



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 <u>and</u> 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			
Lecture Room 1 - 31/01/2020 11:00		•	
Name of event*			
Student Anthony Brice			= 'Student' or 'Staff' and
Type of event			name'
Student Practice - music student		•	Select the most appropri
Start date	End date		event type
31/01/2020 11:00	31/01/2020 12:00		Check & adjust times if
Capacity required			necessary
2			Number of people attend
How did you hear about us?			
Faculty		•	Leave set as 'Faculty'
Additional information			
Piano			Indicate any requiremen
			e.g. grand piano





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

Make your enquiry *		
Venue details	Your details	
First name*	Surname*	
Anthony	Brice	
Email*		
asb210@cam.ac.uk		Please use your CRSid
Telephone number		address
		This box can be left blank
Mobile/Cell phone*		
07777 123456		11 digit number required
Items marked (*) are compulsory.	Back Send enquiry	

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.