



Bond University
Reserve User Manual for
Students

Version 1.0

28/08/2024

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INTRODUCTION

Reserve is the universities new casual room booking system which is replacing the current 'web room booking' system. This manual covers the basics of how to use this application.

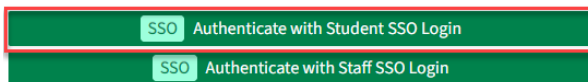
LOGIN

1. Click on the link to access the casual room booking system: [Bond University \(timeedit.net\)](https://bonduniversity.timeedit.net)
2. Authenticate with Student SSO login:

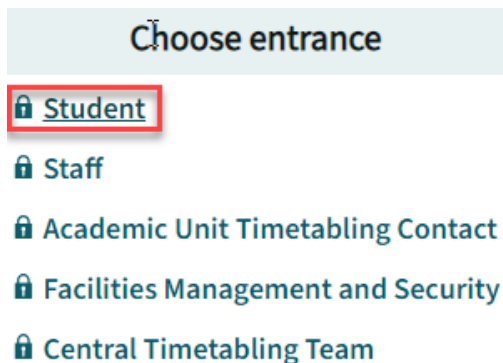


Sign in.

Select your authentication method to start






3. Select the 'Student' entrance:



CASUAL ROOM BOOKING OPTIONS

Once you have logged in you will see that there are three different room booking options that have been created to enable students to make casual bookings of the available rooms at Bond.

CASUAL ROOM BOOKINGS

-  **Reserve a Room**
Use this booking page to reserve a room and get instant approval to use the space.
-  **Reserve a Specialty Room**
Use this booking page to reserve a specialty room. 48 hours notice required.
-  **Out of Hours Bookings**
Use this booking page to reserve a room after 8.00pm. 48 hours notice required.

Reserve a Room

Bond has now enabled students to instantly book some of our spaces. This means that you will be able to book a room at short notice without waiting around for your request to be approved.

Reserve a Specialty Room

Some of the spaces at Bond are considered specialty spaces and as such require approval from faculty. 48 hours' notice is required to book one of these spaces. You will receive a notification once your request is approved or denied.

Out of Hours Bookings

Some of the rooms at Bond are available to be booked after hours (between 8.00pm and 11.00pm). Confirmation is instant however 48 hours' notice is required to make an after-hours booking.

SYSTEM FIELDS

Upon selecting one of the room booking options you will be presented with the following fields:

Reserve a Room

Rooms contained within this booking mode are those that can be automatically approved and available to use straight away. If the room you are looking for does not appear in the search list use the specialty room booking mode instead.

By making a booking you are acknowledging acceptance of the [Room Booking Principles](#).

For more information or assistance with your booking contact the Timetabling & Examinations team on +61 7 5595 4049 or email room.bookings@bond.edu.au.

ROOM 1

SEATING CAPACITY 2

LOCATION 3

BUILDING 4

ROOM TYPE 5

ROOM ATTRIBUTES 6

SHOW AVAILABLE WITHIN TIME INTERVAL 7

< 8 Wed 28 August 2024 > 9 Week Day

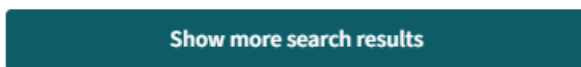
	w35	7	8	9	10	11	12	13	14	15	16	17	18	19
BLD01_1_39 Seating Capacity 31, General Teaching Collaborative 10						Group								
BLD01_1_41 Seating Capacity 30, General Teaching Collaborative 11														

1. Search field where you can search for a specific room
2. Seating Capacity: you can narrow down the search results by rooms with a particular seating capacity
3. Location: you can limit the search by a particular location i.e Gold Coast Campus, Brisbane Hub, Bond Institute of Health & Sport
4. Building: used to limit the search to a particular building
5. Room Type: used to search by a specific room type
6. Room Attributes: narrow the search to rooms that have particular attributes e.g whiteboard, microphone etc
7. Time Interval: narrow the search down to rooms available within a certain time interval

8. Date: use the arrows to scroll between dates or click on the calendar to pick a specific date
9. Week/Day: choose to display one day at a time or one week at a time
10. These are the hours that you can select on the grid to make your room booking
11. Displayed here are the list of available rooms as defined by your search criteria
12. Any bookings that you make will appear on the grid like this. If a room is booked by someone else and therefore unavailable it will appear as a greyed-out block of time

MAKING A BOOKING

When you go in to make a casual room booking you will be presented with a list of all of the rooms that can be booked for the particular booking mode that you are in. To view more rooms simply click on 'Show more search results' at the bottom of the screen:



Filtering

Several different filters have been configured to enable you to restrict your search results.

- If you already know the room that you want to book you can type the details or partial details of the room into the search box.
- If you would like to narrow your search down to a particular location or building you can do so by using the location and building filters.
- If you would like to narrow your search down to a particular room type or a room that has particular attributes you can use the room type and room attribute filters.
- To filter on rooms of a certain size use the seating capacity filter.
- To display only rooms that are available within a certain time period use the time interval filter

Adjusting Dates

The booking system allows you to view the availability of rooms in a week or day view which you can toggle between in the top right of the screen. You can scroll through the weeks or days by using the arrows either side of the date displayed below. To pick a date further into the future click on the calendar icon next to the date range and you can choose a particular date in the semester.

	< 26 Aug - 1 Sep >		Week Day				
w35	Monday 26/8	Tuesday 27/8	Wednesday 28/8	Thursday 29/8	Friday 30/8	Saturday 31/8	Sunday 1/9
BLD01_1_39 Seating Capacity 31, General Teaching Collaborative							
BLD01_1_41 Seating Capacity 30, General Teaching Collaborative							


Choosing a Room

Once you have found a room that you want to book select the time that you want your booking to start on the grid next to the room. You can then change the beginning and end time of the booking as needed. To complete your booking, you will need to provide the following details:

Activity Type: choose the most appropriate type from the list available i.e group study, individual study, meeting.

Booking Title: give your booking a title that is relevant to you e.g Exam study session

Number of Participants: select the number of people that will be a part of this booking. You can only select up to a number of 15. If you need a booking for more than 15 people this will be considered an event and needs to be booked in with the events team via the [Student Event Form](#)

< Wed 28 August 2024  >

w35	7	8	9	10	11	12	13	14	15
BLD01_1_39 Seating Capacity 31, General Teaching Collaborative		08:00 - 08:30							
BLD01_1_41 Seating Capacity 30, General Teaching Collaborative									
BLD01_1_43 Seating Capacity 18, General Teaching Collaborative									
BLD01_1_45 Seating Capacity 20, General Teaching Standard									
BLD01_1_46 Seating Capacity 18, General Teaching Standard									
BLD01_1_47 Seating Capacity 16, General Teaching Standard									
BLD01_1_48 Seating Capacity 18, General Teaching Standard									
BLD01_1_49 Seating Capacity 20, General Teaching Standard									
BLD01_1_50 Seating Capacity 20, General Teaching Standard									
BLD01_1_51 Seating Capacity 20, General Teaching Standard									
BLD01_1_52 Seating Capacity 18, General Teaching Standard									
BLD01_1_54 Seating Capacity 16, Computer Lab									
BLD01_1_56 Seating Capacity 18, General Teaching Standard									

Wed 28 August 2024

Begin **End** Clear

Room
BLD01_1_39, 31, General Teaching Collaborative -

Student
Lyndal Student -

Activity Type*
Mandatory. Click to select

Booking Title*

Number of Participants*

Reserve

After completing these fields click on 'Reserve' to book the room. You will then have the option to email the details of the booking to others that will be using the space with you by clicking on 'Send email' as per below:

✕

Thank you for your reservation!

Wednesday

28

Aug 2024

w35

11:00 - 11:30 AEST

Room BLD01_1_39

Booking Type Individual Study

Booking Title Purple Penguins

[Show reservation information](#)

Send email

Make more reservations

If booking via the 'Reserve a Room' or 'Out of Hours Bookings' modes you will receive instant confirmation of your booking via email.

If booking via the 'Reserve a Specialty Room' mode you may need to wait up to 48 hours to receive confirmation of whether your booking has been approved or not.

EDIT OR CANCEL A BOOKING

If you decide that you no longer need your booking, please go back in and cancel the booking so that the space can be freed up for other students or staff to use.

Any bookings that you have made show under the 'My Reservations' section at the bottom of the specific booking mode:

My reservations			
Time	Room	Booking Type	Booking Title
28/8 11:00 - 11:30	BLD01_1_39	Individual Study	Exam study session

Click on the reservation and you will be presented with the following screen:

The screenshot shows a booking edit interface. At the top, there is a close button (X). Below it, a calendar shows Wednesday, 28/08/2024. The date is selected. Below the calendar, there are fields for 'Begin' and 'End' times, both set to 11:00 and 11:30 respectively, with a 'Done' button. Below these are fields for 'Room' (BLD01_1_39), 'Booking Type' (Individual Study), and 'Booking Title' (Exam study session). There is a link to 'Show reservation information'. At the bottom, there are two buttons: 'Cancel reservation' and 'Done'.

In this screen you can edit the booking by changing the date, time or title of the booking. Click on done once you have finished editing and you will have the option to email the updated details to others in your booking.

To cancel the booking simply click on 'Cancel Reservation'. You will be asked to confirm that you wish to cancel the reservation and will then have an option to send a cancellation email out to others in your booking.

BOOKING LIMITS

To ensure equity, limits have been placed in the system to prevent any one person from making excessive bookings. Please contact central timetabling on room.bookings@bond.edu.au if you receive an error message that you have exceeded your limit but have reasonable grounds for requiring the additional bookings.