

Online room booking

- The booking calendar can be found at: <https://eu-api.priava.com/api/wrch-Student/calendar.html>. Use the icons in the red header bar to navigate to the required date
- Click and drag on an empty period for the venue of your choice.
- Selecting a time will cause it to appear at the bottom of the screen. Unwanted selections can be deleted using the 'X' to the right-hand side. The exact time can be adjusted during the second stage (below).
- Please submit a different request for each separate booking unless they are on consecutive days and have the same additional information for each session.
- Click on 'Make Enquiry' in bottom right hand corner.
- Complete both tabs of the pop-up box as indicated:

Make your enquiry ✕

Venue details Your details

Venue name/s

Name of event*

Type of event

Start date

End date

Capacity required

How did you hear about us?

Additional information

Items marked (*) are compulsory.

= 'Student' or 'Staff' and 'full name'

Select the most appropriate event type

Check & adjust times if necessary

Number of people attending

Leave set as 'Faculty'

Names of all people attending are to be provided in this box, along with any further requirements

On the second tab, please ensure you enter you enter your details consistently to avoid multiple user records being created.

Make your enquiry ✕

Venue details **Your details**

First name* Surname*

Email* Please use your CRSid address

Telephone number This box can be left blank

Mobile/Cell phone* 10 digit number required

Items marked (*) are compulsory.

Please note

- All bookings are governed by current COVID-19 related restrictions and guidance
- Rooms should be booked at least one working day in advance
- We will respond to booking requests at the earliest opportunity
- Confirmation of successful booking requests will be emailed to you