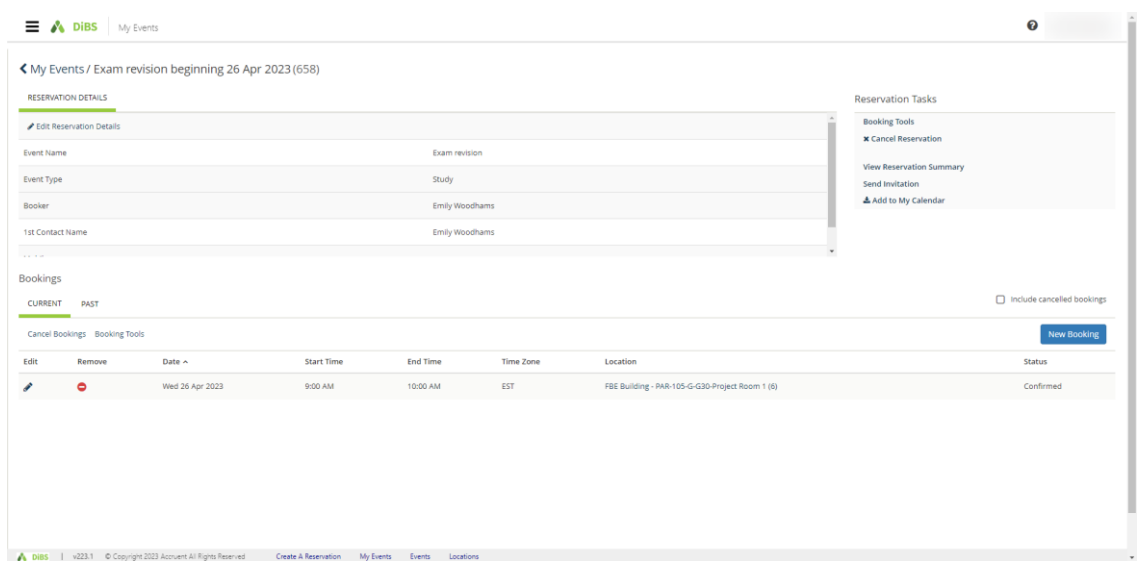
5.1 Navigate to My Events and click on the booking you wish to cancel.



The screenshot shows the 'My Events' page in the DiBS system. The 'RESERVATIONS' tab is selected. A table lists several reservations. The first row, 'Exam revision', is highlighted with a red box. The table has columns for Name, First/Last Booking, Location, Booker, Services, ID, and Status.

Name	First/Last Booking	Location	Booker	Services	ID	Status
Exam revision	Wed 26 Apr 2023/ Wed 26 Apr 2023 (single booking)	FBE Building - PAR-105-G-G30-Project Room 1 (8)	Emily Woodhams		658	Confirmed
Session #1 DiBS Local Approver Training	Thu 27 Apr 2023/ Thu 27 Apr 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		553	Confirmed
Session #2 DiBS Local Approver Training	Fri 28 Apr 2023/ Fri 28 Apr 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		551	Confirmed
Session #3 DiBS Local Approver Training	Mon 1 May 2023/ Mon 1 May 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		555	Confirmed

5.2 You will be taken to the Reservation details screen.



The screenshot shows the 'Reservation Details' screen for the 'Exam revision' reservation (ID 658). The page is divided into two main sections: 'RESERVATION DETAILS' and 'Bookings'.

RESERVATION DETAILS

Field	Value
Event Name	Exam revision
Event Type	Study
Booker	Emily Woodhams
1st Contact Name	Emily Woodhams

Bookings

The 'Bookings' section shows a table of bookings for the reservation. The 'CURRENT' tab is selected. The table has columns for Edit, Remove, Date, Start Time, End Time, Time Zone, Location, and Status.

Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Status
		Wed 26 Apr 2023	9:00 AM	10:00 AM	EST	FBE Building - PAR-105-G-G30-Project Room 1 (8)	Confirmed

Reservation Tasks

- Booking Tools
- Cancel Reservation
- View Reservation Summary
- Send Invitation
- Add to My Calendar

5.3 To cancel a reservation, click Cancel Reservation under Booking Tools.

The screenshot shows the 'My Events' page for an event titled 'Exam revision beginning 26 Apr 2023 (658)'. The 'RESERVATION DETAILS' section includes fields for Event Name, Event Type, Booker, and 1st Contact Name. The 'Bookings' section has tabs for 'CURRENT' and 'PAST'. A table lists a booking for 'Wed 26 Apr 2023' from 9:00 AM to 10:00 AM in EST at 'FBE Building - PAR-105-G-G30-Project Room 1 (8)', with a status of 'Confirmed'. On the right, the 'Reservation Tasks' panel includes a 'Booking Tools' dropdown menu, which is highlighted with a red box. Other tasks listed are 'Cancel Reservation', 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'.

A pop-up will appear. Click Yes, Cancel Reservation.



This screenshot shows the same 'My Events' page as before, but with a 'Cancel Reservation?' pop-up dialog box in the center. The dialog asks, 'Both the reservation and bookings will be cancelled. Are you sure you want to proceed?' and has two buttons: 'Yes, Cancel Reservation' (highlighted with a red box) and 'No, Keep Reservation'.

5.4 Your reservation now appears with the status of Cancelled.

The screenshot shows the 'My Events' page after the reservation has been cancelled. The 'Bookings' table now shows the booking for 'Mon 10 Jul 2023' from 3:00 PM to 4:00 PM in EST at 'FBE Building - PAR-105-G-G30-Project Room 1 (8)' with a status of 'Cancelled', which is highlighted with a red box. The 'Include cancelled bookings' checkbox is now checked.

5.5 You will receive an email notification within a few minutes to confirm the cancellation.

[EXT] Information about your booking for PAR-105-G-G30-Project Room 1 (6) on 4/26/2023 Wed

 noreply.unimelb@emsccloudservice.com
To:  Emily Woodhams

[Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)

Mon 24/04/2023 9:49 PM


External email: Please exercise caution

Reservation No.: 658
Booker: Emily Woodhams

Type	Date	Start	End	Building	Space	Event	Status
Change	4/26/2023 Wed	9:00 AM	10:00 AM	105	PAR-105-G-G30-Project Room 1 (6)	Exam revision	Cancelled

6. Checking in

- 6.1 Some spaces require you to check in to confirm your attendance. **You must check in no later than 15 minutes after your booking commences in order to retain your booking.** You can do this by logging in to DiBS and going to My Events. 30 minutes prior to your booking commencing, the Check in button will appear. Click the Check in button to confirm that you are still intending to use the space.

 Direct Booking System

Woodhams, Emily

HOME
CREATE A RESERVATION
MY EVENTS
BROWSE
EVENTS
LOCATIONS

MY HOME



My Reservation Templates


- Book a Space in a Library [book now](#) [about](#)
- Book a Space in 1888 Building [book now](#) [about](#)
- Book a Space in Arts & Culture Building [book now](#) [about](#)
- Book a Space in Building 189 [book now](#) [about](#)
- Book a Space in Student Pavilion [book now](#) [about](#)

My Bookings

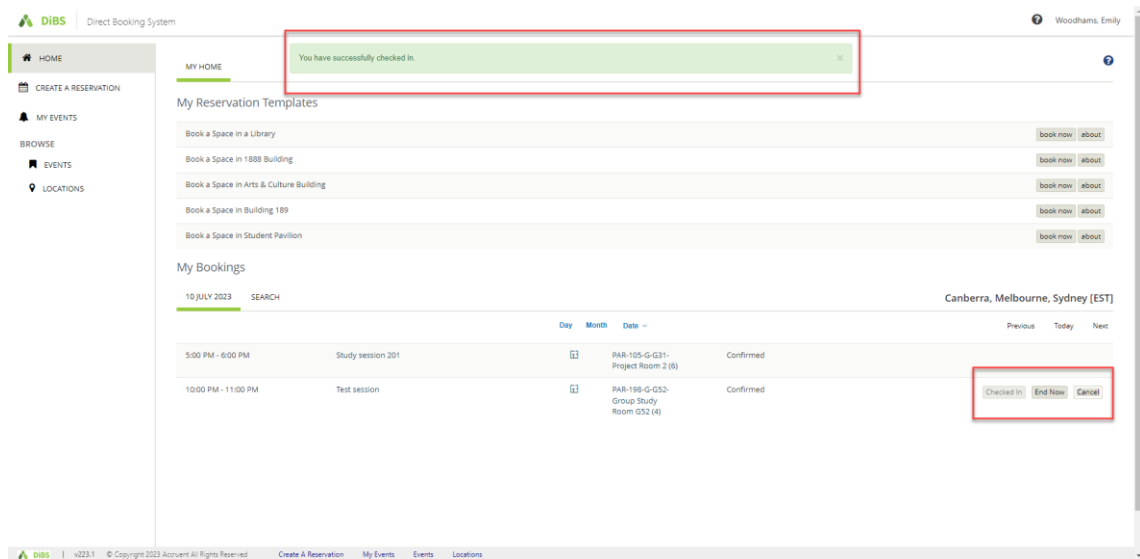
10 JULY 2023 SEARCH

Canberra, Melbourne, Sydney [EST]

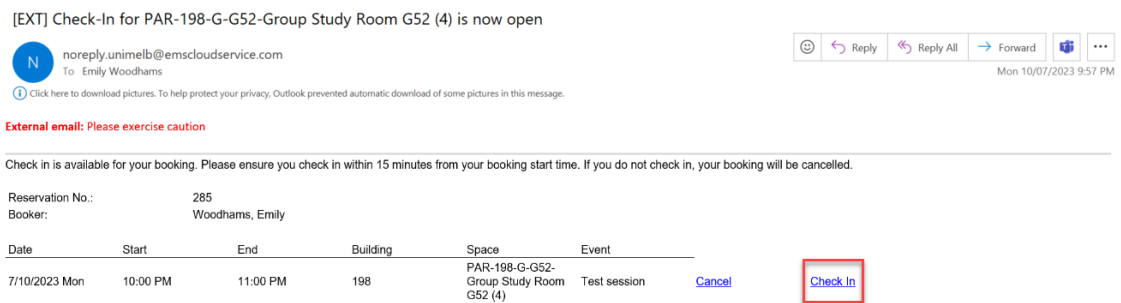
		Day	Month	Date		Previous	Today	Next
5:00 PM - 6:00 PM	Study session 201			PAR-105-G-G31-Project Room 2 (8)	Confirmed			
10:00 PM - 11:00 PM	Test session			PAR-198-G-G52-Group Study Room G52.14	Confirmed		Check in	Cancel

 v223.1 © Copyright 2023 Account All Rights Reserved [Create A Reservation](#) [My Events](#) [Events](#) [Locations](#)

- 6.2 Once you click on the Check In button, you will receive a pop up confirmation. The bottom right hand buttons indicate that you are checked in (this button is greyed out). If you choose to end the booking early, you can click the End now button to end your booking immediately.



- 6.3 An alternative way to check in is via the email notification. You will receive a Check In email notification prior to your booking commencing. You can click on the links in the email to confirm whether you want to Check In or Cancel the booking.



- 6.4 Once you click on the Check In link in the email, you will be taken to DiBS and a pop-up notification will confirm that you have been checked in.

The screenshot shows the DiBS 'My Events' interface. At the top, a green notification bar states 'You have successfully checked in.' Below this, the 'RESERVATION DETAILS' tab is active, displaying a table with reservation information:

Event Name	Test session
Event Type	Study
Booker	Woodhams, Emily
1st Contact Name	Woodhams, Emily

To the right, the 'Reservation Tasks' panel includes options like 'Cancel Reservation', 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'. Below the details, the 'Bookings' section shows a table with one booking for 'Mon 10 Jul 2023' at '1888 Building - PAR-198-G-G52-Group Study Room G52 (4)' with a status of 'Confirmed'.

- 6.5 You can also see that you have been checked in via the My Events section in DiBS.

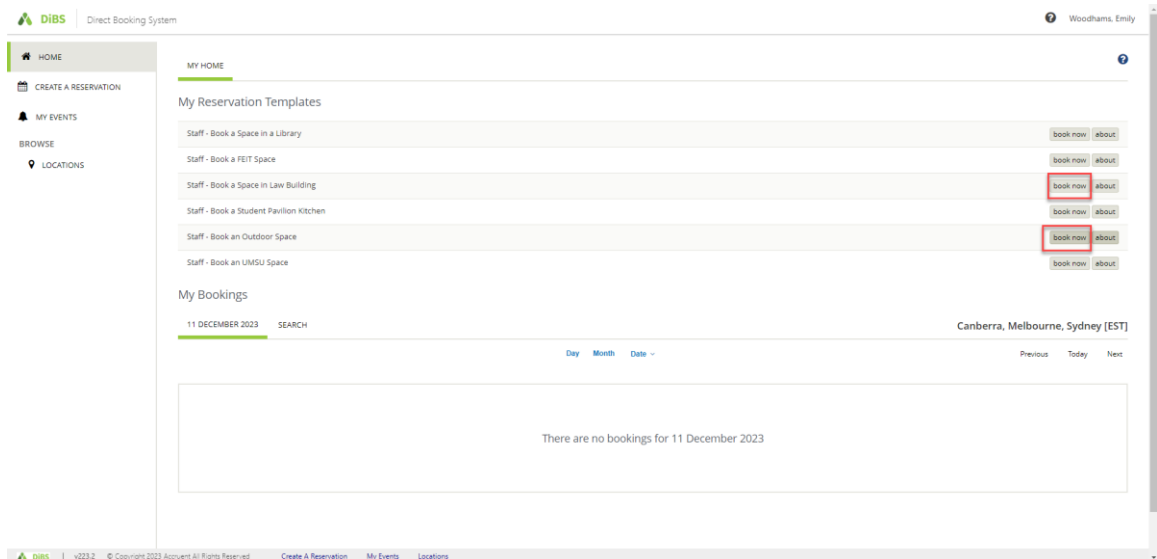
The screenshot shows the DiBS 'My Events' interface with the 'BOOKINGS' tab selected. It displays a list of bookings for 'Mon 10 Jul 2023' in 'Canberra, Melbourne, Sydney [EST]'. The bookings table is as follows:

Time	Name	Location	Status
5:00 PM - 6:00 PM EST	Study session 201	FBE Building - PAR-105-G-G31-Project Room 2 (6)	Confirmed
10:00 PM - 11:00 PM EST	Test session	1888 Building - PAR-198-G-G52-Group Study Room G52 (4)	Confirmed

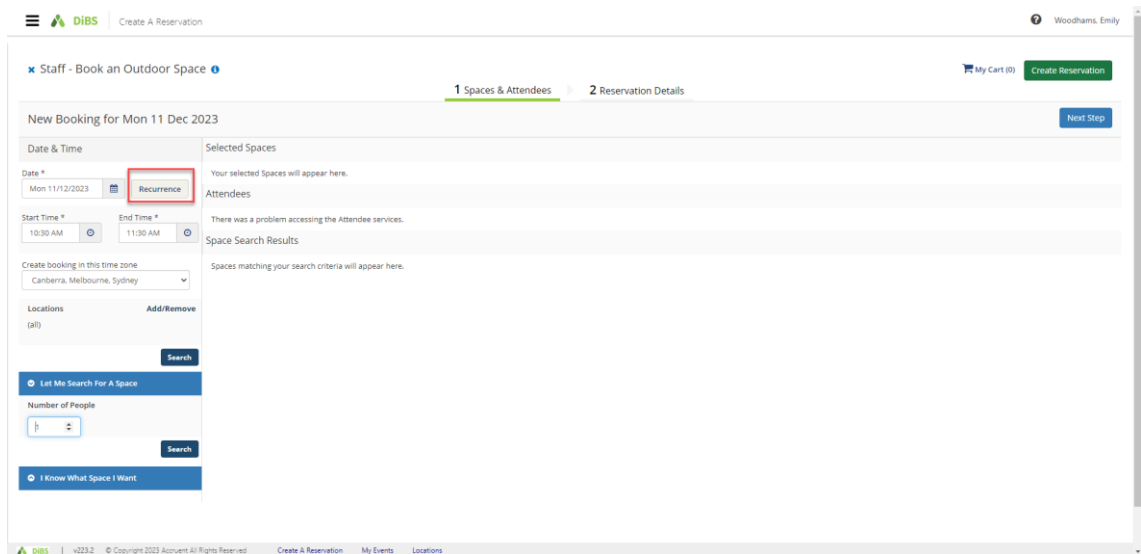
In the second row, the 'Confirmed' status is expanded to show 'Checked In', 'Cancel', and 'End Now' options, with 'Checked In' being the active state.

7. Recurring bookings (Outdoor spaces and Law spaces only)

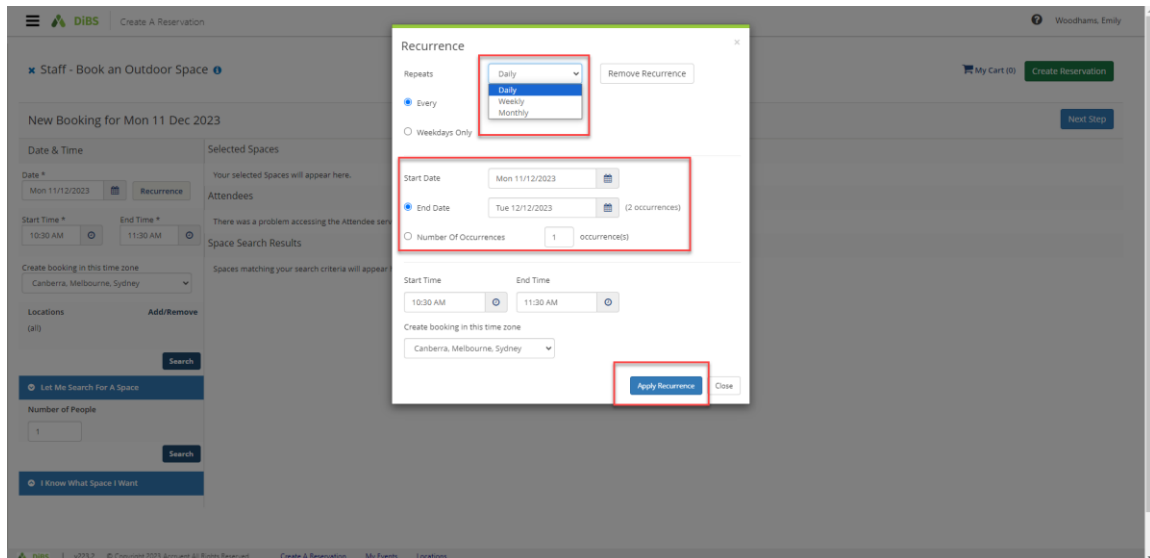
7.1 Log in to DiBS and select the Law Building Template or Outdoor Space Template. Click Book now.



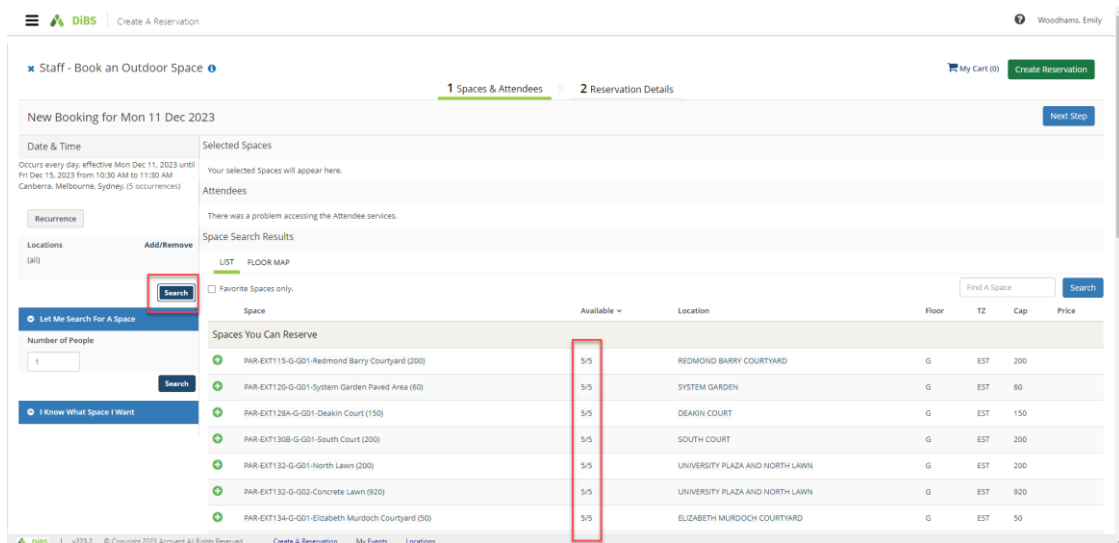
7.2 Click the Recurrence button



7.3 Select the frequency of the booking (daily, weekly or monthly). You can choose a start and end date OR a number of occurrences. Click Apply Recurrence to find the available spaces.



7.4 Click on Location on the left-hand menu to find available spaces. A list of available spaces will appear, with the centre column of information showing how many times this space is available for your booking. (eg for a 5 x booking, the spaces that are available 5/5 are available for all the recurring bookings. Spaces that are available for only some of your bookings will appear as 4/5, 3/5 etc)



7.5 Select the space you would like to book by clicking the green plus symbol and proceed with your booking as usual (see 2. *Reserve a Space using 'My Reservation Templates'*).