



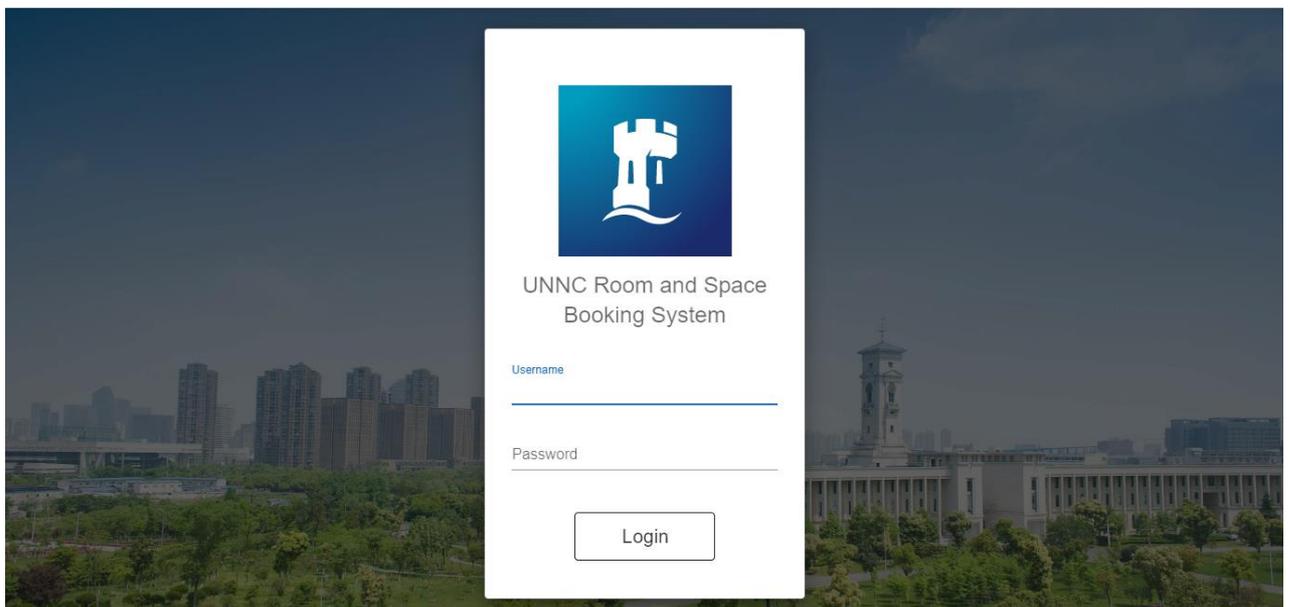
UNNC Library Room and Space Booking Guide

Library, Research and Learning Resources (LRLR) Sep 2020

The UNNC Room and Space Booking System address is
<https://meetingroombooking.nottingham.edu.cn/#/login?node=Library>.

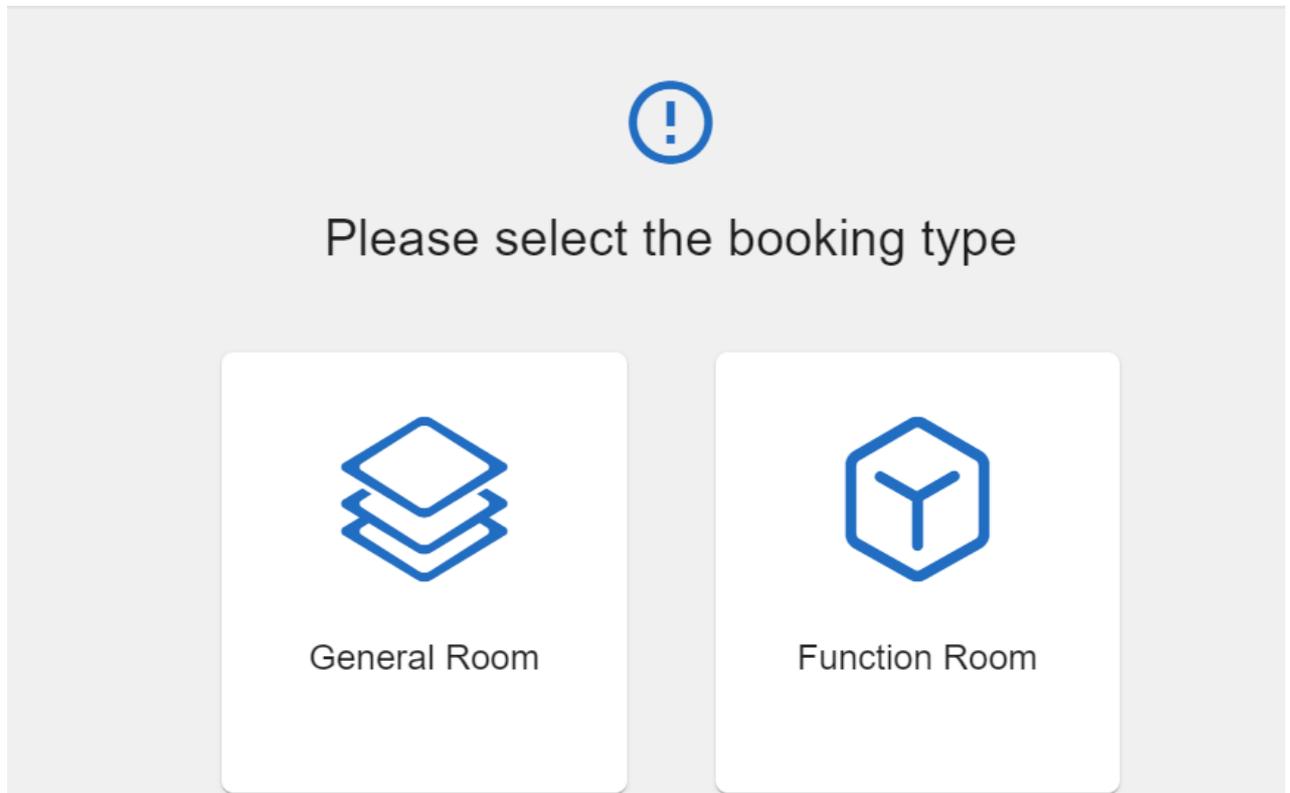
Step 1. Sign in

- Log on to the booking system via
<https://meetingroombooking.nottingham.edu.cn/#/login?node=Library>.
- The user name and password is same as your UNNC account
- Click 'Login' to sign in



Step 2. Search

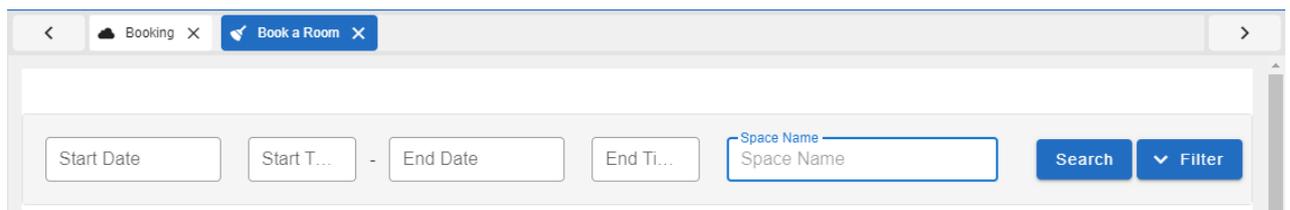
There are two booking types, **General Room** and **Function Room**.

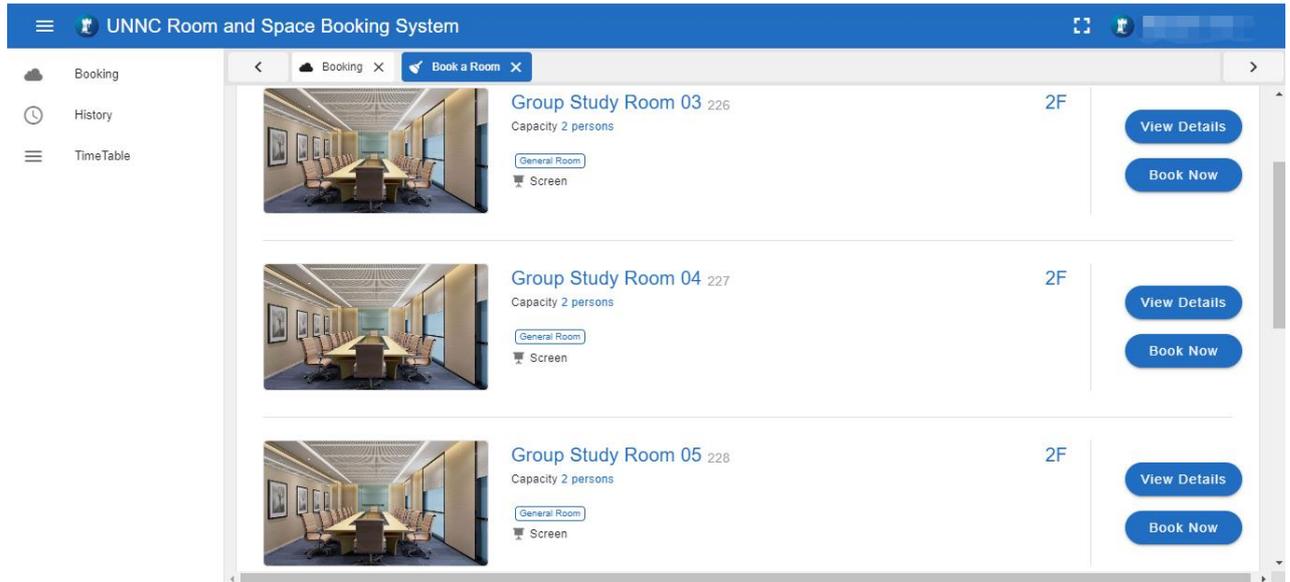


❖ General Rooms

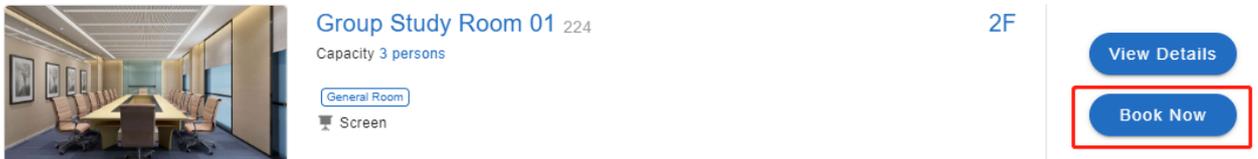
General Rooms include 33 Group Study rooms and 15 Project rooms.

To book general rooms, you can select the start date/time, end date/time and space name to check the available rooms as you need. Or you can browse the list to select the room.





Step 1. Click “Book Now”



Step 2. Add booking information

Fill information as request, please notice that the attendees id/name no less than 50% of the room capacity.



Add Booking Information

Space Organizer

* Subject Private

* Start Time * End Time

Attendee

Enter username/work number/email Or name for search

Details

[Book Now](#)

Step 3. Confirm booking information

After submitting the booking request successfully, there will be a confirmation email sent to you.



Add Booking Information

Space Organizer

* Subject Private

* Start Time * End Time

Attendee

guide

Details

[Book Now](#)

Your booking request has been submitted

[Confirm](#)

Reply Reply All Forward



Tue 9/8/2020 4:09 PM

meetingroombookingservice@nottingham.edu.cn

Booking Notification

To

Hi there,

Your booking request has been submitted. Please see below for more information.

Subject: guide

Location: Group Study Room 01

Start Time: 2020-09-08 16:30:00

End Time: 2020-09-08 17:00:00

Booking Status: Booked

Attendees:



Check your booking history and timetable

You can check your booking schedule and history from the left bar.

The screenshot shows the 'UNNC Room and Space Booking System' interface. The left sidebar contains navigation options: New Booking, History, TimeTable (selected), Setting, and Booking Man... The main content area is titled 'TimeTable' and has two tabs: 'By Room' (selected) and 'By Time'. Below the tabs is a search form with a 'Space Name' dropdown menu, a 'Select up to 10 rooms' button, and a 'Date' input field containing '2020-09-08'. At the bottom right of the form are 'Query' and 'Clear' buttons.

The screenshot shows the 'UNNC Room and Space Booking System' interface with the 'History' view selected in the sidebar. The main content area displays a calendar for the month of September 2020. The calendar grid shows dates from 31st August to 4th October. The date 8th September is highlighted in blue and contains a 'guide' button. The sidebar navigation options are: New Booking, History (selected), TimeTable, Setting, and Booking Man...

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8 guide	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



❖ Function Rooms

There are three booking types in function rooms.
The Booking steps are same as general rooms.

Share a room: Book for single person /group

- LEGO Lab
- Makerspace

Book a room: Book a whole room for a group

- Data Scholarship Lab
- Editing Studio
- LEGO Lab
- Makerspace
- XR Studio

Book a seat: Book a seat at Research Computer Lab

