Web room bookings
How to check room availability and make a booking online

Accessing the Web Room Booking page

1. Open an internet browser window (Internet Explorer, Firefox etc.) and go to: www.sussed.soton.ac.uk.

2. Log in using your University of Southampton username and password (the same details you use to access your PC and your email account). Please note it is not possible to access web room booking using generic email accounts – you need to use your personal log in details.

3. Click on the Services tab which you will find amongst several tabs running along near the top of the webpage:

4. Now find Room Bookings in the Quick Links box on the top right hand side of the page:

5. A new window will now open* – this is the Web Room Booking page.

*If it doesn’t please ensure ‘Block Pop-ups’ is switched off in your Internet Browser settings – contact serviceline@soton.ac.uk if you are not sure how to do this.

6. From this page you can make/ cancel a booking and check room availability for your event.

To make a room booking

1. On the Web Room Booking page specify the room that is required using the filters. You can use the various filters to define the room you wish to book – the only filter that is mandatory is minimum size.
5. Next select your preferred start and end time – these can be changed later and click on the next button.

Note: If you have missed any of the required information you will be returned to the web room booking page and advised what information is required before your booking can be processed – e.g. At least one day must be selected.

6. You will now be able to select from the available options the room which you would like to book by clicking on the radio button in the left hand column:

<table>
<thead>
<tr>
<th>Time</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:00</td>
<td>04/1031</td>
</tr>
<tr>
<td>8:00 - 9:00</td>
<td>04/2059</td>
</tr>
<tr>
<td>8:00 - 9:00</td>
<td>58/1035</td>
</tr>
<tr>
<td>8:00 - 9:00</td>
<td>58/1037</td>
</tr>
</tbody>
</table>

7. At the bottom of the list you can use the options to see Earlier or Later Starts or See More Options.

8. Clicking on the will show a list of other times that the room you are looking at is available.

9. Clicking on the will show a list of other locations that are available at that time slot.

10. Once you are happy with your selection click on the next button:

Next >

11. The next screen will ask you to confirm your booking details. You need to enter a short description of your booking and select your Department from the list:

Short Description of Booking
Department

12. You also need to confirm that you accept the Terms and Conditions:

I accept the Terms and Conditions

13. If your booking will feature a music performance – please select the appropriate format from the drop down list. If not please leave as None:

Please indicate if booking will feature music performance
None

14. If your booking will feature an external speaker – please select either yes or no from the drop down

15. Next click on

Confirm Reservation

16. You will then receive a message advising that your booking has been received and the room has been reserved. The option to make another booking is given as well.

An email with details of your room booking request will be sent to your University account.

A further email will be sent once the booking has been scheduled to confirm the details to you.

Please note, bookings will only be confirmed during opening times.

17. Clicking on the my bookings label, will navigate you to a screen showing any previous bookings you have made along with their status:

To cancel a booking

1. On the my bookings page, tick the booking you would like to amend and select the cancel button.

2. You will be asked to confirm that you wish to cancel the booking. Click on Yes.

3. Now that you have successfully amended your booking you will shortly receive an email confirmation in your University account.

Contact the Room Bookings Team
T: +44 (0)23 8059 2346 E: roombook@soton.ac.uk

Opening Hours: Monday – Friday
09.00 – 17.00