The Web Room Booking service is open to all members of staff at the University of St Andrews to make ad-hoc bookings for non-teaching events or meetings.

The Web Room Booking system should not be used for any activity with a module code that needs to be shown on the student/staff timetables, even if it is a ‘one-off’. These must be arranged with the timetabling administrator in your school/unit.

The Web Room Booking service is only available for the current academic year. To access the booking system for the 2016-17 academic year, click on the following link https://www.st-andrews.ac.uk/WRB/1617/ or search from the University homepage.

We recommend the Google Chrome web browser as some users have experienced issues when accessing the WRB through Internet Explorer and Firefox.

Please note that all requests submitted will be provisional until you receive an email advising that they are confirmed. However, once a provisional booking is made, no-one else will be able to book the same slot and room.

Students do not have access to the Web Room Booking system. If a student wishes to make a room booking request, please guide them as follows:-

Students’ Union – sarooms@st-andrews.ac.uk
Conference and Group Services - reservations@st-andrews.ac.uk (Evening and weekend bookings)

Web Timetables are a separate service containing information on all timetabled activities by room, module or department. The availability of a room can be checked in the first instance via this system at http://www.st-andrews.ac.uk/webtt/.

A summary of “who books what, when”, including which rooms are available for online booking, is shown on the Room Booking Control Sheet available at http://www.st-andrews.ac.uk/staff/teaching/timetabling/locations/ on the Timetabling webpage.
1. LOCATION

- Select your **Minimum size** from the drop down box. Select **Zone** or **Suitability** or both.
- If you wish to select more than one suitability use **CTRL** click
- Click on **View filtered rooms**
- Select a room by ticking the check boxes on the right or leave blank to check all room availability

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Size Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB:317 - Arts Seminar 7</td>
<td>Classroom style - chairs with writing tablets</td>
<td>40</td>
</tr>
<tr>
<td>ARB:319 - Arts Seminar 8</td>
<td>Seminar style - tables &amp; chairs</td>
<td>22</td>
</tr>
<tr>
<td>ARB:321 - Arts Seminar 9</td>
<td>Seminar style - tables &amp; chairs</td>
<td>22</td>
</tr>
<tr>
<td>BUC:103 - Classroom</td>
<td>Seminar style - tables &amp; chairs</td>
<td>18</td>
</tr>
<tr>
<td>BUC:215 - Classroom</td>
<td>Seminar style - tables &amp; chairs</td>
<td>16</td>
</tr>
<tr>
<td>BUC:216 - Classroom</td>
<td>Seminar style - tables &amp; chairs</td>
<td>26</td>
</tr>
<tr>
<td>BUC:305 - Classroom</td>
<td>Classroom style - bench seating</td>
<td>26</td>
</tr>
</tbody>
</table>

- Click on the **Name** and the rooms will be displayed in alphabetical order

2. DATE

- Select **Month** from the drop down list or use the side arrow ≥.
- Select a single **Date** from the calendar.
  OR
- Click on the link **Select multiple days/weeks**. Multiple weeks can be selected by using **CTRL** click only for the same room, time and day.
3. TIME

- Select the Preferred Start Time and the Duration of the booking or the Preferred End Time from the drop down box.
- Click the Next button

Bookings are made in ½ hour slots.

4. CHOOSE ROOM

This screen shows the available rooms for the time period, date and size selected.

- Select the room that is suitable for your booking by clicking on the radio button on the left
- You can modify your selection by clicking on the options on the bottom of the screen or use the back button to return to the previous screen to alter your requirements

Earlier Start  Later Start  Earlier Day  Later Day  Show More Options

- Click the Next button

The screen below is only displayed when the room you require is unavailable. Modify your criteria by using the Back button or click Or check for other times

4 Select from the following options available on Thu, 02/09/2015

No Options Found
None of the 12 locations that matched your criteria, were available. Try relaxing your location or date criteria.

Or check for other times
CONFIRM YOUR BOOKING DETAILS

- Ensure your user details are correct
- Enter a Booking Description. Please do not enter any names of people or confidential information in this field as it is visible on the web timetables.
- Select your Department
- Make a Second and Third Choice or ignore
- Click the Make Provisional Booking button

Please note that your booking request is Provisional until you receive a confirmation email. Booking requests will normally be processed within one working day.

- You may choose to sign out, book another room or check the booking you have made by clicking on my bookings

The my bookings link is found at the bottom of each screen. This shows a history of the bookings made through your username and enables you to cancel any unwanted bookings by clicking the cancel button. Changes to bookings (e.g. day, time or room) cannot be made through this system, therefore email the Timetabling Team to make the changes to your booking, or cancel the existing booking and make a new one through the system.