How to book a room via Resource Booker

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Launching Resource Booker
There are two ways of accessing Resource Booker
➢ Via My Ed
➢ By typing https://resourcebooker.ted.is.ed.ac.uk in URL

Room booking
Under Staff Resources, please select Room Booking

Following page will appear, please log in using either of the Log in buttons
From here please choose **Staff – School of Informatics**

**Note:** please do not chose School of Informatics
From here the available rooms in The Forum will be presented.

It is possible to search via specific date and viewing the room occupancy/set-up by hovering over the icon.

Once you select a room of your choice, this will open a calendar view allowing you to view the availability Daily, Weekly and Monthly.

Once ready to select the start time of the booking, click on the gap and start to enter the required fields.

If the booking is made on behalf of a colleague/s, by ticking the box “Booking on behalf of someone” and typing their email address you will enable them to receive an email confirmation. Mandatory fields are marked by the red asterisk. Once all the fields are completed, click Book button to confirm your booking.

**Note:** Catering orders are still to be requested via institutes-admin@inf.ed.ac.uk.
Note: There is also an option for recurring booking.

Once booked, you will receive a pop up message indicating the booking has been accepted.
Note: Some rooms such as ground floor rooms will require gate keeper’s approval. This is subject to room availability.