Resource Booker
Student – Book a room
Easy guide to making a booking using the Resource Booker

Student – book a room
1. Signing in

- Go to www.tuni.fi/tilavaraus
- Sign in using your tuni-email address and password
2. Make a booking

- Click open *Make a booking* (if not open already)
- Choose the *Student – book a room* booking template
- Pick a specific room on the list or use the *refine search*
3. Choosing a room

- All the rooms are listed in the template, you can pick a specific room on the list and see the booking calendar for that room.
  - Click a slot in the calendar and the booking window opens
- Or you can use the search tool and let the system find an available room.
  - Choose a day and set a specific time
Booking window

- Write down a booking title
  - For example "meeting"

- Make sure the date and time are correct

- Description is optional

- Accept the *code of conduct* and finish the booking by clicking *book*

- You’ll receive an automatic email as confirmation
Editing and cancelling a booking

• Go to my bookings in the side bar
• Choose a booking in your calendar

• In this window you can either edit or cancel your booking