Starter Guide to Using the Hedberg Room Booking System

The Hedberg Booking system is a shared platform with the Theatre Royal. The following instructions relate to room bookings made for teaching and learning purposes.

How to log on

1. Click the link below or type in the following to your browser

   https://www.utas.edu.au/creative-arts/music/students

2. You should now be on the student resources page. On this page, click on Room Booking system, The Hedberg

 Student Resources

The Conservatorium of Music provides a range of information and support materials for our current students. Browse our online resources below. If you can't find what you are looking for, please contact us.

Con Timetable

Please download a copy of the relevant semester’s timetable for all details concerning Conservatorium unit offerings.

Unless otherwise indicated students should assume the rooms listed for any particular activity to be at the

3. This will take you to the login screen.

HINT: If you can’t get past this page...
• the system is case sensitive. Please check any autofill is using all lower case for email address
• clear any autofill password and re-enter

First Time Users
Enter your UTAS email address as requested – all lower case firstname.lastname@utas.edu.au
Your password as a new user is Conservatorium#2020
You will be asked to reset password upon initial sign in.
If you have issues with password, Try clicking on “forgotten your details”, or email the Concerts Officer

Returning Users
Enter your UTAS email
Enter the password you selected on set up
If you have forgotten your password, click on Forgotten your details?”
Making a Booking

Once you've logged in, you should be on a page that looks like this...

NOTE: A booking is called an ‘event’ in this system.

Booking using the Quick Method

1. Choose an event type by clicking on the dropdown arrow.

Note: Your menu may have additional events that have come online since the guide was developed.
2. Ignore venue, date, time questions and **click on search availability** at the bottom right of the page. The current week will appear.

3. You will then land on the following screen for the current week. Use day/week/month view (top left) and arrows (top right) to navigate to the date you want.

   **NOTE:** Time range is in 6-hour blocks. Once you click and drag, a new screen will open for you to refine details.

4. Identify the room you want to book from the list down the left-hand side of the page and select the desired time range.
5. Once you have selected your time range, a *Booking Details* pop up box will appear. If details need to be adjusted, you can do this in the popup box. Click update after you have finished adjusting.

![Booking Details pop up box](image)

6. Once details are correct, click continue (bottom right of page)

![Booking Details](image)

**NOTE:** Bookings ranges are in 30-minute increments. Please only book for the time that you need.

7. An *Add Items* window will appear next.
   a. If making a single booking, click *Booking Details*
   b. If you wish to add another booking, click *Back to Calendar* and repeat the process.

![Add Items window](image)

When you click *Booking Details*, you will be taken through to the following screen. Complete the details requested and when finished click continue.
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8. The next page is the Booking Summary. Once you have checked over the detail and you are happy it is correct, click Submit Booking.

Refined Search Method
In the Venue Availability Search screen, at the commencement of booking, you can define which levels and rooms you wish to include in your search.

NOTE: Please add your first and last name in here. Please do not upload any documents. This could potentially affect the efficiency of the system and make things slower for users.

NOTE: Fields will auto populate after the initial booking.
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The following pop-up box will appear. Tick the levels you want to search and click and click Add Selected Venue(s).

NOTE: Ignore the message in red along the bottom of the Venue’s page.
Cancelling or Editing Booking

Things change and that means bookings will need to be cancelled

1. If you need to change the name or type of event after you’ve made it, go to your account details in the top left-hand corner of the page and click the drop-down arrow and select *Upcoming Bookings*

2. This will take you through to this page. Click on the arrow of the booking you want to edit.
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3. This will open on the Booking Summary Page. Click:
   a. Cancel Booking if you no longer need the space, or you need to change the time

   Booking Summary

   'sue hen test' Individual Practise for 1 people (Confirmed)

   Name: suellen.taylor
   Email: suellen.taylor@utas.edu.au
   Phone: +61 0402 231 198
   Mobile: +61 0402 231 193

   Venue Name | Start Time | End Time | Venue Hire Total | Items | Items Total
   --- | --- | --- | --- | --- | ---
   55 - Rehearsal | 19/02/2020 02:00 PM | 20/02/2020 10:00 AM | $0.00 | None | $0.00

   [Image of Booking Summary page with a button labeled 'Cancel Booking']

4. a. Cancel Booking will take you to a confirmation alert.
   i. If you click No, the pop-up box will disappear, and you will stay on the same page.
   ii. If you click Yes, you'll return to the Booking Summary Page and you will see that the booking has dropped from the list and your booking is now no longer in the system and the time will be available for others to book to the space

   [Image of Booking Summary page with a confirmation alert dialog box]
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b. *Edit* will take you back to the booking calendar. This is if you need to change the event type or name of the booking.
   i. Click *Continue*
   ![Image]
   **NOTE:** If you click the x you will receive a confirmation alert. Click *Cancel*. If you click *Continue* the booking will be deleted

   ii. You will land on the Add Items screen. Click *Booking Details*
   ![Image]

   iii. You will then land on the Booking Details where you can change details about the event (not time).
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**It won’t let me book**
Check that you aren’t conflicting with another booking. You may see an error message at the top of the page if the venue is unavailable.

<table>
<thead>
<tr>
<th>Venue Name</th>
<th>Start Time</th>
<th>End Time</th>
<th>Venue Name Total</th>
<th>Action</th>
<th>Items Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS - Rehearsal</td>
<td>14/02/2023 20:30 PM</td>
<td>15/02/2023 00:30 AM</td>
<td>0.00</td>
<td>Pending</td>
<td>0.00</td>
</tr>
<tr>
<td>SS - Rehearsal</td>
<td>15/02/2023 00:30 PM</td>
<td>15/02/2023 10:30 PM</td>
<td>0.00</td>
<td>Pending</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Hedberg Room Booking Guidelines

- Rooms should only be booked for 2 hours per room, per day.
- Room bookings are only to be made 7 days in advance.
- Please be mindful when booking your relevant studio that there will be times 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.
- Please be reminded that the University does not permit non university activities or private business to be conducted on UTAS premises.