Laptop Booking System

The Laptop Booking System can be accessed via this website;
https://suttoncoldfieldgrammarforgirls.roombookingsystem.co.uk

If you are accessing the system in school, you will be automatically logged in. If you are at home, you will need to login with your usual **Office365 login details**. E.g. *teacher@suttcold.bham.sch.uk*, then your usual school password.

Once logged in, you will be presented with the **calendar view** page. There are options on the left side of the page. Notably **Bookings, Views,** and **My Account**. You can also see any existing bookings you have and bookings made by others.

To make a new booking you have to select the **Trolley** from the drop-down list. Then click which week you wish to make the booking on the **calendar**.

The laptop trolley locations are listed next to the trolley number. You can also change the view to **Day View** to see the locations of the trolley and the existing bookings. This is done by selecting **Day View** on the left menu.

Select the tile of the correct day and period you wish to make the booking. A pop-up window will appear to confirm the time slot start and end. If this is correct, click **Book**.

By selecting **More Options** this will open a new page. Here, you can set the recurrence of a booking; this can be by occurrences or to a certain date. Once you're happy with your selection, click **Confirm Booking**.

Once a booking is completed you will receive a confirmation email that contain the details regarding your booking. This will be from **noreply@roombookingsystem.co.uk**. If you do not receive an email please check your Junk inbox, then please let us know.

You can view all of your bookings within the system, by selecting **Bookings** on the menu to the left. This will list all upcoming bookings you have made. You can also edit bookings and cancel bookings within this page.