

Hedberg Room Booking System Quick-Start Guide

1 Hedberg Room Booking Guidelines

- Room bookings are to be made no more than 7 days in advance
- Please be mindful when booking your relevant studio that there will be time when teaching will need to take precedence in these rooms.
- No food and drink (other than water in a lidded bottle) to be consumed in the teaching, practice and rehearsal spaces.
- If you no longer need a space that you have booked in the system, as a courtesy to each other, please make sure you cancel the room booking. Bookings will be forfeited if you don't attend the room within 15 minutes of the booking start time.
- Please be reminded that the University does not permit non university activities or private business to be conducted on UTAS premises.

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Navigate to <https://www.utas.edu.au/creative-arts-media/music/students> You can also navigate straight to <https://www.utas.edu.au/hedberg-booking-system>

3

If navigating to the CAM Page -Click "Hedberg Room Booking System", otherwise proceed to step 3.

Resources

provides a range of information and support materials for our current students. Below. If you can't find what you are looking for, please [contact us](#).

Want semester's timetable for all details regarding bookings.

Students should assume the rooms listed for any booking in the Laboratory of Music.

Bookings, and possibly at very short notice.

[Semester 1 2023 as at March 2023 | \(PDF 118.7 KB\)](#)

[Semester 2 2023 as at August 2023 | \(PDF 118.7 KB\)](#)

Hedberg
Room Booking System >

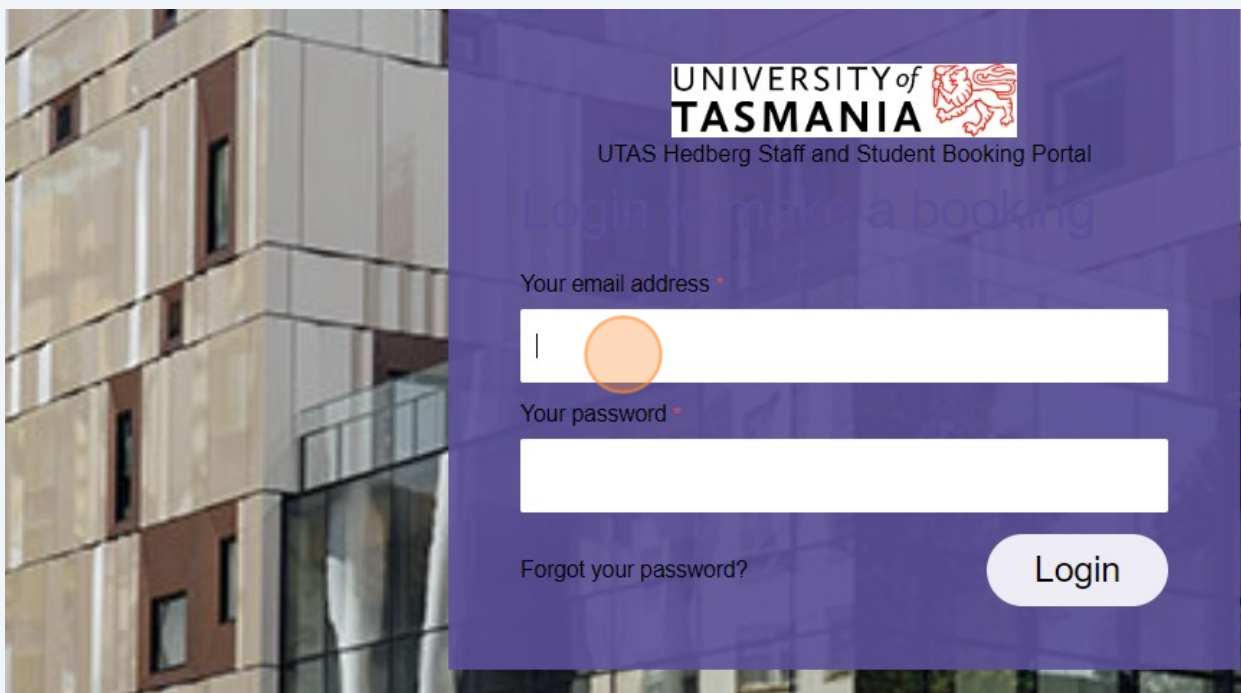
Hedberg
Room Booking System
Starter Guide (PDF 792.7 KB) >

Hedberg
Electronic Floorplan >

More Student Resources >

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Enter your username and password. HINT: If this is the first time you are logging on, your username will be you UTAS email address (all lower case) and your password will be " Hedberg2024 (Case sensitive). The system will prompt you to change your password on first log in.



The screenshot shows the login page for the University of Tasmania's Hedberg Room Booking System. The page features the university's logo and name at the top, followed by the text "UTAS Hedberg Staff and Student Booking Portal". Below this, there is a large heading "Login to make a booking". The login form consists of two input fields: "Your email address" and "Your password", both marked with an asterisk. A "Forgot your password?" link is located below the password field. A "Login" button is positioned at the bottom right of the form. The background of the page is a purple gradient with a faint image of a building.

5 The system is set for you to book the rooms you have card access to.

Select the room you wish to book by clicking the '+' sign next to the room name.

	Sun Nov 19, 23		Mon Nov 20, 23		Tue Nov 21, 23	
	AM	PM	AM	PM	AM	PM
Venue Name : 5S - R503 - Rehearsal				Spit		Sp
Min Capacity : 0				Spit		Sp
Max Capacity : 30						
Venue Description : Teaching						
5S - R503 - REHEARSAL						
5Q - R522 - REHEARSAL						
5P - R520 - REHEARSAL						
5O - R519 - MULTIPURPOSE ...						
5F - R510 - REHEARSAL						
5E - R507 - REHEARSAL						
5D - R508 - REHEARSAL						

6 Check the start and end times are correct.

About the venue

Teaching

Add this venue to your booking

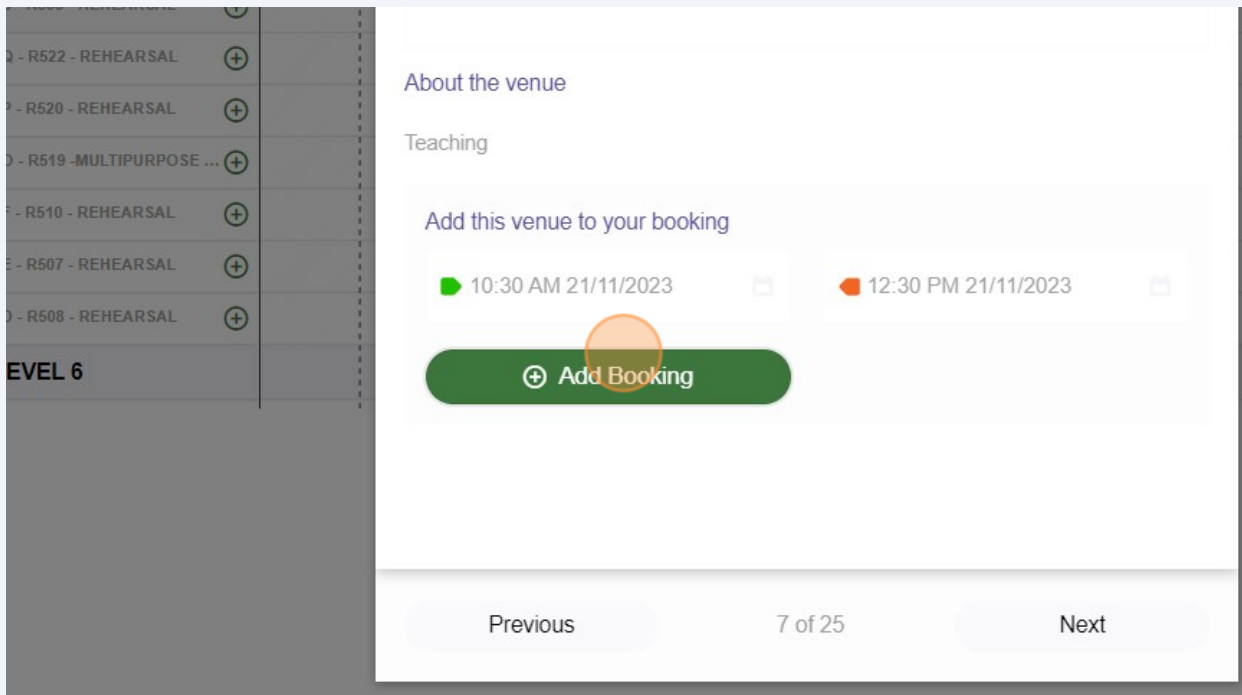
10:30 AM 21/11/2023

11:30 AM 21/11/2023

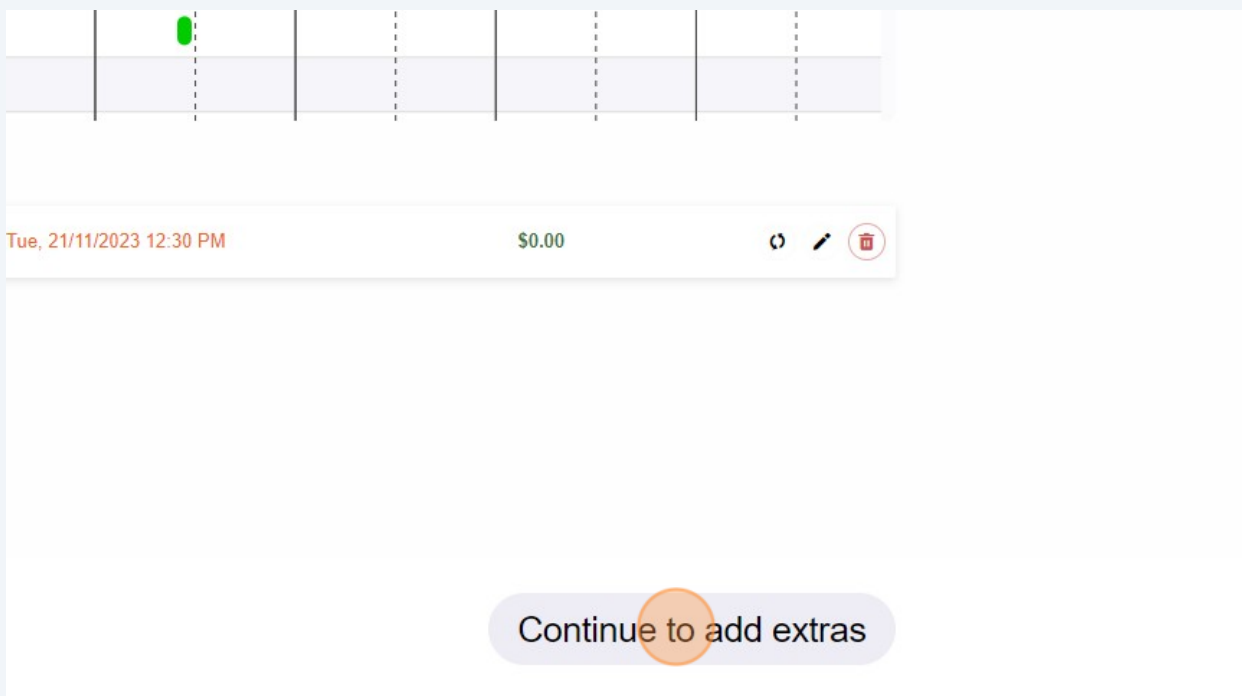
+ Add Booking

Previous 7 of 25 Next

7 Click "Add Booking"



8 Click "Continue to add extras"



9 Click "Continue to add your details"

The screenshot shows a booking summary interface. At the top right, the heading "Your booking" is displayed. Below it, there are two items: a date and time "11/2023 12:30 PM" with a price of "\$0.00" and a trash icon; and "1x Venues" with a price of "\$0.00" and an edit icon. A green box at the bottom right of the items section displays "TOTAL \$0.00". At the bottom left, the text "Total \$0.00" is shown. A large, light purple button with rounded corners at the bottom center contains the text "Continue to add your details", which is highlighted with an orange circle.

10 Click "Continue to review & book"

The screenshot shows a booking review interface. At the top left, there is a dashed box with the text "Drag files here or click to upload". Below this is a light purple horizontal bar. Underneath, there are two form fields: "UTAS Special Requirements" and "UTAS Student Engagement *". The "UTAS Student Engagement *" field contains a text input with the value "No" and a close icon. At the bottom left, the text "Total \$0.00" is displayed. A large, light purple button with rounded corners at the bottom center contains the text "Continue to review & book", which is highlighted with an orange circle.

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Complete the event name field with the details (rehearsal/lesson etc). The other details should be pre-filled from your profile.

Your booking ? **WARNING**
Fill Mandatory In

Event Name * Eve

|

✘ Event Name is Mandatory

Start date and time End date and time

● 10:30 AM 21/11/2023 📅

● 12:30 PM 21/11/2023 📅

Booking timings are auto calculated based on the venue bookings.

Contact details

First Name * Sui

Mel K

Organisation

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Click "Continue to review & book" and check the details are correct.

files here or
k to upload

UTAS Special Requirements

UTAS Student Engagement *

No ✘

Total \$0.00

Continue to review & book

13 Click "Submit booking"

Total \$0.00

Cancel booking

Submit booking