Before Booking.

- Faculty members (other than Division Coordinators) are each allotted **3 hrs/wk**, exclusive of master classes.
- 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.
- **If you are a new Faculty member:** e mail lingrao@uwo.ca to be set up as a Book King client after you have an @uwo.ca address.

   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. 25-29, the request must be in the schedule & e-mailed to the appropriate person **no later** than Sunday, Sept. 10.

   If you require a piano tuning, email a copy of the receipt to pianoservice@uwo.ca with instructions.
   If you require AV support (eg., a projector) email a copy of the receipt to music-tech@uwo.ca with instructions.

Logging on to the Book King Website.

   Book King Website: http://www.bookking.ca/bkdwfom/

Type in your **Username & Password**. Your username is your e-mail address (in full, with **"@uwo.ca"**). Your password is:
- whatever you've set it up to be;
- if you are a **new faculty member** for 2017-18; you will be prompted to create a new password after logging in (after you contact lingrao@uwo.ca to be set up as a new client);
- if you have **forgotten your password** click **Did you forget your password?** and follow instructions.

Step 1: Check Availability.

After you log in, you will be taken to the Dashboard. Click "Search" (top task bar) to begin your booking.

LEFT PANEL:
- **Select Search Type:** "Block Time" will likely be the most appropriate.

- **Select Activity Type:** Will always be "All Activity Types."

- **Facility List:**
  1) Select **"Music Building"** or **"Talbot College"** (and "Classrooms") from the drop-down menu.
     "**Performance Venues**" - Please note that the Paul Davenport Theatre, von Kuster Hall, and Studio 242 **are 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 (ljdalton@uwo.ca).
  2) Mark off with a checkbox the rooms for which you would like to see availability status. The numbers in brackets indicate the approximate room capacity.

RIGHT PANEL:
- **Select Date:** change the month, day, and/or year. Please note that you can only book one semester at a time.
  - 1st Semester runs Sept. 7 – Dec. 8, 2017
  - 2nd Semester runs Jan. 8 – Apr. 11, 2018

- **Select Time:** (Don't forget to change AM/PM as required.)

- **Select Recurrence (Optional):**
  - Default is set to "Daily" (for one day if one date is selected; for all days within a range of selected dates);
  - Select "Weekly" if you want a recurring booking for a specific weekday within the date range (eg, every Monday).
- Click the blue **Search** button.

Step 2: Booking Your Event a) Selecting an available date and time.

Christmas Holidays, Thanksgiving, Good Friday, etc. will show up as "Closed" or "Unavailable."

If pink Unavailable boxes appear, you cannot book that room for that date and time slot. (You can click View Booking Details under the date to see who has that room booked.) You now have two options:
- click the **Search Again** button to go back and select a different room/time period/day, etc.;
- contact the person who has the room booked to see if they'd be willing to swap rooms or to double check that they're actually using it.

If green Available boxes appear, you can book the room for that time slot:
a. Select individual check box(es) to the left of the desired dates or click the **Select/Deselect All** button to select all available dates at once.
b. After selecting the dates and times you would like, click **Add Selected**.
c. The next window will list all of your selected room bookings as "Pending Activation. You can now:
   i. Click **Continue** to proceed if this is the only booking you wish to do;
   ii. Click **Search Again** if you wish to add more rooms, dates, or times (and return to Step 1).

Step 3: Booking Your Event b) Entering your details and Finishing.

After you click **Continue**, you need to enter your name and event description in the "Client Info" screen.

- **Search For Clients:** Enter your Last Name and click **Go!** The "Select Clients" drop down list will appear. Select your name.
- **Booking Information:**
  1. **The Event field must be filled!** Be as precise and detailed as possible.
  2. "Event Type" (drop down list) is optional.
  3. **CLICK THE Summary TAB (top left).**

Your Book King receipt will appear. You can now:
- proof read the booking;
- delete all bookings for a specific room by clicking the Facility Name and then return to **Search**;
- delete one or more specific time slot bookings by clicking the time slot(s);
- print or e mail the receipt. (Buttons at the bottom of the receipt. Your @uwo.ca e mail address is automatically inserted. Type in "cc" and/or "bcc" addresses if necessary and click "Add.")

If you require a piano tuning, email a copy of the invoice to pianoservice@uwo.ca with instructions
If you require AV support (eg., a projector) email a copy of the invoice to music-tech@uwo.ca with instructions.

  4. Once done, click the **Finish X** button (top left) and Log Off (top left corner, under the date.)

If you book TC100, TC101, or TC307: Please see Julia Lazarito (TC 212) with a copy of your booking receipt to gain access.

General questions: **bookmusicroom@uwo.ca · 519-661-2111 ext. 85395**
Performance venue related questions: Lou D'Alton · ljdalton@uwo.ca · 519-661-2111 ext. 83019