

ROOM BOOKING WALKTHROUGH

Room Booking at Chi Sun Library – Walkthrough

1. Register via the invitation link <https://cshku.skedda.com/register?key=79d6b2a>. To register, please enter your HKU email, first name and last name.

The screenshot shows the registration form on the Chi Sun College Library website. The form is titled "Register" and includes the following fields and elements:

- HKU Email:** A text input field containing "uid@hku.hk".
- First Name:** A text input field containing "John".
- Last Name:** A text input field containing "Doe".
- Agreement:** A checked checkbox with the text "I agree to the terms and conditions."
- Submit Button:** A green button labeled "Register & start booking".

Labels for "HKU Email", "First Name", and "Last Name" are shown in red text to the right of their respective input fields.

2. Once you have registered. You may book a room in the Chi Sun Library via the link <https://cshku.skedda.com>. Select any available time slots by clicking on it.

The screenshot shows the room booking interface on the Chi Sun College Library website. The interface includes the following elements:

- Navigation:** "SCHEDULE", "BOOKINGS", "USERS", and "TRY PREMIUM" links.
- Calendar:** A calendar view for Wednesday, 10 May 2017.
- Room Availability:** A table showing room availability for different rooms:

	Pool Room (Currently N/A)	Mini Theatre (Currently N/A)	Meeting Room 會議室
7:00 AM			
8:00 AM			
9:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			
1:00 PM			✓ 1:00 PM
2:00 PM			

3. Click "Book" to proceed.

The screenshot shows the room booking interface on the Chi Sun College Library website. The interface includes the following elements:

- Navigation:** "SCHEDULE", "BOOKINGS", "USERS", and "TRY PREMIUM" links.
- Calendar:** A calendar view for Wednesday, 10 May 2017.
- Room Availability:** A table showing room availability for different rooms:

	Pool Room (Currently N/A)	
12:00 AM		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		

Summary information: ☉ 1:00 PM-2:00 PM 1 space(s) No charge

Buttons: ✓ Book, ✕ Cancel

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4. Enter your phone number and room number to confirm your booking.

Meeting Room 會議室, 1:00 PM – 2:00 PM, Wednesday, 10 May 2017 [Edit](#)

☰ Booking details

Title Brief description of usage

Notes

Repeat

👤 Your details (uid@hku.hk)

First name * **Last name ***

Contact * Phone Number **Organization** Room Number

5. You will receive a booking confirmation via your registered email.

New online booking for Wednesday, 10 May 2017 at 1:00 PM

A new booking was just made for Chi Sun College Library online. Here's the info...

Holder	John Doe (uid@hku.hk , 9876 4321)
Start	Wednesday, 10 May 2017 at 1:00 PM
Duration	1 hour
Spaces	Meeting Room 會議室
Cancellation	Holder can cancel at no charge until Wednesday, 10 May 2017 at 11:00 AM

— Skedda Bookings