Music at Reading

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 or phone x6506. Please do not contact Music at Reading regarding software issues.

Contents

There are Two Ways to Book: .............................................................................................................................................................. 2

Find & Book ........................................................................................................................................................................................... 2

Check Availability and Book.......................................................................................................................................................... 4

To View or Cancel your bookings .................................................................................................................................................... 6
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](image)

   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**
3. 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**.

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

5. You will receive an email to confirm that your booking has been requested. **This is not confirmation** that the room has been booked.

6. 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'.

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

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.