

Book a room

Open a bookable room, choose a free interval, complete the request, and follow the flow configured for that room.

10 min · Available · 2026-09-21

Before you begin

- ✓ Sign in and select the correct community or group.
- ✓ Have the date, time, activity title and expected attendance ready.

1

STEP 1 OF 5 · 1 MIN

Open Rooms

Open Rooms from the app. The catalogue lists only active rooms that are bookable online by members in the selected context; My bookings opens pending requests and approved bookings.

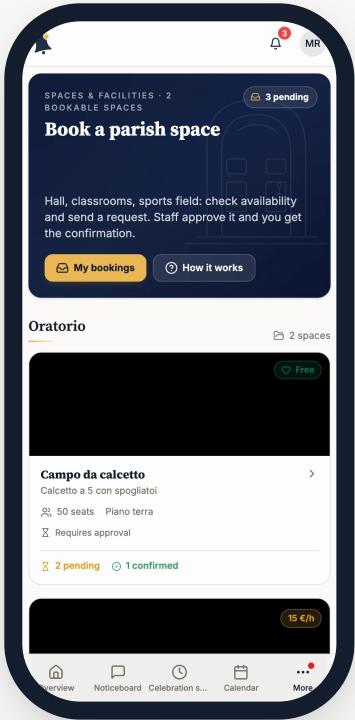


Fig. 1 Rooms lists the available spaces and provides the My bookings link.

2

STEP 2 OF 5 · 2 MIN

Review the room and rules

Open a room and compare its capacity, amenities and information with the planned activity. Under Booking rules review Requires approval, Minimum duration, Maximum duration and the advance-booking limit. Start with Request booking or Pay and book, according to the mode configured for that room.

3

STEP 3 OF 5 · 2 MIN

Choose an available interval

On Availability select an interval in the calendar or use the new-booking control. Other people's bookings remain anonymous, while your own bookings are identifiable. The form opens with the selected date and time, which you can correct before submitting.

Request booking

TITLE *
Reason for booking

DATE *
Monday 21 September 2026

TIME *
09 : 00 - 10 : 00

☐ DIFFERENT END DATE

☐ RECURRING BOOKING

PURPOSE EXPECTED ATTENDEES
Purpose 20

DESCRIPTION

SETUP NOTES
Disposizione sedie, proiettore, ecc.

Cancel Request booking

Fig. 2 The form opens with the selected date and time; complete Title, Purpose, attendees and the remaining details before submitting.

4

STEP 4 OF 5 · 3 MIN

Complete and check the request

Enter Title, Date and Time; you may also add Purpose, Expected attendees, Description and Setup notes. If you enable Recurring booking, choose Frequency and until: the form shows the generated occurrence count and checks every date for conflicts. Continue only when Space available for this time appears.

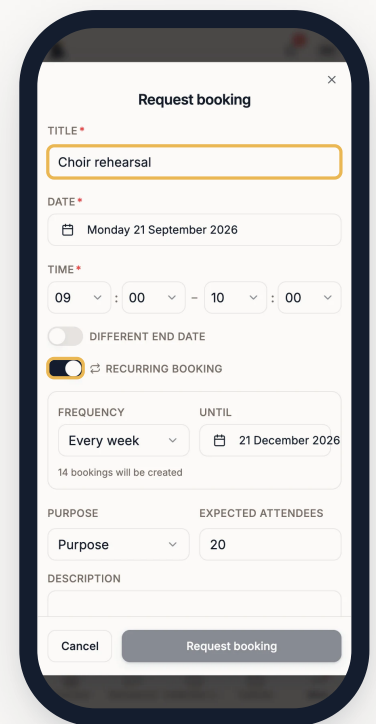


Fig. 3 The title and attendees are filled in and recurrence shows frequency and end date; the request has not been submitted.

5

STEP 5 OF 5 · 2 MIN

Submit, pay or request approval

Select Request booking for a free or recurring flow: Booking request sent successfully closes the form, and My bookings then shows whether it is pending or already approved. For a paid room use Pay and book; when payment is in person, review the amount and instructions under Book and pay in person before submitting. Request sent means approval or payment is still required, while Space booked means immediate confirmation.

What you have achieved

- ✓ The booking appears in My bookings with a pending or approved status.
- ✓ The confirmation distinguishes Request sent from Space booked and summarizes date, time and any amount.

Troubleshooting

Space not available for this time appears



Change the date or time. For a recurring booking, review the reported dates: one conflict is enough to block submission.

Pay and book is unavailable



Follow the flow shown for the room: it may be a free request, payment in person or a request requiring approval. The available mode comes from the room rules.