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## Amendment History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Project ID</th>
<th>Project Name or Brief Description</th>
<th>By</th>
</tr>
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<td>V1.0</td>
<td>15-May-17</td>
<td>Initial version</td>
<td></td>
<td>Isaac Ma</td>
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1 **Introduction to Sport Facilities Booking**

Sport Facilities Booking – Infosilem EnCampus Portal – promotes the efficiency of self-service by bringing booking requests, master calendaring and real-time schedule to the Web. Users can check availability, book a room and cancel a booking on the same webpage.

Sport Facility Booking covers most of sports facilities at both the Tai Po campus and Sports Centre at Pak Shek Kok.

2 **Login and access to Sport Facilities Booking**

Sport Facility Booking is accessible via the Portal. Go to Others and click Sports Facilities Booking.

The Sport Facilities Booking will show
3 Overview of Sport Facilities Booking

3.1 My Bookings

My Booking displays the booking records (both confirmed and cancelled bookings) of the user.

Confirmed bookings

Booking reference number

Cancelled bookings

3.2 Self Service

Users can make a booking request from Self Service by choosing either “Find a Room” or “Book a Specific Room”. Users can also view or cancel the room booking in “My Self Service” in Self Service.
4 Making a room booking request

4.1 Booking via “Find a room”

Since only booking of sports facilities is currently available, only SF – Sports Facilities in Booking Type is shown. Users can choose from facilities at the Sports Centre (SC), Tai Po campus (TP) or all locations.
Sport Facilities Booking User Manual for General Users

Users can choose the duration (by one-hourly for most facilities except the Artificial Turf Soccer Pitch and Grass Soccer Pitch at the Sports Centre that require minimum bookings of 2 hours <See Note 1 below>) and timeslot under “Availability”, and click “Verify Calendar” to find available facilities. **Note 2:** Bookings can only be made for the coming 7 days.

Click on the in front of the time to see details of rooms available.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building</th>
<th>Room Type</th>
<th>Room</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>TP</td>
<td>E</td>
<td>ATSP</td>
<td>Artificial Turf Soccer Pitch</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B1 (B1)</td>
<td>Badminton</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B1 (B2)</td>
<td>Badminton</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B1 (B3)</td>
<td>Badminton</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B1</td>
<td>Basketball/Volleyball</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B2 (B4)</td>
<td>Badminton</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B2 (B5)</td>
<td>Badminton</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B2 (B6)</td>
<td>Badminton</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B2</td>
<td>Basketball/Volleyball</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>E-LP2-21</td>
<td>Dance Room</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>MPFL</td>
<td>Multi-Purpose Room</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>SC1</td>
<td>Squash</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>SC2</td>
<td>Squash</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>SC3</td>
<td>Squash</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>TPTC1</td>
<td>Tennis</td>
<td>Detail</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>TPTC2</td>
<td>Tennis</td>
<td>Detail</td>
</tr>
</tbody>
</table>
Click the room.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building</th>
<th>Room</th>
<th>Room Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>TP</td>
<td>E</td>
<td>B1</td>
<td>Badminton</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B2</td>
<td>Badminton</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B1</td>
<td>Badminton</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>E1</td>
<td>Basketball/Volleyball</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B2</td>
<td>Badminton</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>B2</td>
<td>Badminton</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>E1</td>
<td>Multi-Purpose Room</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>SC1</td>
<td>Squash</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>SC3</td>
<td>Squash</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>TPC1</td>
<td>Tennis</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>TPC2</td>
<td>Tennis</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>TPC3</td>
<td>Tennis</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>TPC4</td>
<td>Tennis</td>
<td>Details</td>
</tr>
<tr>
<td>TP</td>
<td>E</td>
<td>TT1</td>
<td>Table-Tennis</td>
<td>Details</td>
</tr>
</tbody>
</table>

Click “Proceed”
On the Booking Confirmation page, fill in the number of people attending.

Users are required to select the “Room Configuration” for rooms that can be used for different purposes eg. Basketball/volleyball court. Otherwise, “Room Configuration” will not be shown. Choose from the pull-down menu if it appears on location information. Then, click “Confirm”.
Click “OK” to confirm the booking.

Users are redirected to the My Booking page and the booked session will be shown in list.
A confirmation email will also be sent to the user.

This is to confirm the booking #00054180 as below:

Room information specified:

TP E B1

Room Configuration (if applicable):

Course Name/Number (if applicable): - -

Date of Use (dd/mm/yyyy): 21/5/2017

Days of Week (if applicable): U

Start Time: 16:30

End Time: 17:30

Additional Information (if applicable): Please enter additional miscellaneous information here:

Note (if applicable): Please bring with you the Staff/Student Card to verify your booking/identity at the LP2 Block E/EdUHK Sports Center service counter before using the sports venues.
Note 2: For bookings of Artificial Turf Soccer Pitch and Grass Soccer Pitch, choose 2 hours duration. Then, click “Verify Availability”.

Both pitches will be shown. Click the room and follow the procedures above.
4.2 Booking via “Book a Specific Room”.

Users can choose the booking type and location to display the list of rooms. Then, select the room to book.
Then, choose the duration (by one-hourly for most facilities except the Artificial Turf Soccer Pitch and Grass Soccer Pitch at the Sports Centre that require minimum bookings of 2 hours (<See Note 3 below>)) and time, and click “Verify Calendar” to check availability of the room during the selected time slot.

![Calendar](image)

The list of time slot available for booking will be displayed. Click on the “Book” button to make a booking request.

![Booking Table](image)
On the Booking Confirmation page, fill in the number of people attending. Select “Room Configuration” from the pull-down menu for rooms that can be used for different purposes. Then, click “Confirm”.

Click “OK” to confirm the booking.
Users are redirected to the My Booking page and the booked session will be shown in list.
A confirmation email will also be sent to the user.

This is to confirm the booking #00054180 as below:

Room information specified:
TP E B1

Room Configuration (if applicable):

Course Name/Number (if applicable): - -

Date of Use (dd/mm/yyyy): 21/5/2017

Days of Week (if applicable): U

Start Time: 16:30

End Time: 17:30

Additional Information (if applicable): Please enter additional miscellaneous information here:

Note (if applicable): Please bring with you the Staff/Student Card to verify your booking/identity at the LP2 Block E/EdUHK Sports Center service counter before using the sports venues.
Note 3: Since bookings of Artificial Turf Soccer Pitch and Grass Soccer Pitch must be at least 2 hours, users must choose 2 hours in the duration. Otherwise, no available room will be shown.

Choose 2 hours duration and click “Verify Availability”.
Available time will be shown. Click “Book” and follow the procedures above.
**Note 4:** Users cannot book the same facility at two different timeslots on the same day. The second booking will appear to be successfully first and the system will automatically cancel the booking at once. Users will find the second booking cancelled immediately without clicking the “Cancel” button. They will also receive two emails – one “reservation approval” and one “reservation cancelled by scheduling administrator as below.”

**Confirmation email:**

*This is to confirm the booking #00054179 as below:*

**Room information specified:**

TP E TT3

**Room Configuration (if applicable):**

**Course Name/Number (if applicable):** - -

**Date of Use (dd/mm/yyyy):** 26/5/2017

**Days of Week (if applicable):** F

**Start Time:** 14:30

**End Time:** 15:30

**Additional Information (if applicable):** Please enter additional miscellaneous information here:

**Note (if applicable):** Please bring with you the Staff/Student Card to verify your booking/identity at the LP2 Block E/ EdUHK Sports Center service counter before using the sports venues.
Email on reservation cancelled by the scheduling administrator:

This is to confirm the cancellation of booking #00054179 as below:

Room information specified:

TP E TT3

Room Configuration (if applicable):

Course Name/Number (if applicable):  -  

Date of Use (dd/mm/yyyy): 26/5/2017 to 26/5/2017

Days of Week (if applicable): F

Start Time: 14:30

End Time: 15:30

Comments (if applicable):

Note (if applicable):
5 Amending a booking

5.1 Booking cancellation

To cancel a booking, simply click “Cancel” on “My Bookings” or “My Self Service”.

![Image of EnCampus Portal with booking cancellation option highlighted]
Insert a remark as needed, but it is not mandatory. The remark can be viewed by the admin user. Then, click “OK” to confirm the cancellation request.

The booking will be cancelled and a record of cancellation will be shown on “My Bookings”.

OCIO
15 MAY 2017
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An email confirming the cancellation will also be sent to the user.

This is to confirm the cancellation of booking #00054159 as below:

Room information specified:

TP E TPTC4

Room Configuration (if applicable):

Course Name/Number (if applicable): - -

Date of Use (dd/mm/yyyy): 23/5/2017 to 23/5/2017

Days of Week (if applicable): T

Start Time: 8:30

End Time: 9:30

Comments (if applicable): Booking cancelled.

Note (if applicable):

2nd in Asia and 13th in the world in Education (QS World University Rankings by Subject 2017)