



Knowledgebase > Applications > New Self-Served Booking Application

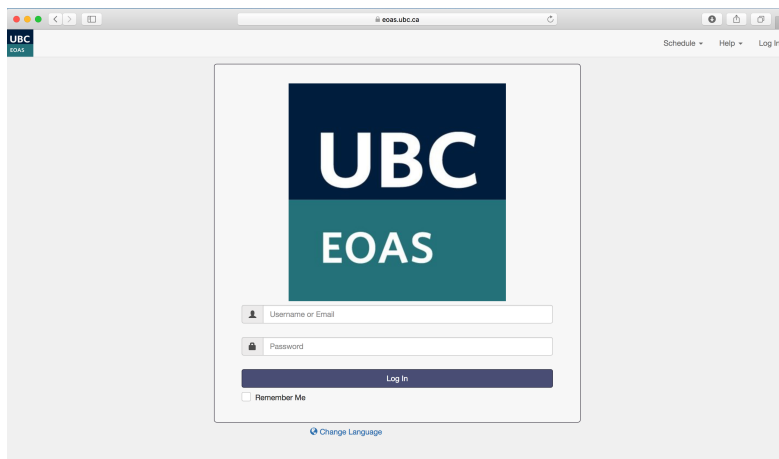
New Self-Served Booking Application

Marc Denojean-Mairet - 2018-09-07 - Applications

Welcome to our new departmental booking system!

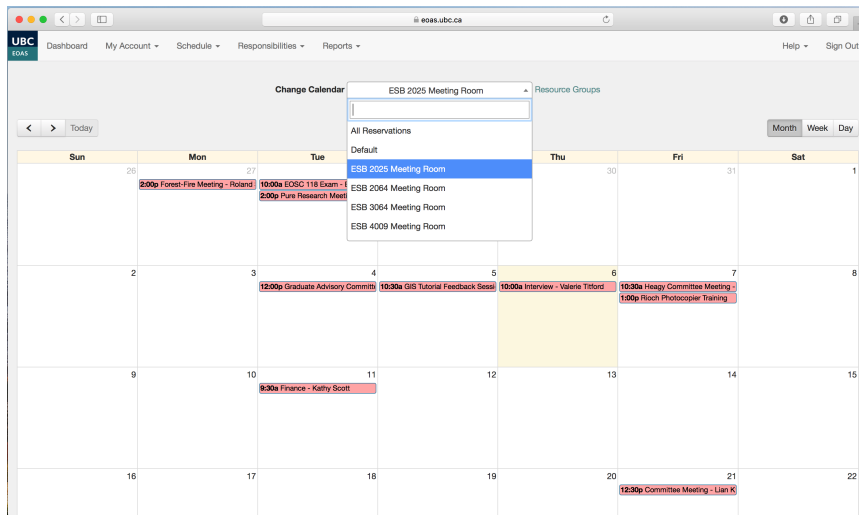
You can access the new booking application by going to <https://www.eoas.ubc.ca> and clicking Booking or, you can use this link:
<https://www.eoas.ubc.ca/internal/bookings/index.html>

Login:



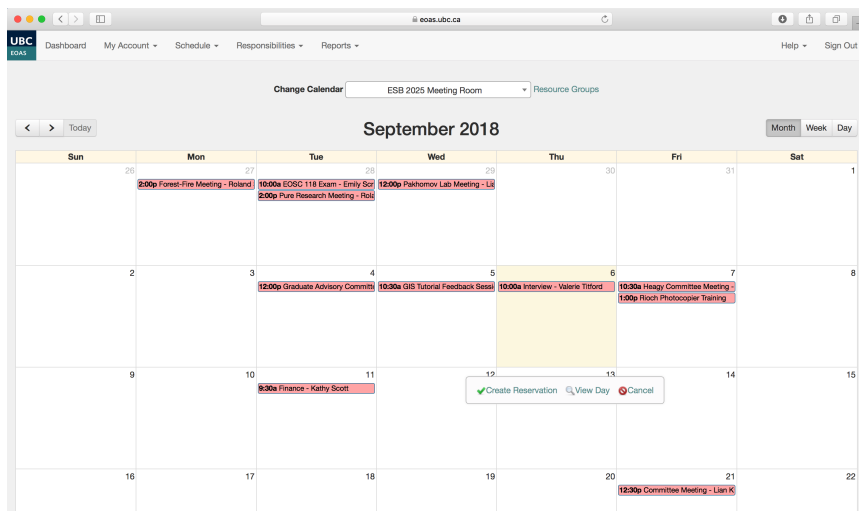
Booking screen:

After login, you will be presented with this screen.



Here, you will be able to select a room or a vehicle by scrolling down the drop-down menu.

To create a booking, double-click on a day and click create.



A new window will open.

New Reservation
 Marc Deno Jean-Mairet (marc.denojeanmairet@eoas.ubc.ca)

Resources [Change](#)
 ESB 2025 Meeting Room

Accessories [Add](#)

Begin 09/12/2018 4:00 AM **End** 09/12/2018 4:30 AM
 Reservation Length 0 days 0 hours 30 minutes

Repeat Does Not Repeat

Title of reservation

Description of reservation

Attach File (10 MB max)
 Choose File no file selected [Add](#)

Participant List
 Add name or email [Users](#) [Groups](#)

Invitees
 Add name or email [Users](#) [Groups](#) [Guest](#)

☐ Allow Participants To Join

[Cancel](#) [Create](#)

Fill out the need information and click create to send the booking request.

IMPORTANT: You will receive an email confirmation telling you that your booking was confirmed. If you don't see it, check your Junk box.

The schedule tab has options that you can select. For instance, you can see the availability of all rooms by selecting bookings.

Booked Scheduler - Resource Calendar
 Directory Profile | Department of Earth, Ocean and Atmospheric Sciences

Change Calendar ESB 2025 Meeting Room [Resource Groups](#)

September 2018 [Month](#) [Week](#) [Day](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	2:00p Forest-Fire Meeting - Roland	10:00a ECSC 118 Exam - Emily Sor	12:00p Fishomov Lab Meeting - Li			
		3:00p Pure Research Meeting - Rob				
2	3	4	5	6	7	8
		12:00p Graduate Advisory Committ	10:30a GIS Tutorial Feedback Sess	10:00a Interview - Valerie Tifford	10:30a Heavy Committee Meeting -	
				3:00p Atmospheres Search meeting	1:00p Flood Photocopter Training	
9	10	11	12	13	14	15
	8:00p Meeting - Tara Ivanochko	9:30a Finance - Kathy Scott				
16	17	18	19	20	21	22
					10:00a Committee Meeting - Li Hong	

Vehicle Booking:

Please note that you must enter a SpeedChart to book a vehicle.

UBC
eems

DashboardMy AccountScheduleApplication ManagementReportsHelpSign Out

Booked Scheduler - Create ReservationFavorites

New Reservation

Admin Admin (example@example.com) Change

Resources Change2000 Ford 350

Accessories Add

Begin09/26/20184:00 AMEnd09/26/20184:30 AM

Reservation Length 0 days 0 hours 30 minutes

RepeatDoes Not Repeat

Title of reservation

Description of reservation

Additional Attributes

SpeedChart

Attach File (10 MB max)

Choose Fileno file selected

Add

Participant List

Addname or emailUsersGroups

Invites

Addname or emailUsersGroupsGuest

Allow Participants To Join

CancelCreate

CancelCreate