-Before Booking-

✓ Faculty members are each allotted 3 hrs/wk.
✓ A small number of students will also be designated to book times for chamber groups, ensemble sectionals and Students' Council activities.
✓ All other users should e-mail bookmusicroom@uwo.ca detailing their request.
✓ Note that any booking requiring special service of any kind (piano tuning, AV equipment not currently in the room), must be booked no later than the Sunday two weeks prior.
  • For example, if you wish to have a piano tuned for an event in the week of Sept. 22-26, the request must be in the schedule & e-mailed to the appropriate person no later than Sunday, Sept. 7.

-Extras-

✓ If you require a piano tuning, email a copy of the invoice to pianoservice@uwo.ca with instructions
✓ If you require AV support (i.e. a projector) email a copy of the invoice to music-tech@uwo.ca with instructions.

-Logging on to the Book King Website-

✓ BookKing Website: http://www.bookking.ca/bkdwfom/
✓ From the Book King website, select “Logon to Scheduling Module”

✓ Type in your Username & Password. Your username is your e-mail address (with @uwo.ca at the end of it). Your password is:

  • whatever you’ve set it up to be – If you’ve previously been on Book King.
  • something that was e-mailed to you in August – If you are a new faculty member for 2014-15 you will be prompted to create a new password after logging in.
  • If you have forgotten your password and need it reset please email ewoolno@uwo.ca
-A way to Search for Available Times in Bookking-

✓ Choose the Reports option

✓ Step 1: choose Facility Timeline Report from the drop down menu
✓ Step 2: select complex from the drop down menu (e.g. Music Building OR Talbot College)
✓ Step 3: choose All Facility Categories from the dropdown menu
✓ Step 4: select date
✓ Click on View Report

✓ The green are available times that can be booked, the pink are times that are unavailable.
✓ Write down the room and time you would like to book, return to the search feature to book the room.
-Check Availability- (Visual aid below the instructions)

✓ Step 1 - Select “Search.”

✓ Step 2 – Select Desired Search Type
  ✓ “Block Time” will likely be the most appropriate.

✓ Step 3 – Select Activity Type
  ✓ Always going to be “all activity types”

✓ Step 4 - Select Complex from Facility List
  ✓ Select “Music Building” or “Talbot College” from the drop-down menu.
  “Performance Venues” - Please note that the Paul Davenport Theatre & von Kuster Hall are still solely booked by Lou D’Alton. You may use this area of Book King to check availability but you must contact him directly with your request (lidalton@uwo.ca).

✓ Step 5 – Select Facility from Facility List (left-hand side)
  ✓ Mark off with a checkbox which rooms you would like to see availability for. The numbers in brackets indicate the approximate room capacity.

✓ Step 6 – Select Date
  ▪ 2nd Semester runs Jan. 5, 2015 – Apr. 8, 2015
    ▪ Please note that you can only book one semester at a time

✓ Step 7 – Select Time
  ▪ Don’t forget to change AM/PM as required.

✓ Step 8 – Select Weekday (Optional)
  ▪ If you want an event to happen every Monday, select the “Monday” box, and only availability on that day of the week for your date range selected will be shown.

✓ Step 9 – Select the orange “Search” box in the lower right-hand corner.
-Booking Your Event-

- If green "Available" boxes appear, select the check box(es) to the left of the desired options. For a week-to-week booking, you can save time by choosing "Select All" in the bottom left-hand corner.
  - Reading Week, Christmas Holidays, Study Days, etc.. will show up as "Closed" or "Unavailable"
  - Select "Add Selected" from the lower right-hand corner.

- If pink "Unavailable" options appear, click on the conflicting permit invoices link under the date to view what your request conflicts with (beside “Event:" on the left-hand side of the invoice you just opened up). You now have two options:
  - Try searching again: a different room/time period/day, etc...
  - Contact the person you’re conflicting with to see if they’d be willing to swap rooms and/or to double check that they’re actually using it.

- After selecting which dates and times you would like, click on Add Selected (the orange button at the bottom right-hand side of the page).
Select “Continue!” from the lower right-hand corner.

Once you click on Continue! Your information (Name/Email) will automatically populate and you will see the Summary page. This page is a summary of what you have booked including room, dates and times.

Click on Client Info to Name your Event
Getting a Summary of Your Booking:

- Select “Summary” from the menu at the top of the page. **YOU MUST DO THIS!**
- From here you can e-mail yourself a summary or print the “Invoice.” Buttons located at bottom right-hand side of the page. Please note that if you do e-mail yourself, the “invoice” may appear in your spam folder. The email will be sent from Don Wright Faculty of Music – Receipt #...
- Please note your “invoice #” and Click on the **Finish** button (located at the top right-hand side of the page in red), this will complete your booking and return you to the “Search” page to begin booking your next event.
-Extras-

✓ If you require a piano tuning, email a copy of the invoice to pianoservice@uwo.ca with instructions
✓ If you require AV support (i.e. a projector) email a copy of the invoice to music-tech@uwo.ca with instructions.

-LOG OUT- using the key icon in the top right-hand corner of your screen. Everything you’ve done will be in vain if you do not log out!

Note that most rehearsal spaces and some classrooms have a keypad. Please sign out codes, in person, from the reception desk in the main office (TC 210).

General questions: bookmusicroom@uwo.ca · 519-661-2111 ext. 82043
Performance venue related questions: Lou D’Alton · ljdalton@uwo.ca · 519-661-2111 ext. 83019