



Guide for Facility Booking

· bookmusicroom@uwo.ca · 519-661-2111 ext. 82043 ·

-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. 26-30, the request must be in the schedule & e-mailed to the appropriate person no later than Sunday, Sept. 11. The schedule for all general use rooms will be double-checked on the Monday of the week prior (i.e. the week of Sept. 19th will be checked and scheduled on Monday, Sept. 12) and service schedules will be printed from that date. More about this can be found in Step #5.

-Logging on to the Book King Website-

- ✓ Go to the **music home page** (www.music.uwo.ca); select **Events** from the right hand side; select **Facility Booking**; click on the **Book King logo**. Alternatively, the exact URL is <http://dwfom.booking.ca/> [**Note there's no "www"**]
- ✓ 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 2011-12. 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*

-Check Availability-

- ✓ Select "**Search.**"
- ✓ *Step 1 – Select Desired Search Type*
 - "**Block Time**" will likely be the most appropriate.
- ✓ *Step 2 – Select Activity Type*
 - Always going to be "**all activity types**"
- ✓ *Step 3 – Select Complex*
 - 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 (ljaldalton@uwo.ca).
- ✓ *Step 4 – Select Facility Category*
 - Always going to be "**Classrooms.**"

- ✓ *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 & Time* (right-hand side)
 - *Select Date*
 - Entire school year is Sept. 8, 2011 – Apr. 11, 2012.
 - 1st Semester runs Sept. 8, 2011 – Dec. 7, 2011.
 - 2nd Semester runs Jan. 9, 2012 – Apr. 11, 2012.
 - **Please note that you can only book Sept 1, 2011 – Apr. 30, 2012** (i.e. not the summer of 2012).
 - *Select Time*
 - Don't forget to change AM/PM as required
 - *Select Weekday (Optional)*
 - If you want an event to happen every Monday & Wednesday, select the “**Monday**” and “**Wednesday**” boxes, and only availability on that day of the week for your date range selected above will be shown.
- ✓ 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.
 - **Uncheck the boxes held over Reading Week (Feb. 19-25) and Christmas Break (Dec. 10-Jan. 8).**
 - Select “**Add Selected**” from the lower right-hand corner.
 - Select “**Continue!**” from the lower right-hand corner. (Times & Dates will be highlighted, “Pending Activation”)
 - Click “**OK**” from the pop-up window.
- ✓ *If red “Unavailable” options appear*, click on the conflicting permit number link 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:
 - 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. Visit www.music.uwo.ca/faculty/alphabeticalOrder.html for faculty contact information.
 - Try searching again: a different room/time period/day, etc.

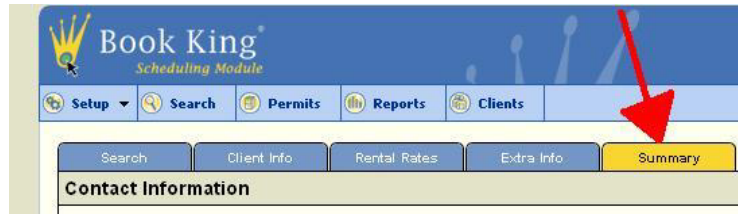
-Search For Clients-

- ✓ In the Last Name box (where the cursor initially appears) type in your last name (even the first two letters will do). Hit “**Enter**” or select “**Go!**” [see below].

- ✓ *Select Client* - Select your name from the drop down menu that appears [as above].
 - *Name your Event* - In the Event box (where your cursor will now appear) **type in the name of your event** (i.e. Masterclass; Meeting; Rehearsal).

-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” (see the icons at the bottom of the page). Please note that if you do e-mail yourself, the “invoice” may appear in your spam folder with something like “Permit #316” as its title.
- If your event should be [listed on the Events Calendar \(concerts, guest masterclasses, guest lecturers, etc.\)](#), e-mail a copy to ewoolno@uwo.ca. If you [require a piano tuning](#), e-mail a copy to pianoservice@uwo.ca. If you [require av support](#) (i.e. a projector) e-mail a copy to music-tech@uwo.ca. *Note that the AV Support & Piano Tuning request these e-mails at least two weeks in advance (see very beginning of this help sheet).*
- Click on “Finish,” the red button located at the top right-hand corner.
- LOG OUT using the key icon in the top right-hand corner of your screen.

Facility Subtotal:	\$0.00
Total:	\$0.00
	Amount
	\$0.00
Subtotal:	\$0.00
5% GST:	\$0.00
Total:	\$0.00
Amount Paid:	\$0.00
Balance:	\$0.00
Print Invoice Email Invoice	

Note that all rehearsal spaces and most classrooms are *locked with a keypad*. You must still *sign out codes*, in person, from the reception desk in the main office (TC 210). Please do so within the week before the date booked.

-How to Starting Another Booking-

- ✓ Select “Search” from the extreme top menu (NOT the second one). This will create a *new* Invoice (otherwise your bookings will all appear on the same Invoice).



How to Amend a Previous Booking:

If you need to amend a booking (i.e. delete an event), select “Invoices” from the top menu. Enter some information to find your Invoice and then select “Search.” “View” allows you to see the Invoice; “Edit” allows you to change the Invoice; “Delete” removes the Invoice entirely.

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