

# MUSIC AT READING GUIDE:

## How to book L29 G01 and G03

Log on to CMISGo with your University of Reading staff or student username and password –  
<https://timetable.reading.ac.uk>

Access to the system is only granted to staff and students of the University of Reading.

Please note that the live timetable portal, that you will access to book rooms, is blue not green. The screenshots are from our test system.

If you are having issues logging in or following the instructions below please contact [rooms@reading.ac.uk](mailto:rooms@reading.ac.uk) or phone x6506. Please do not contact Music at Reading regarding software issues.

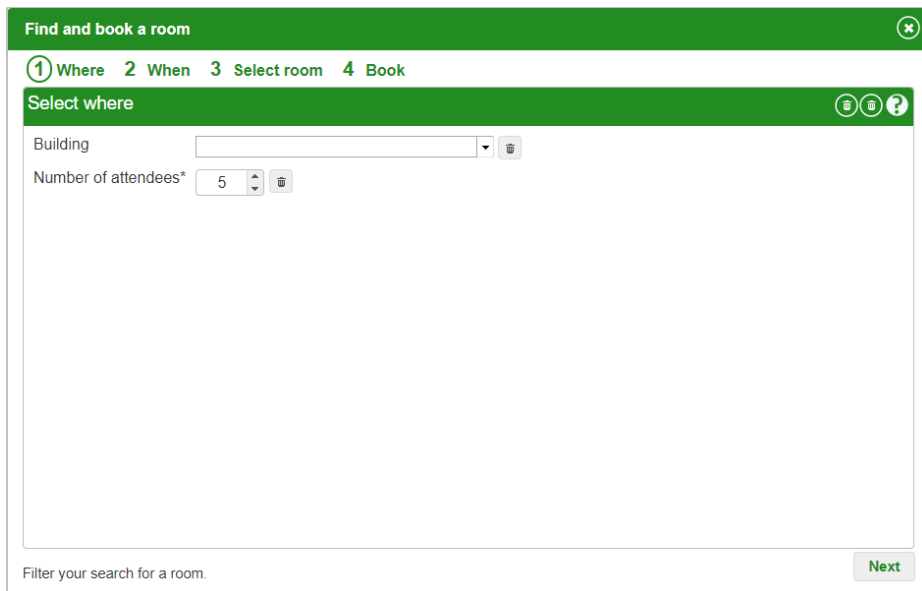
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# THERE ARE TWO WAYS TO BOOK:

## Find & Book

1. From the 'Bookings' tab select '**Find & Book**'. The page below will appear:



**Find and book a room**

1 Where 2 When 3 Select room 4 Book

Select where

Building

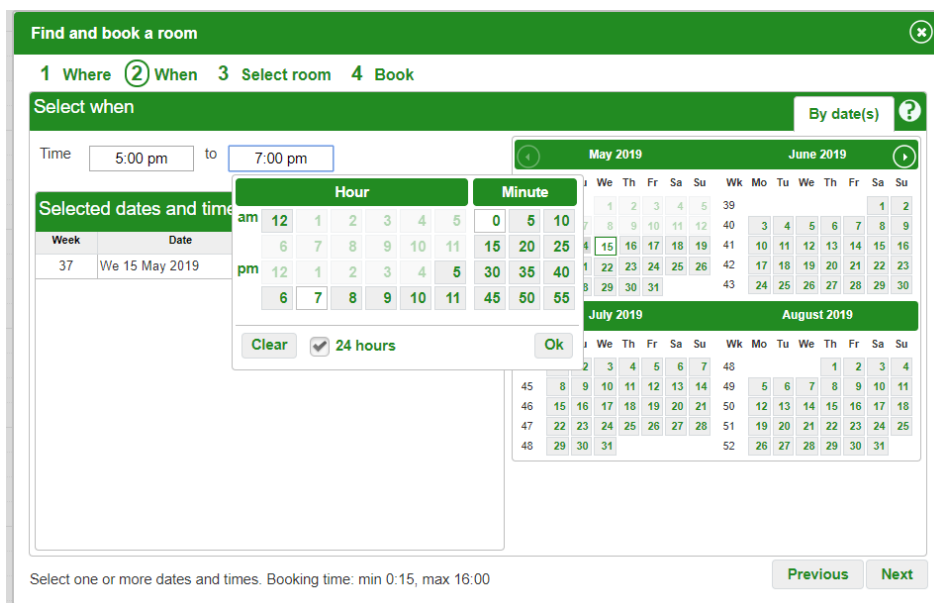
Number of attendees\*

Filter your search for a room. Next

Select the building required from the dropdown (this will only be London Road L29 currently) or leave blank & enter the number of people you wish to book a practice room for.

Select **Next** in the bottom right corner.

2. Select the time and date you need the booking then click **Next**.



**Find and book a room**

1 Where 2 When 3 Select room 4 Book

Select when By date(s)

Time  to

Selected dates and times

Week	Date
37	We 15 May 2019

Hour Minute

am 12 1 2 3 4 5 0 5 10

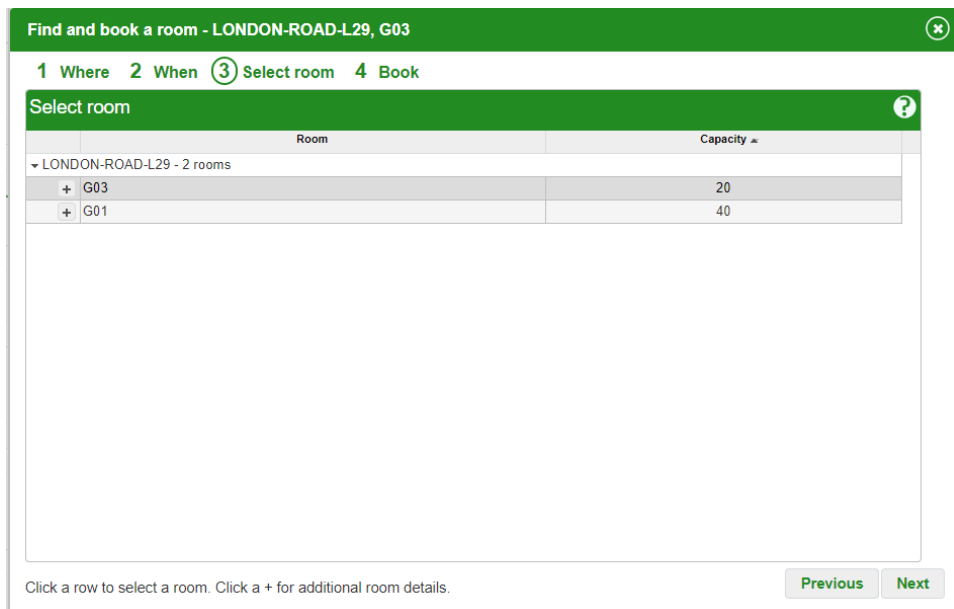
pm 12 1 2 3 4 5 30 35 40

6 7 8 9 10 11 45 50 55

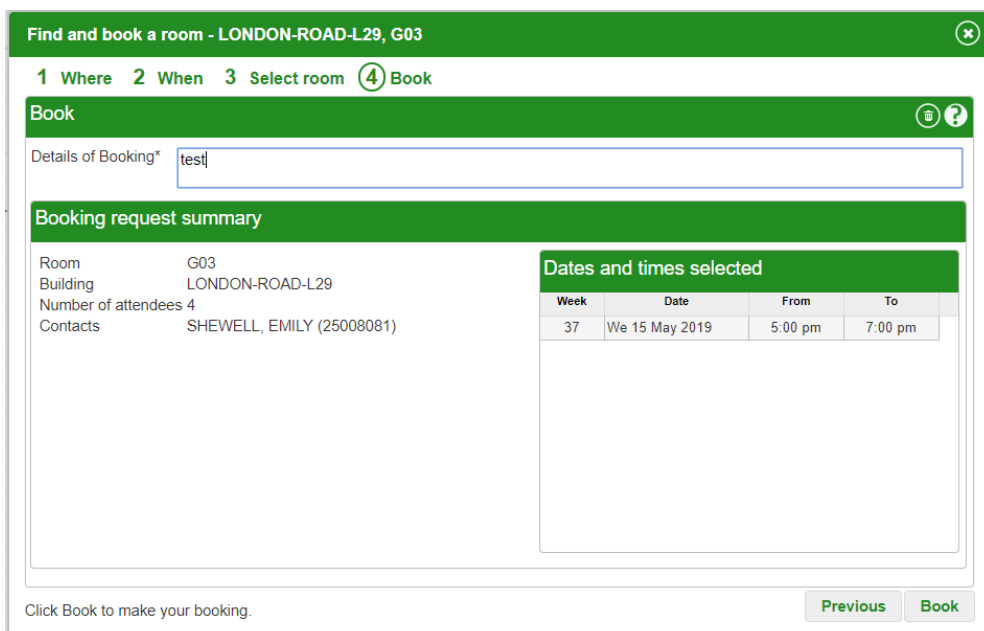
Clear  24 hours Ok

Select one or more dates and times. Booking time: min 0:15, max 16:00 Previous Next

- If either or both of the practise rooms are available at the time required, they will be listed on this screen. Select the **room** you require and **next**.



- Check the information is correct, and enter brief description of what the booking is for in 'Details of Booking'. Then click **Book**.

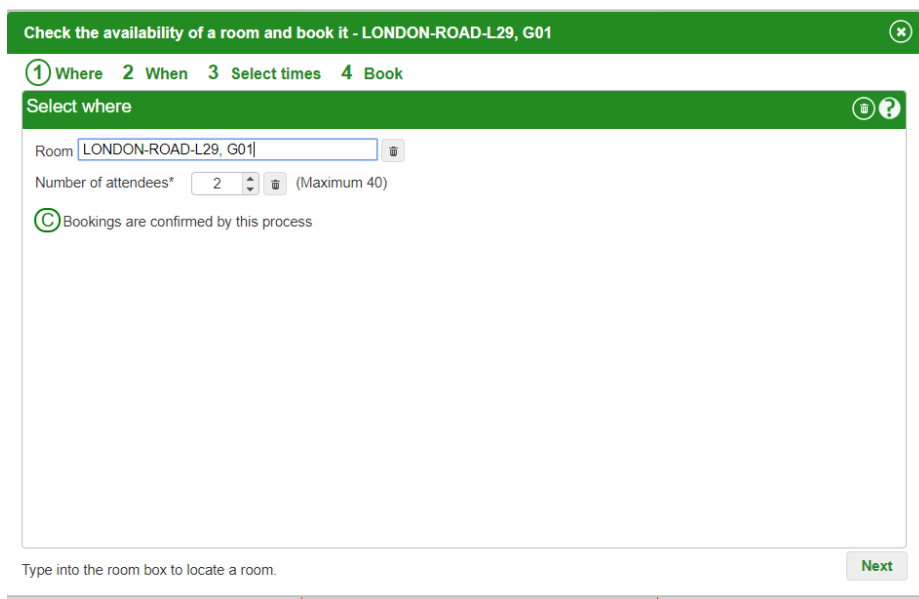


- You will receive an email to confirm that your booking has been requested. **This is not confirmation that the room has been booked.**
- When the booking has been accepted by Music at Reading staff, you will receive another email to confirm that the room is booked.

## Check Availability and Book

1. From the 'Bookings' tab select 'Check availability and book'

Start typing L29 in the Room box & select the practice room L29 G01 and G03 will appear. Select one and enter the number of attendees for your sessions. Select 'next'



Check the availability of a room and book it - LONDON-ROAD-L29, G01

1 Where 2 When 3 Select times 4 Book

Select where

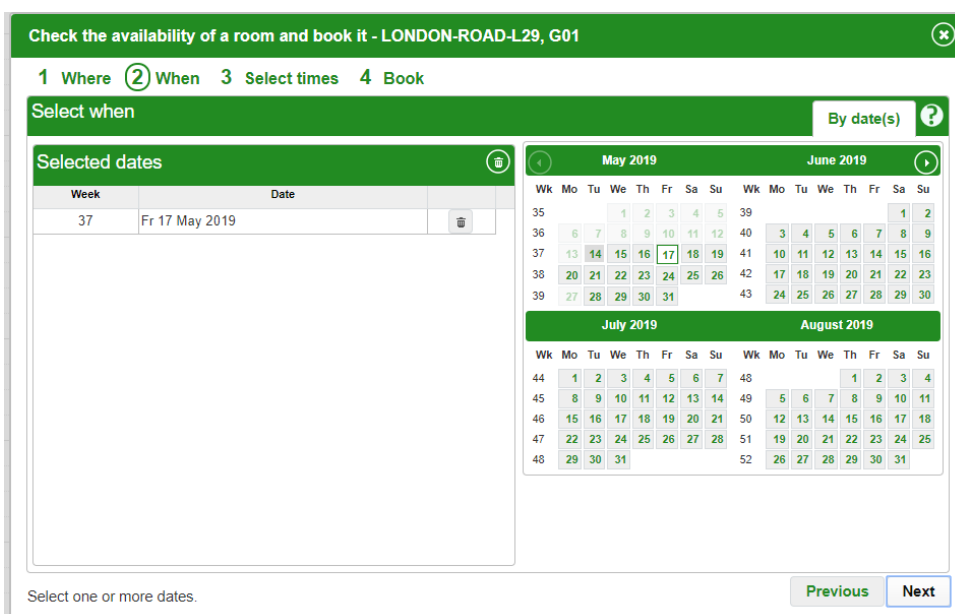
Room

Number of attendees\*  (Maximum 40)

Bookings are confirmed by this process

Type into the room box to locate a room. Next

2. Select the date the booking is required and 'next'.



Check the availability of a room and book it - LONDON-ROAD-L29, G01

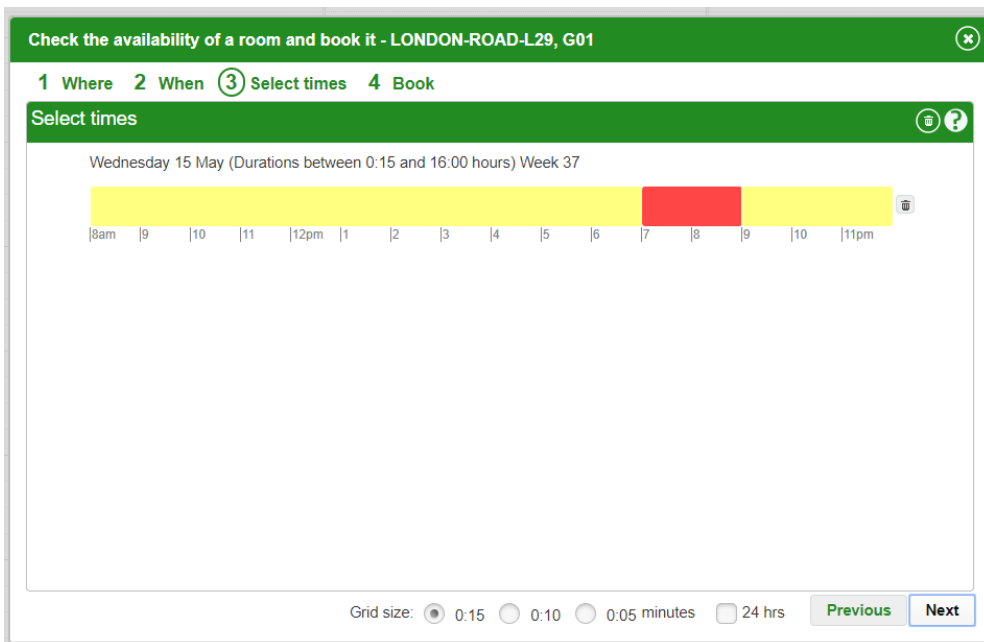
1 Where 2 When 3 Select times 4 Book

Select when By date(s) ?

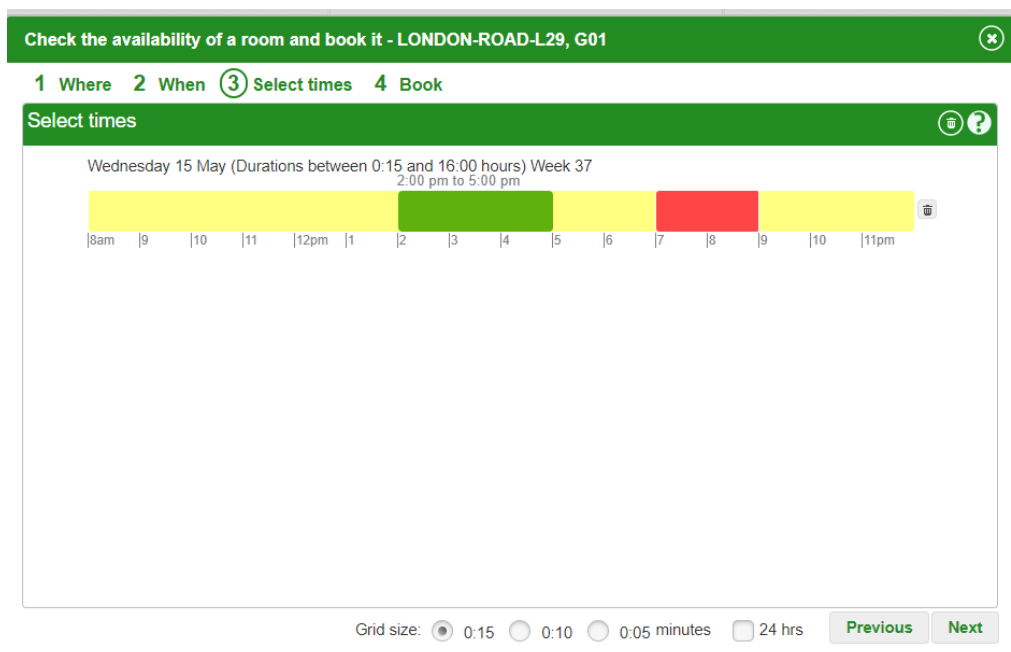
Selected dates	
Week	Date
37	Fr 17 May 2019

Select one or more dates. Previous Next

3. Red denotes the times the room has already been booked. Yellow denotes the times that the room is available.



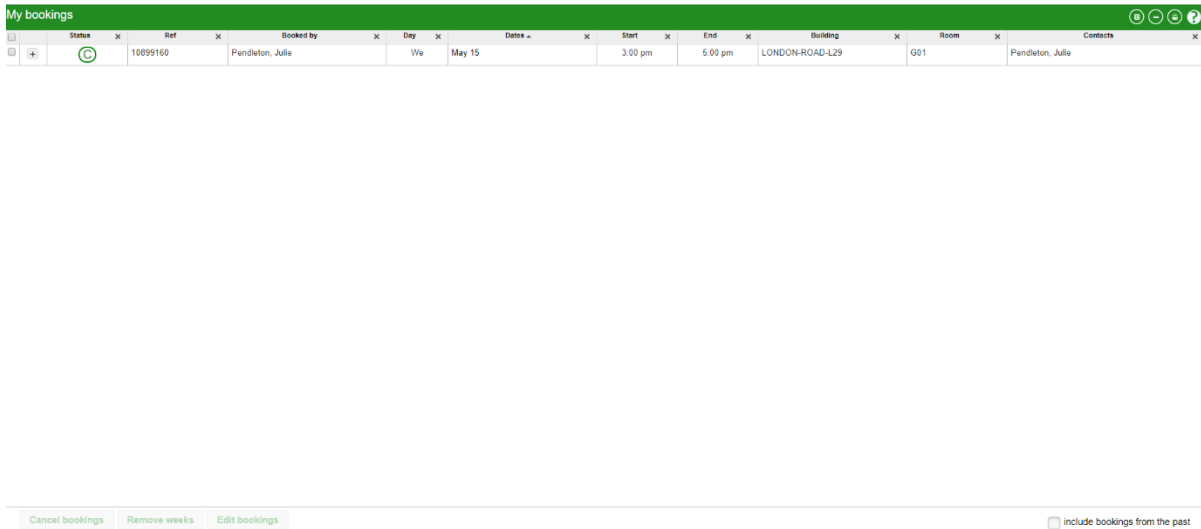
4. If you want to book any of the 'yellow' times just select the start time and expand to the end time e.g. see the booking 2-5pm in green below



5. Select 'next' to add details of booking and 'Book'.
6. You will receive an email to confirm that your booking has been requested. **This is not confirmation that the room has been booked.**
7. When the booking has been accepted by Music at Reading staff, you will receive another email to confirm that the room is booked.

# TO VIEW OR CANCEL YOUR BOOKINGS

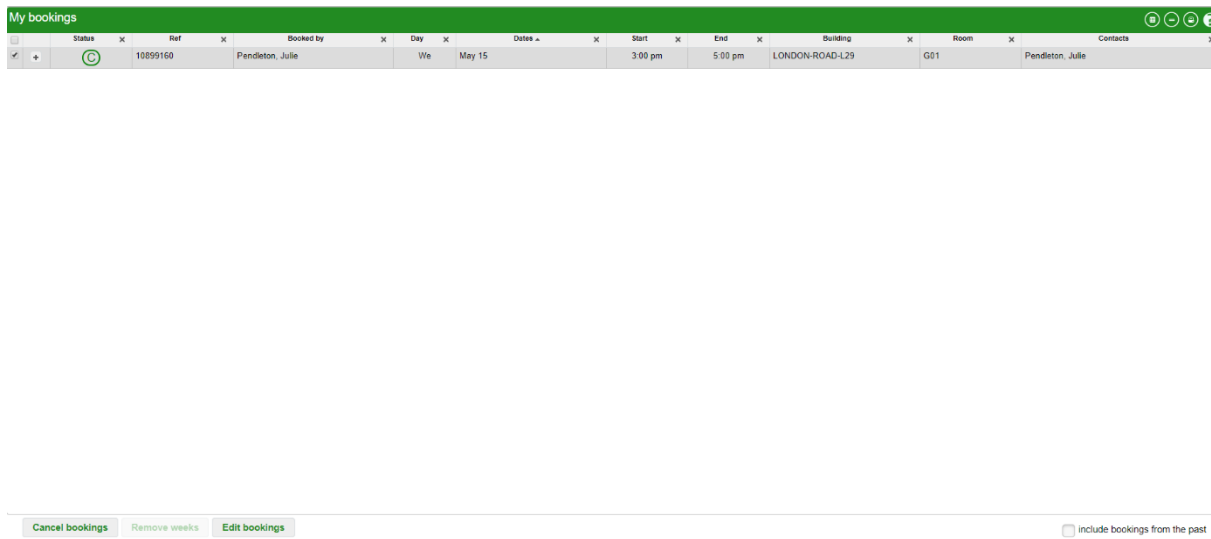
1. Go to **Bookings**, then **My bookings**. A list of all the rooms you have booked online will appear.



Status	Ref	Booked by	Day	Date	Start	End	Building	Room	Contacts
<input type="checkbox"/>	10899160	Pendleton, Julie	We	May 15	3:00 pm	5:00 pm	LONDON-ROAD-L29	G01	Pendleton, Julie

Cancel bookings Remove weeks Edit bookings  include bookings from the past

2. If you need to cancel any of them tick the box on the far left of the booking concerned. An option to cancel will appear at the foot of the page.



Status	Ref	Booked by	Day	Date	Start	End	Building	Room	Contacts
<input checked="" type="checkbox"/>	10899160	Pendleton, Julie	We	May 15	3:00 pm	5:00 pm	LONDON-ROAD-L29	G01	Pendleton, Julie

Cancel bookings Remove weeks Edit bookings  include bookings from the past