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.
- **Hover over a venue name to check the maximum capacity for music-making.** 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 on the next page.
- 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](image)

- Venue name/s
  - Lecture Room 1 - 31/01/2020 11:00
- Name of event*
  - Student Anthony Brice
- Type of event
  - Student Practice - music student
- Start date
  - 31/01/2020 11:00
- End date
  - 31/01/2020 12:00
- Capacity required
  - 2
- How did you hear about us?
  - Faculty
- Additional information
  - Piano

= ‘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’

Indicate any requirements e.g. grand piano
On the second tab, please ensure you enter your details consistently to avoid multiple user records being created.

Please use your CRSid address
This box can be left blank
11 digit number required

Please note

– All bookings are governed by the Conditions of Use as set out in the Faculty’s Room Booking Policy.
– Same-day requests must be booked in person.
– We will respond to booking requests at the earliest opportunity.
– Confirmation of booking will be emailed to you.
– If we need to amend your request we will either contact you before confirmation, or advise of the change in the email confirmation.
– Any bookings submitted more than two weeks in advance will be rejected without response.