

On-line Facilities Booking System

Office of Student Affairs

End User Guide

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1. GETTING STARTED

1.1 Introduction

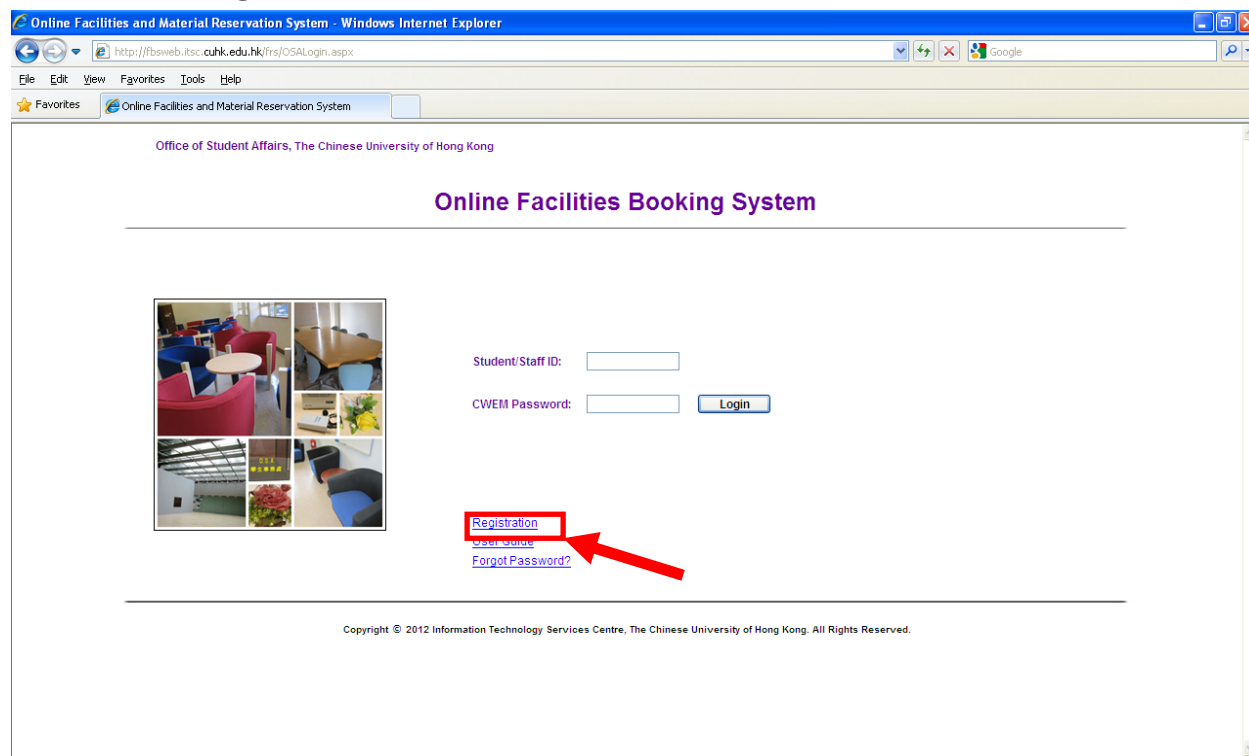
Office of Student Affairs handles five categories of facility and equipment management including facility booking for student associations, university staff and staff associations. These five categories of facilities and equipment are defined as below:

- Equipment reservation (e.g. tables, chairs, poster boards)
- Promotion area reservation (e.g. table stands, exhibition areas)
- Rooms reservation (e.g. Benjamin Franklin Centre, John Fulton Centre, Pommerenke Student Centre)
- Reservation of The Beacon
- Station Piazza Reservation

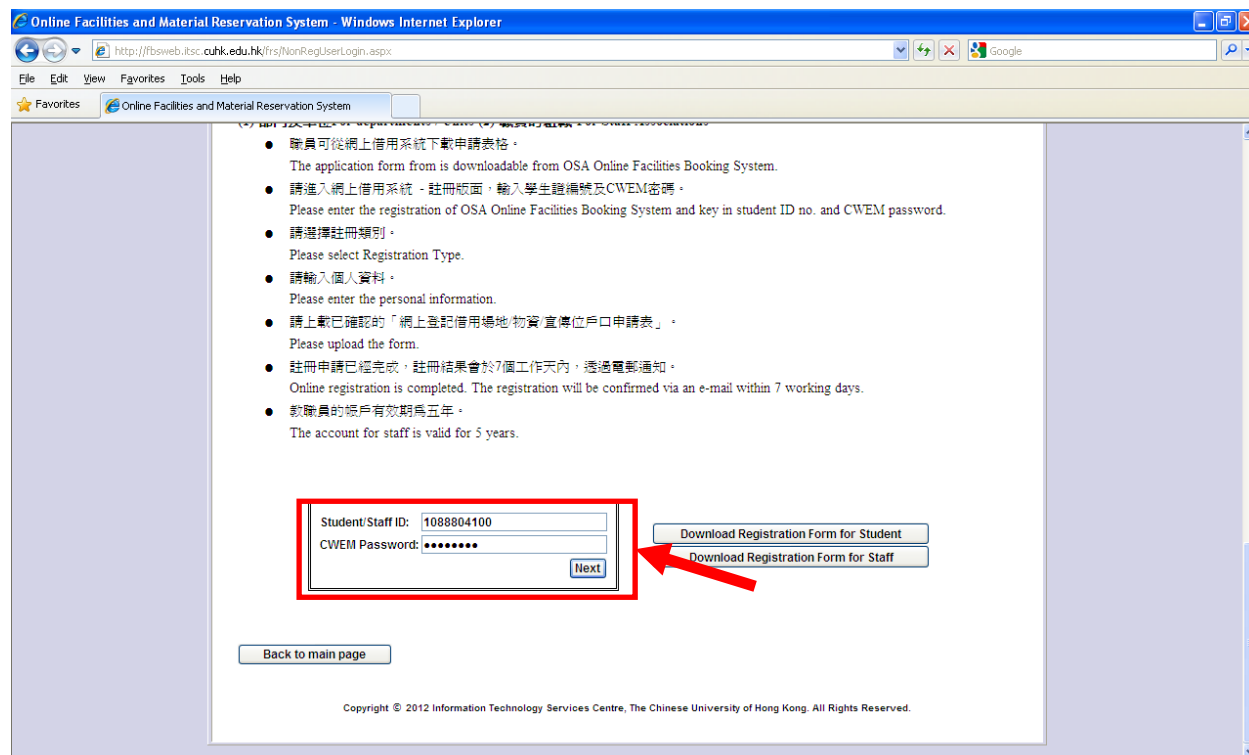
This guide provides a guideline to the students and staff on how to create user accounts and to reserve facilities and equipment at the Online Facilities Booking System that is managed by the Office of Student Affairs.

2.1 Registration (Student Association)

1. Click “Registration”.



2. Input your student ID and CWEM password. Then, click “Next”.



3. Fill in the information. Then, click “Add”.

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

User Registration for new association

English Association Name :
Volley Ball Club

Chinese Association Name :
排球學會

Position :
Chairman

Valid From (dd/mm/yyyy) :
01/09/2011

Valid To (dd/mm/yyyy) :
31/07/2012

Add

Registered Association Name for reference:

- Society of Journalism and Communication, CUHK (2009-2010)
- Society of Journalism and Communication, CUHK (2010-2011)
- Society of Journalism and Communication, CUHK (2011-2012)
- Tennis
- The Bridge Club of CUHK SU (2009-2009)
- The Bridge Club of CUHK SU (2009-2010)
- The Bridge Club of CUHK SU (2010-2011)
- The Bridge Club of CUHK SU (2011-2012)
- The China Trade Society (2009-2010)
- The China Trade Society (2010-2011)
- The China Trade Society (2011-2012)
- The Society of Magic (2009-2010)
- The Society of Magic (2010-2011)
- The Society of Magic (2011-2012)
- U-Rounders - CUHK (2008-2009)
- U-Rounders - CUHK (2009-2010)
- U-Rounders - CUHK (2010-2011)
- U-Rounders - CUHK (2011-2012)

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4. Upload the endorsed Registration Form or the certifying letter issued by the Representative Council of The Student Union of The Chinese University of Hong Kong (in **PDF** format only).
You can download the Registration Form on this page.

Registration - Windows Internet Explorer

https://fbweb.itsc.cuhk.edu.hk/fbs/Restricted/UserRegistrationAssociation.aspx

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

User Registration for new association

File Upload:

請上載已確認的「網上登記借用場地物資/宣傳位戶口中請團體註冊證明」或由中大學生會代表會發出之「屬下團體登記證明書」(參考樣本)。

Please upload the confirmed Endorsement form of student associations or the certifying letter issued by the Representative Council of The Student Union of The Chinese University of Hong Kong ([Sample Letter](#)).

Step 1: Click [Browse] button to select upload pdf file.

Step 2: Click [File Upload] button for upload the registration form.

Browse... File Upload

下載區 Download Area:

Download Registration Form

Back

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5. You can add additional member(s) of your association by typing the Student ID(s) and corresponding position of the student(s) concerned. Then, click “**Submit**”

Registration - Windows Internet Explorer

http://fbsweb.itsc.cuhk.edu.hk/frs/Restricted/UserRegistrationAssociation.aspx

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

User Registration for new association

To add new member: please input the student ID and position (in english).

Student ID: Position (english):

Change?	Delete	Student Name	Position
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	TESTING A/C (ITSC STUDENT 041)	Chairman

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OSA Online Booking System, End User guide - Microsoft Word

6. You will receive a message regarding your application. The application result will be notified via email within 7 working days.

Registration - Windows Internet Explorer

https://fbsweb.itsc.cuhk.edu.hk/frs/Restricted/UserRegistrationAssociation.aspx

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

User Registration for new association

Your application for registration is well received. Please see the following details for your information.

Application Details
Society Name: Student Association
Name: TESTING A/C (ITSC STUDENT 041)
SID: 1088804100

You will receive the application result via email within 7 working days.
Please contact the Student Amenities Section on 3943-7216 if there are any questions to your application.

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2.2 Registration (Staff Association)

1. Click “Registration”.

2. Input your staff ID and CWEM password. Then, click “Next”.

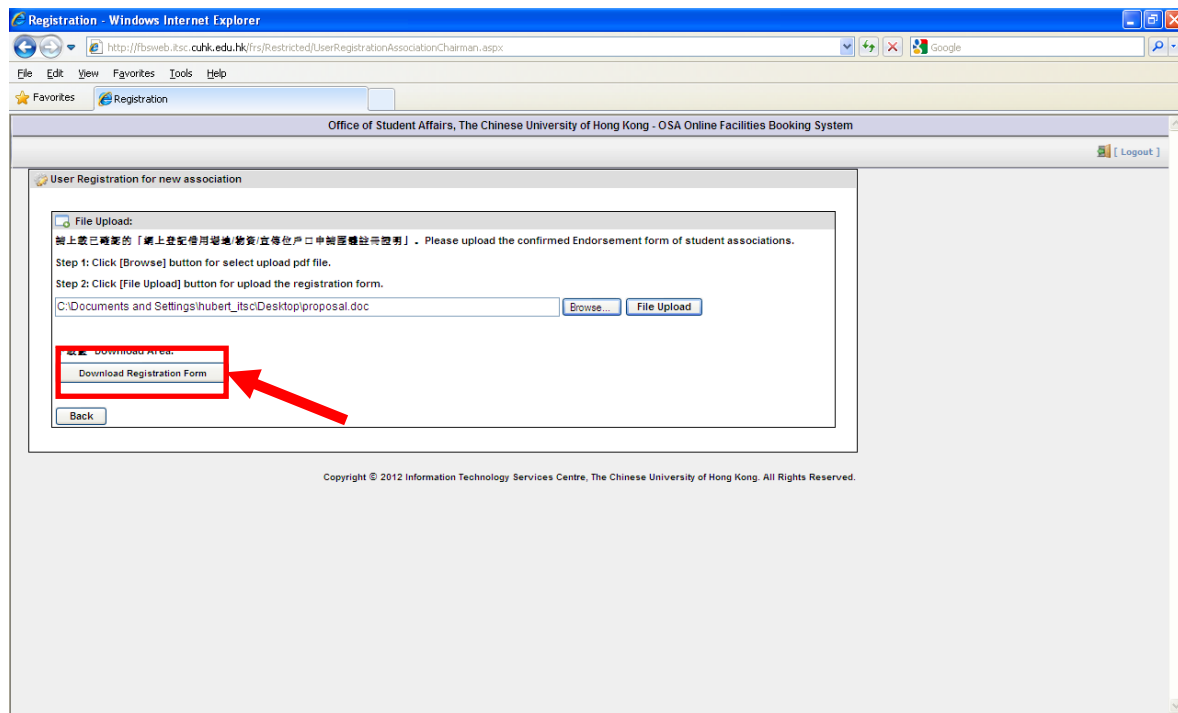
3. Choose “Association Registration (1st registration)” from the drop down list. Then, click “Next”.

The screenshot shows the 'OSA Online Facilities Booking System' interface. At the top, there's a header with the system name and 'Office of Student Affairs'. Below this is a grid of images showing various campus facilities. The main content area features a 'Registration Type:' dropdown menu with 'Association Registration (1st registration)' selected. To the right of the dropdown are two buttons: 'Download Registration Form for Student' and 'Download Registration Form for Staff'. A red box highlights the dropdown menu and the 'Next' button, with a red arrow pointing to the 'Next' button. At the bottom left, there is a 'Back to main page' button. The footer contains copyright information for 2012.

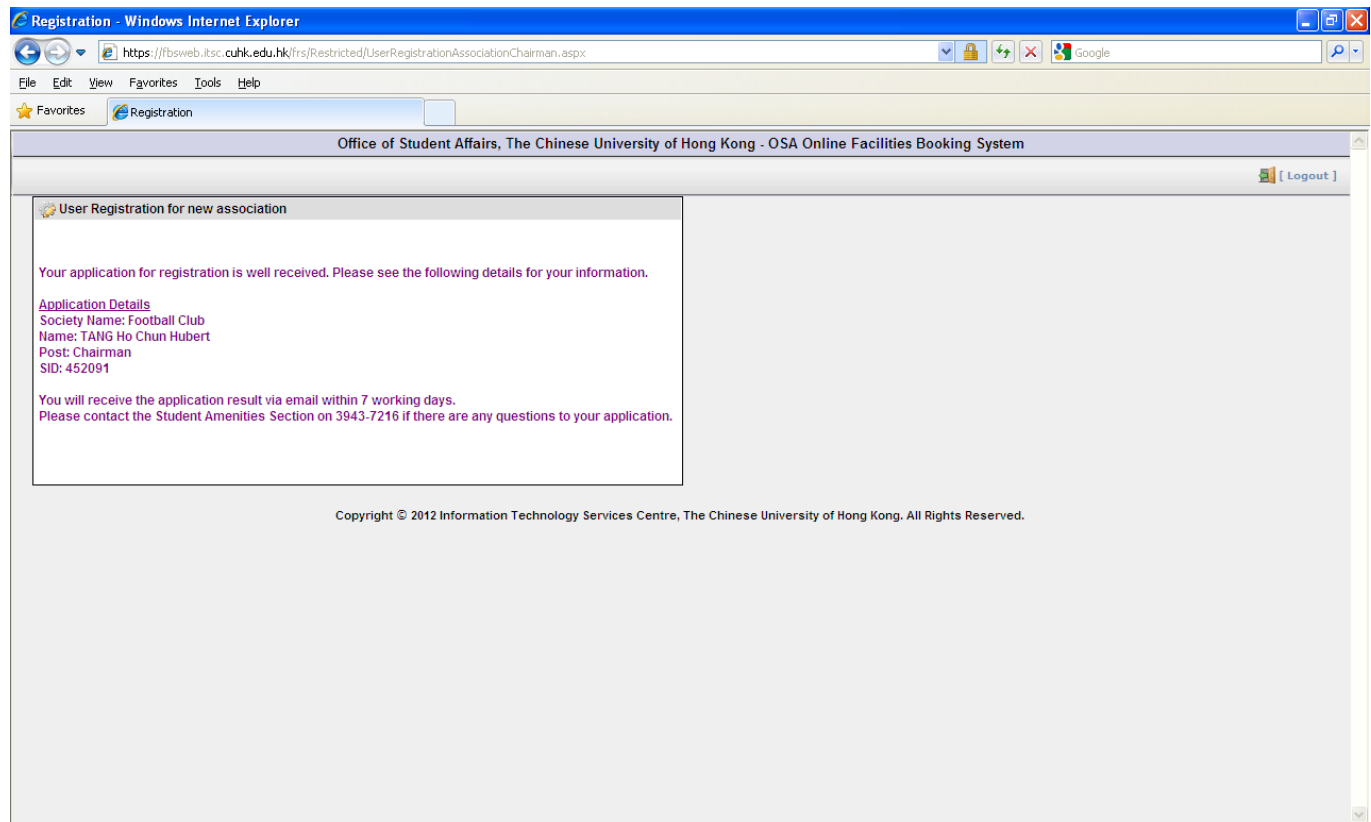
4. Input the information of the association. Then, click “Next”.

The screenshot shows the 'User Registration for new association' page. It includes fields for 'English Association Name', 'Chinese Association Name', 'Position', 'Valid From', and 'Valid To'. A red box highlights a list of registered associations for reference, with a red arrow pointing to it. The list includes: Football Club, Friends club, OSA, Piano Club, SAO Test, singk Club, Staff Association, The Golden Z Club (2008-2009), The Golden Z Club (2009-2010), The Golden Z Club (2010-2011), The Golden Z Club (2011-2012), The Personal Growth Group (2009-2010), The Personal Growth Group (2010-2011), The Personal Growth Group (2011-2012), The Strategic Investment Society (2009-2010), The Strategic Investment Society (2010-2011), and The Strategic Investment Society (2011-2012). The 'Next' button is at the bottom left. The footer contains copyright information for 2011.

5. Upload the endorsed Registration Form.
You can download the Registration Form on this page.



6. You will receive a message regarding your application.



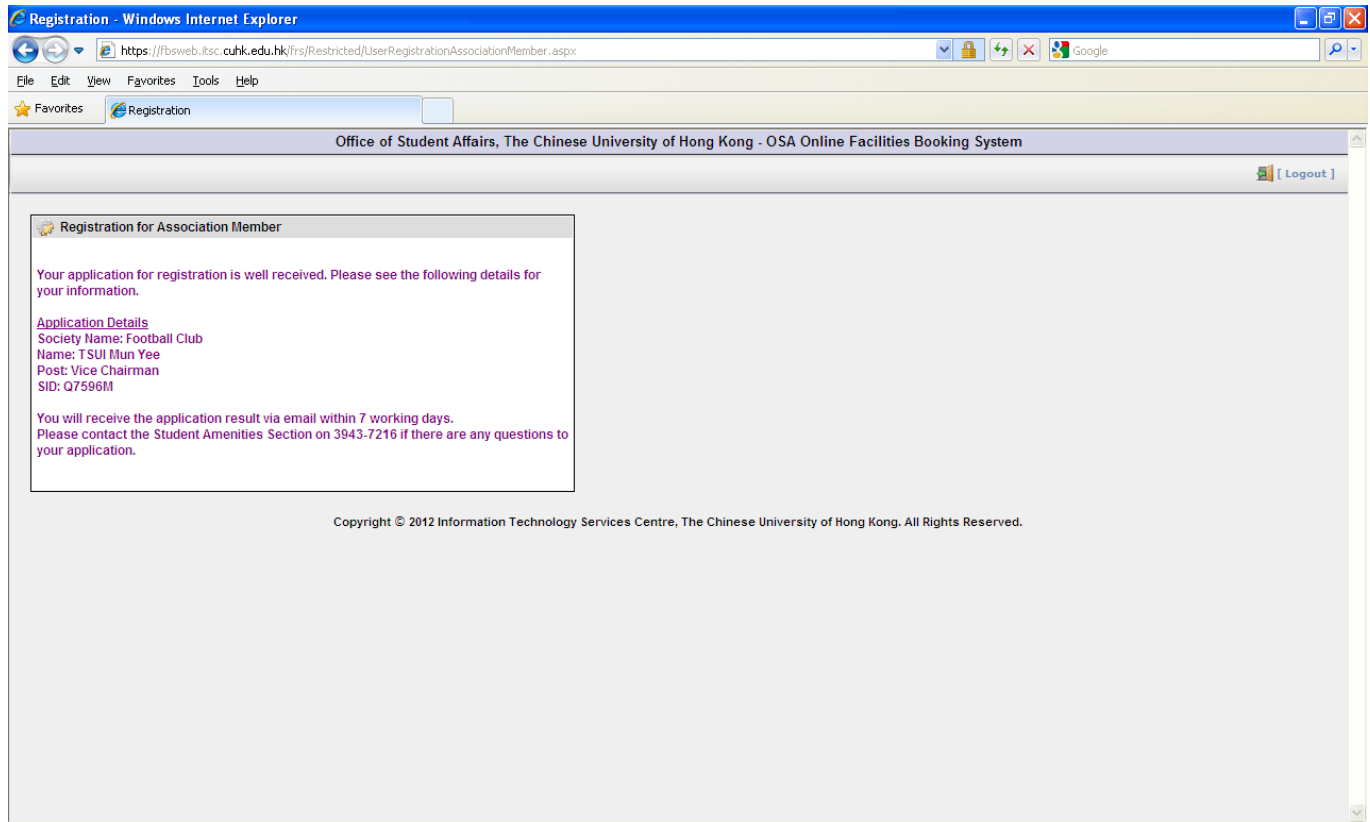
7. For registration of additional staff association members, choose “**Association Registration (2nd or above registration)**”.

The screenshot shows the 'OSA Online Facilities Booking System' interface in a Windows Internet Explorer browser. The page title is 'Online Facilities and Material Reservation System - Windows Internet Explorer'. The URL is 'http://fbweb.itsc.cuhk.edu.hk/firs/NonRegUserLogin.aspx'. The page features a header with navigation links: 'File', 'Edit', 'View', 'Favorites', 'Tools', 'Help'. Below the header, there is a 'Favorites' section with a link to 'Online Facilities and Material Reservation System'. The main content area displays a grid of images showing various facilities. Below the images, there is a 'Registration Type:' dropdown menu with the following options: 'Association Registration (1st registration)', 'Association Registration (1st registration)', 'Association Registration (2nd or above registration)', 'Department Registration', and 'OSA Staff Registration'. A red arrow points to the 'Association Registration (2nd or above registration)' option. To the right of the dropdown menu, there are two buttons: 'Download Registration Form for Student' and 'Download Registration Form for Staff'. Below the dropdown menu, there is a 'Back to main page' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2012 Information Technology Services Centre, The Chinese University of Hong Kong. All Rights Reserved.'

8. Fill in the information such as association name and position. Then, click “Next”

The screenshot shows the 'Registration for Association Member' page in a Windows Internet Explorer browser. The page title is 'Registration - Windows Internet Explorer'. The URL is 'http://fbweb.itsc.cuhk.edu.hk/firs/Restricted/UserRegistrationAssociationMember.aspx'. The page features a header with navigation links: 'File', 'Edit', 'View', 'Favorites', 'Tools', 'Help'. Below the header, there is a 'Favorites' section with a link to 'Registration'. The main content area displays a form titled 'Registration for Association Member'. The form contains the following fields: 'Association name:' with a dropdown menu showing '--- Please Select ---', and 'Position (English):' with a text input field. Below the form, there is a 'Next' button. A red arrow points to the 'Next' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2012 Information Technology Services Centre, The Chinese University of Hong Kong. All Rights Reserved.'

9. You will receive a message regarding your application.



2.3 Registration (Departmental Staff)

1. Click “Registration”.


2. Input your staff ID and CWEM password. Then, click “Next”.

- 註冊申請已經完成，註冊結果會於7個工作天內，透過電郵通知。
Online registration is completed. The registration will be confirmed via an e-mail within 7 working days.
- 教職員的帳戶有效期為五年。
The account for staff is valid for 5 years.

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3. Choose “**Department Registration**” from the drop down box. Then, click “**Next**”.

OSA Online Facilities Booking System
Office of Student Affairs



Registration Type:

- Association Registration (1st registration)
- Association Registration (1st registration)
- Association Registration (2nd or above registration)
- Department Registration**
- OSA Staff Registration

Download Registration Form for Student

Download Registration Form for Staff

Back to main page

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4. Upload the endorsed Registration Form.
You can download the Registration Form on this page.

Registration - Windows Internet Explorer

http://fbsweb.itsc.cuhk.edu.hk/frs/Restricted/UserRegistrationDept.aspx

File Edit View Favorites Tools Help

Registration

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

Registration for department

File Upload:

請上載已簽署的「網上登記借用場地/物資/立每位戶口申請組職/部門註冊證明」。 Please upload the confirmed Endorsement form of staff associations.

Step 1: Click [Browse] button for select upload file.

Step 2: Click [File Upload] button for upload the registration form.

Browse... File Upload

下載區 Download Area:

Download Registration Form

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5. Fill in the personal information. Then, click “Submit”.

Registration - Windows Internet Explorer

https://fbweb.itsc.cuhk.edu.hk/firs/Restricted/UserRegistrationDept.aspx

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

Registration for department

User Information

Dept Code :	ITSC
Chinese Department Name :	資料科技服務處
English Department Name :	Information Technology Services Centre
Chinese Name * :	陳大文
English Name :	TANG Ho Chun Hubert
Position (English) :	APC
User ID :	a358700
Add (C) :	碧秋樓
Add (E) :	Pi Chiu
Email (Default):	hubert@cuhk.edu.hk
Email (Others) *:	
Telephone :	12345678
Dept Head:	Wong Siu Ming
Head Position:	Senior Computer Officer

Enter Chinese Address please
Enter English Address please

Submit

Back

* Optional

6. You will receive a confirmation message regarding your application.

Registration - Windows Internet Explorer

https://fbweb.itsc.cuhk.edu.hk/firs/Restricted/UserRegistrationDept.aspx

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

Registration for department

Your application for registration is well received. Please see the following details for your information.

[Application Details](#)
Department Registration : Information Technology Services Centre

You will receive the application result via email within 7 working days. Please contact the Student Amenities Section on 3943-7216 if there are any questions to your application.

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2.4 Registration (OSA Staff)

1. Click “Registration”.

2. Input your staff ID and CWEM password. Then, click “Next”.

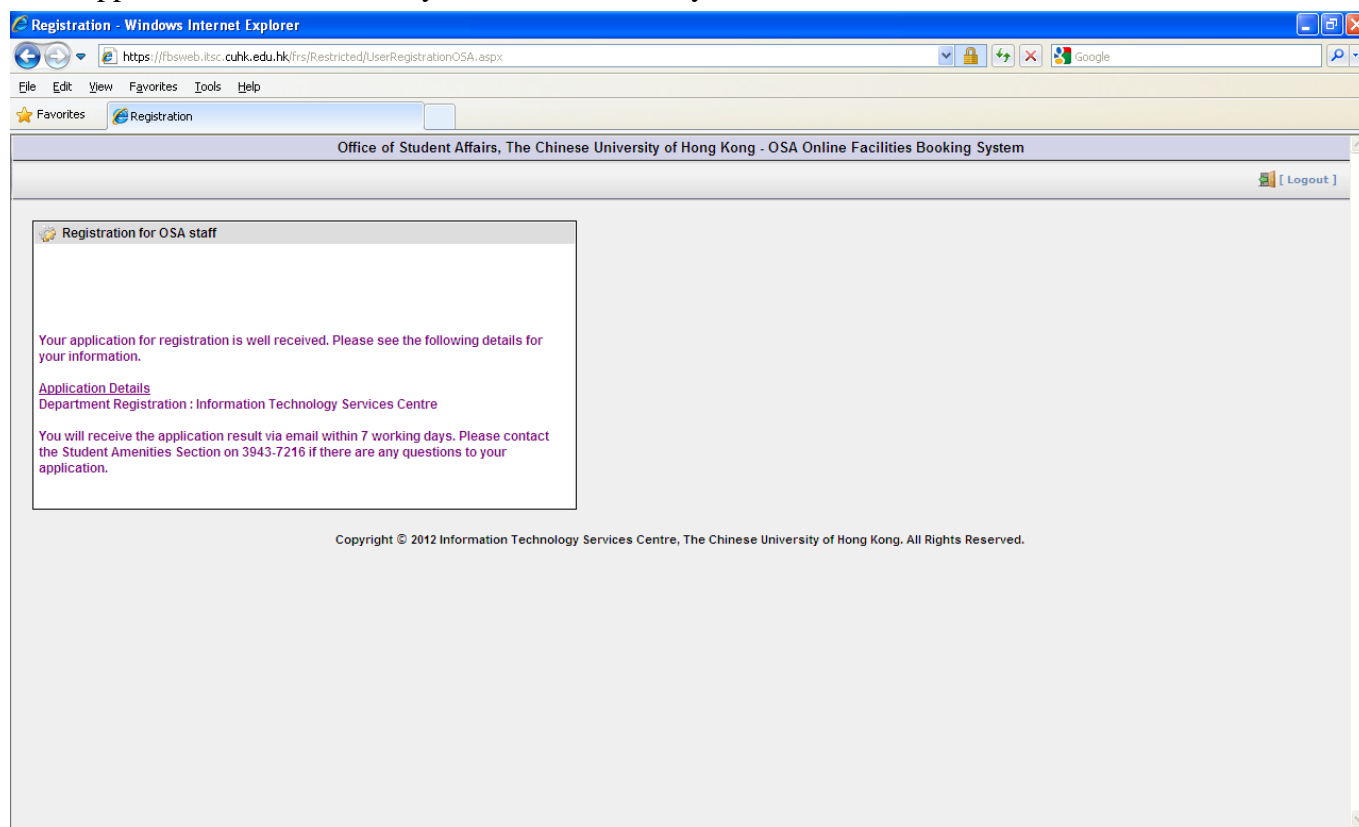
3. Choose “OSA Staff Registration” from the box. Then, click “Next”.

The screenshot shows a web browser window titled "Online Facilities and Material Reservation System - Windows Internet Explorer". The address bar shows the URL: <http://fbweb.itsc.cuhk.edu.hk/hrs/NonRegUserLogin.aspx>. The page content is titled "OSA Online Facilities Booking System" and "Office of Student Affairs". It features a grid of images showing various campus facilities. Below the images is a "Registration Type:" dropdown menu with "OSA Staff Registration" selected. A red arrow points to this selection. To the right of the dropdown are two buttons: "Download Registration Form for Student" and "Download Registration Form for Staff". Below the dropdown is a "Next" button. At the bottom left is a "Back to main page" button. The footer text reads: "Copyright © 2012 Information Technology Services Centre, The Chinese University of Hong Kong. All Rights Reserved."

4. Fill in the personal information. Then, click “Submit”.

The screenshot shows a web browser window titled "Registration for OSA staff". The address bar shows the URL: <https://hrs.itsc.cuhk.edu.hk/hrs/Restricted/UserRegistrationOSA.aspx>. The form is titled "Registration for OSA staff" and contains a "User Information" section with the following fields: "Dept Code:" (ITSC), "English Dept. Name:" (Information Technology Services Centre), "Chinese Name *:", "English Name:" (TANG Ho Chun Hubert), "User ID:" (452091), "Email (Default):" (hubert@cuhk.edu.hk), "Email (Others) *:", and "Telephone:" (12345678). A red arrow points to the "Submit" button at the bottom of the form. The footer text reads: "Copyright © 2011 Information Technology Services Centre, The Chinese University of Hong Kong. All Rights Reserved."

5. You will receive a message notice confirming your registration application. The result of your application will be sent to you via email in 7 days.

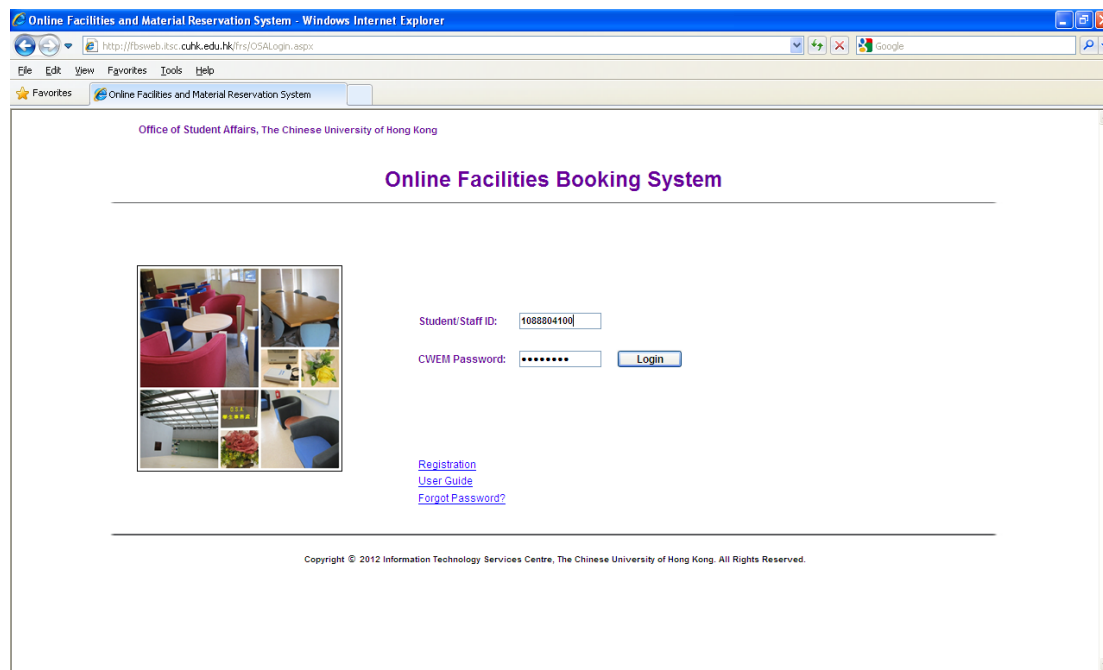


3. Login

After your application has been approved, you can login to the booking system.

1. Go to the **OSA Online Facilities Booking System**
website: <https://fbsweb.itsc.cuhk.edu.hk/frs/OSALogin.aspx>

2. On the login page, type your student/staff ID and CWEM password.



The screenshot shows a Windows Internet Explorer browser window displaying the 'Online Facilities Booking System' login page. The browser's address bar shows the URL 'http://fbsweb.itsc.cuhk.edu.hk/frs/OSALogin.aspx'. The page header includes 'Office of Student Affairs, The Chinese University of Hong Kong' and the title 'Online Facilities Booking System'. On the left side, there is a collage of six small images showing various campus facilities like study areas, meeting rooms, and common spaces. The main content area contains a login form with two input fields: 'Student/Staff ID:' with the value '1088804100' and 'CWEM Password:' with masked characters '*****'. A 'Login' button is positioned to the right of the password field. Below the login fields, there are three links: 'Registration', 'User Guide', and 'Forgot Password?'. At the bottom of the page, a copyright notice reads: 'Copyright © 2012 Information Technology Services Centre, The Chinese University of Hong Kong. All Rights Reserved.'

3. Choose the user group (If you belong to more than one association).

Online Facilities and Material Reservation System - Windows Internet Explorer


http://fbweb.itsc.cuhk.edu.hk/fms/OSALogin.aspx

File Edit View Favorites Tools Help

Online Facilities and Material Reservation System

Office of Student Affairs, The Chinese University of Hong Kong

Online Facilities Booking System



Student/Staff ID:

User Group:

[Registration](#)
[User Guide](#)
[Forgot Password?](#)

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3. Read the rules of reservation. Then, click “Accept”.

Category: 借用物品 Equipment Reservation [Download \(Items Information\)](#)

項目 Item	最長借用期限 Maximum Borrowing Period	備註 Remarks	相片 Photos
傢俱及展覽用品 Furniture and Exhibition Equipment			
佈告板 (約4' x6') Poster Board (about 4' x6')	連續5天 5 continuous days		
摺檯 (5' x2') Folding Table (5' x2')	連續5天 5 continuous days		

On the Reservation page,

1. Select the type of equipments from the “Category” drop down list.
2. Click on the date of borrowing on the calendar.
3. Check the time slot(s).
4. Click “Add”.

Note that on the calendar on the right, the area shaded in red indicates that the time slot(s) for that particular item is unavailable.

The screenshot shows the OSA Online Facilities Booking System interface. The browser window title is "Calendar - Windows Internet Explorer". The address bar shows the URL: <http://fboweb.itsc.cuhk.edu.hk/fbs/Restricted/Calendar.aspx>. The page header includes the text "Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System" and a user profile "Testing 2 (TESTING A/C (ITSC STUDENT 041))". The main content area features a "Category" dropdown menu set to "Furniture and Exhibition Equipment", a calendar for November 2012, and a booking table. The "Add" button is highlighted with a red box and labeled 4. The calendar shows the date 15 (Friday) selected, labeled 2. The booking table lists items: "Poster Board (about 4'x6")", "Folding Table (5'x2")", and "Plastic Chair". The table shows availability for Nov 11 Sun, Nov 12 Mon, Nov 13 Tue, Nov 14 Wed, Nov 15 Thu, Nov 16 Fri, and Nov 17 Sat. The "Plastic Chair" row shows red shading for Nov 13 and Nov 14, indicating unavailability. The "Folding Table" row shows time slots 4, 3, 1, 1, 38, and 46 for the respective days. The "Poster Board" row shows time slots 4 and 3 for Nov 15 and Nov 16. A red box highlights the time slots 38 and 46 for the "Folding Table" on Nov 15, labeled 3. A legend at the bottom left indicates: Available (yellow), Full (red), Blocked (green), and Closed (purple). The footer includes the server time "Thu Nov 15 10:05:10 UTC+0800 2012" and the copyright notice "Copyright © 2012 Information Technology Services Centre, The Chinese University of Hong Kong. All Rights Reserved."

Calendar - Windows Internet Explorer

<http://fboweb.itsc.cuhk.edu.hk/fbs/Restricted/Calendar.aspx>

File Edit View Favorites Tools Help

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

Testing 2 (TESTING A/C (ITSC STUDENT 041))

[Add Booking] [Download Area] [View/Cancel Booking] [My Profile] [Member] [Logout]

Back to Main Category Selection
Download (Items Information)

Category: Furniture and Exhibition Equipment

November, 2012

Today

43 44 45 46 47

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Select date

Booking Procedure:

Step 1: Select Category

Step 2: Choose the booking date in the Calendar

Step 3: Select the time slots

Step 4: Click the [Add] button to next page

Check Booking:

Step 1: Choose the booking date in the Calendar

Step 2: Click the "X" to view details

Available
Full
Blocked
Closed

Nov 11 Sun Nov 12 Mon Nov 13 Tue Nov 14 Wed Nov 15 Thu Nov 16 Fri Nov 17 Sat

Poster Board (about 4'x6")

Folding Table (5'x2")

Plastic Chair

4 3 1 1 38 46

Server Time: Thu Nov 15 10:05:10 UTC+0800 2012

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Note that there is a box under the “Add” button:

☐ If the reservation period ends on Friday, please ☒ if the equipments are to be returned on time by Friday. Otherwise, your quota will be used for reservation on the coming Monday too.

	Nov 11 Sun	Nov 12 Mon	Nov 13 Tue	Nov 14 Wed	Nov 15 Thu	Nov 16 Fri	Nov 17 Sat
Poster Board (about 4'x6')					<input type="checkbox"/> 4	<input type="checkbox"/> 3	
Folding Table (5'x2')					<input type="checkbox"/> 1	<input type="checkbox"/> 1	
Plastic Chair					<input type="checkbox"/> 38	<input type="checkbox"/> 46	

- i) Check the box if you could return the equipment by Friday.
- ii) If the box is uncheck, the item(s) is assumed to be returned on the next Monday.
- iii) The item(s) returned on Monday would not be counted as items borrowed on that week

5. Fill in the number of each item requested in the “Request” box. Then, click “Confirm”.

AddBooking - Windows Internet Explorer

https://fbsweb.itsc.cuhk.edu.hk/frs/Restricted/AddBooking.aspx

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

Clement Chung (TESTING A/C (ITSC STUDENT 041))

[Add Booking] [Download Area] [View/Cancel Booking] [My Profile] [Member] [Logout]

Add Booking Information:

Date	Equipments	Available	Request
03/Dec/2012	Poster Board (about 4'x6')	12	<input type="text" value="12"/>

Society Name 團體名稱: [Clement Chung](#)

User Name 使用者名稱: [TESTING A/C \(ITSC STUDENT 041\)](#)

User E-mail 使用者電郵 (LDap): [s1088804100@cuhk.edu.hk](#)

User E-mail 使用者電郵: [clementchung@cuhk.edu.hk](#)

User Phone Number 使用者電話號碼: (for booking service only)

[借用規則](#) [Reservation Rules and Regulations](#)

各種物品借用期限以每週(星期日至星期六)計算一般為連續五天。
An equipment reservation lasts for a maximum of 5 consecutive days within one week. (Sunday to Saturday).

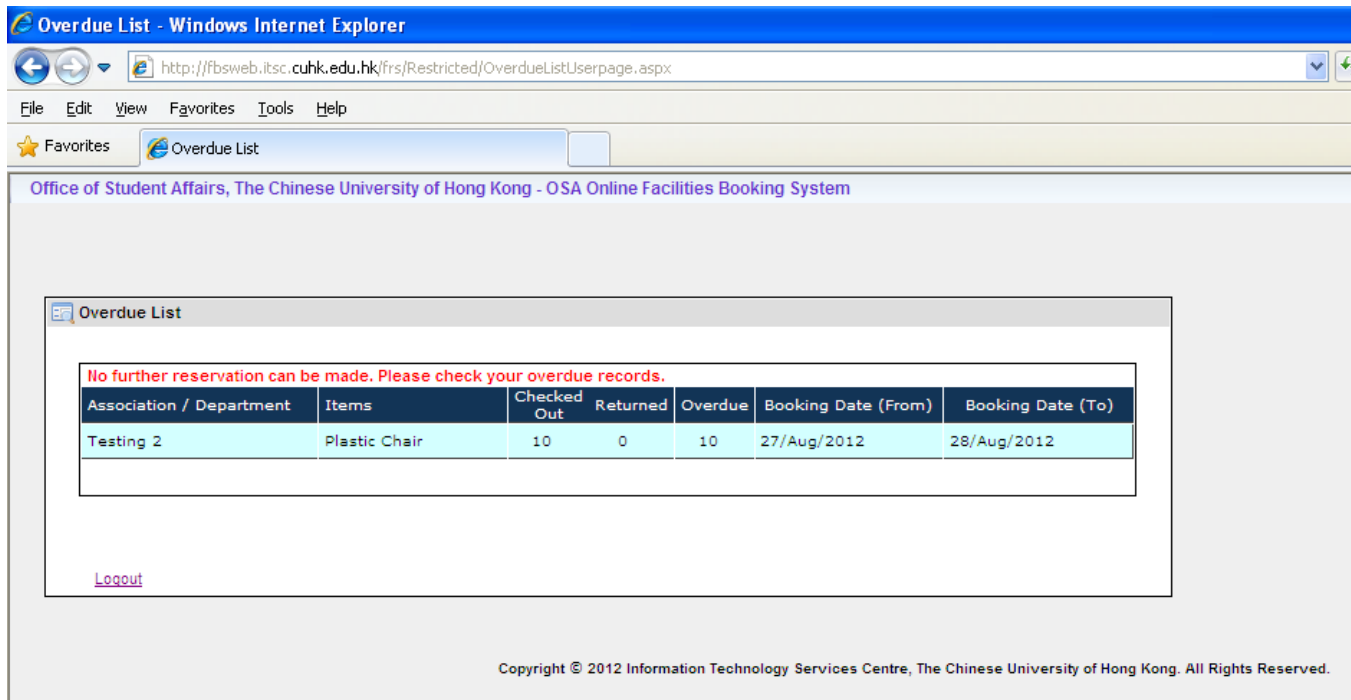
The booking of Poster Board (about 4'x6") (qty: 12) on 03/Dec/2012 is successful.

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6. A message will appear to confirm the successful reservation of the item(s).
7. You may then go to OSA Student Services Center to pick up the item(s) you have borrowed.

4.2 Overdue Items

If you have any overdue items, you will be redirected to the page with overdue list of item(s) once you logged in. You cannot make any further reservations until you have returned all overdue items.



Overdue List - Windows Internet Explorer

http://fbsweb.itsc.cuhk.edu.hk/frs/Restricted/OverdueListUserpage.aspx

File Edit View Favorites Tools Help

★ Favorites Overdue List

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

Overdue List

No further reservation can be made. Please check your overdue records.

Association / Department	Items	Checked Out	Returned	Overdue	Booking Date (From)	Booking Date (To)
Testing 2	Plastic Chair	10	0	10	27/Aug/2012	28/Aug/2012

[Logout](#)

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4.3 Promotion Area Reservation


1. Login to the system.

Online Facilities and Material Reservation System - Windows Internet Explorer

http://fbweb.itsc.cuhk.edu.hk/irs/OSALogin.aspx

Office of Student Affairs, The Chinese University of Hong Kong

Online Facilities Booking System



Student/Staff ID:

CWEM Password:

[Registration](#)
[User Guide](#)
[Forgot Password?](#)

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2. Choose “Promotion Area Reservation (Benjamin Franklin Centre)” or “Promotion Area Reservation (Pommerenke Student Centre)” from the drop down list.

Please select Category and read the rules and regulations, then click [Accept] button to start booking :

Category:

— Please Select —

- 借用物品 (范克廉樓) Equipment Reservation (Benjamin Franklin Centre)
- 借用物品 (龐萬倫學生中心) Equipment Reservation (Pommerenke Student Centre)
- 借用宣傳位置 (范克廉樓) Promotion Area Reservation (Benjamin Franklin Centre)
- 借用宣傳位置 (龐萬倫學生中心) Promotion Area Reservation (Pommerenke Student Centre)
- 借用房間 (范克廉樓及富爾敦樓) Rooms Reservation (Benjamin Franklin Centre and John Fulton Centre)
- 借用房間 (龐萬倫學生中心) Rooms Reservation (Pommerenke Student Centre)
- 借用大學港鐵站廣場 Station Piazza Reservation
- 借用烽火台 Reservation of The Beacon
- 借用 i-LOUNGE (康本國際學術園) i-LOUNGE Reservation (Yasumoto International Academic Park)



3. Read the rules of reservation. Then, click “Accept”.

Category: 借用宣傳位置 Promotion Area Reservation [Download \(Items Information\)](#)

借用宣傳位置 Promotion Area Reservation

項目 Item	最長借用期限 Maximum Borrowing Period	備註 Remarks
展覽大堂 Exhibition Hall	連續7天 7 Consecutive days	位於范克廉樓地下，合共6個區域，每個區域面積大約144平方尺 located on G/F, Benjamin Franklin Centre, consists of six areas (Area No. 1-6). Each area is about 144 square feet
展覽廊: 固定佈告板 Exhibition Gallery: Poster Board (Fixed)	連續14天 14 Consecutive days	
展覽廊: 書展區 Exhibition Gallery: Book Fair Area	連續7天 7 Consecutive days	包括7張檯及1塊佈告板 7 tables and 1 poster board included
檯 飾 Table Stand	連續7天 7 Consecutive days	每天最多容納團體數目: 10 Maximum no. of societies per day: 10 每個團體最多可擺放檯飾數目: 20 Maximum no. of table stands per society: 20 擺放檯飾的範圍只限於范克廉樓地下學生膳堂 Table stands are restricted to be placed at the Benjamin Franklin Centre Student Canteen only

平面圖 Floor Plan

4.3.1 Exhibition Hall Area

On the reservation page,

1. Select the “**Exhibition Hall Area**” from the “**Category**” drop down list.
2. Choose the booking date from the calendar.
3. Select the area(s) to reserve by checking the box(es).
4. Click “**Add**”.

Note that on the calendar on the right, the area shaded in red indicates that the time slot(s) for that particular area is unavailable.

The screenshot displays the 'Calendar - Windows Internet Explorer' window. The browser address bar shows the URL: <http://fbweb.itsc.cuhk.edu.hk/firs/Restricted/Calendar.aspx>. The page title is 'Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System'. The user is logged in as 'Testing 3 (TESTING A/C (ITSC STUDENT 041))'. The interface includes a navigation bar with links: [Add Booking], [Download Area], [View/Cancel Booking], [My Profile], [Member], and [Logout].

Key elements and annotations:

- 1:** Points to the 'Category' dropdown menu, which is currently set to 'Exhibition Hall Area'.
- 2:** Points to the calendar widget on the left, which shows the month of November 2012. The date '15' is selected.
- 3:** Points to a checkbox in the 'Exhibition Hall Area 5' row for the date 'Nov 16 Fri'.
- 4:** Points to the 'Add' button located below the calendar.

The main booking table lists six 'Exhibition Hall Area' categories and their availability for the week of Nov 11 Sun to Nov 17 Sat. The table uses a color-coded system: yellow for 'Available', red for 'Full', green for 'Blocked', and purple for 'Closed'.

	Nov 11 Sun	Nov 12 Mon	Nov 13 Tue	Nov 14 Wed	Nov 15 Thu	Nov 16 Fri	Nov 17 Sat
Exhibition Hall Area 1	Full	Full	Full	Full	Available	Available	Available
Exhibition Hall Area 2	Available	Full	Full	Full	Full	Full	Available
Exhibition Hall Area 3	Available	Available	Full	Full	Available	Available	Available
Exhibition Hall Area 4	Available	Full	Full	Full	Full	Full	Full
Exhibition Hall Area 5	Full	Full	Available	Available	Available	Available	Available
Exhibition Hall Area 6	Available	Available	Full	Full	Full	Available	Available

Booking Procedure:

- Step 1: Select Category
- Step 2: Choose the booking date in the Calendar
- Step 3: Select the time slots
- Step 4: Click the [Add] button to next page

Check Booking:

- Step 1: Choose the booking date in the Calendar
- Step 2: Click the "X" to view details

Legend:

- Available (Yellow)
- Full (Red)
- Blocked (Green)
- Closed (Purple)

Server Time: Thu Nov 15 11:05:01 UTC+0800 2012
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5. You will need to state the purpose for the reservation. Choose the type of activity from the drop down list. If you choose “**Others**”, you will need to state the specific reason for reservation in the box on the right. After you have finished, you can click “**Confirm**” to proceed and finish the booking process.

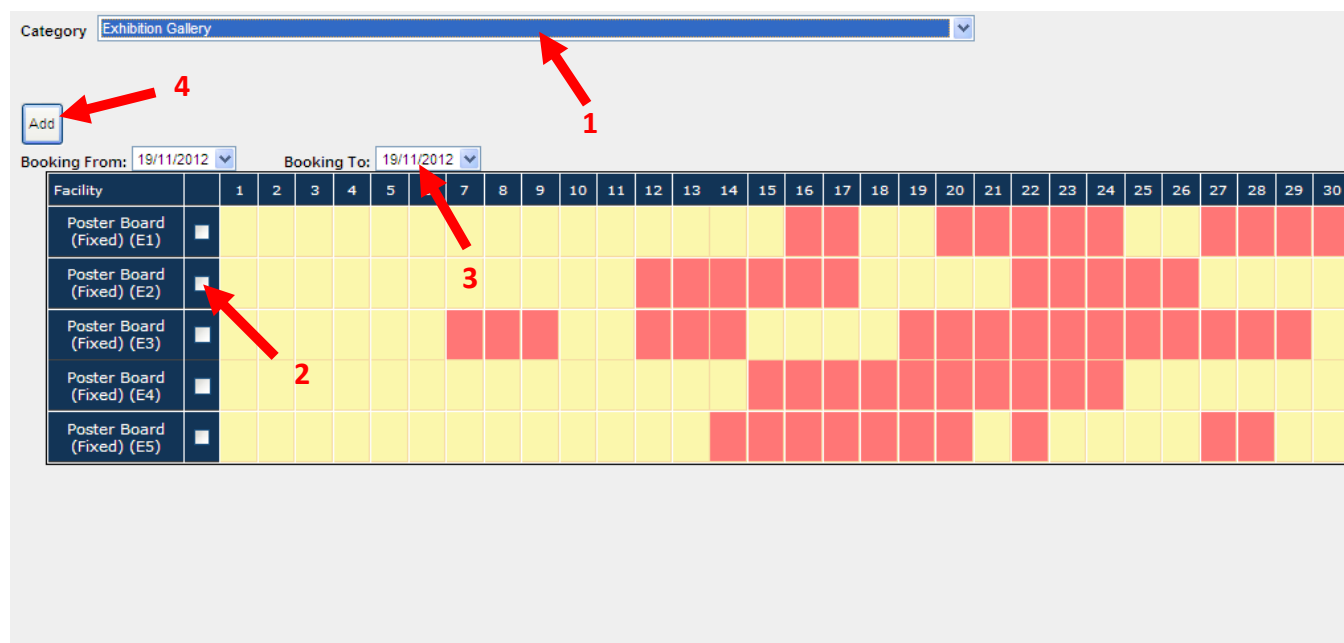
6. A message will appear to confirm the successful reservation of the area(s).
7. You may go the venue directly on the day(s) of reservation.

4.3.2 Exhibition Gallery

On the reservation page,

1. Choose “**Exhibition Gallery**” from the “**Category**” drop down list.
2. Choose the booking date from the calendar.
3. Select the poster board(s) to reserve by checking the box(es).
4. Choose the reservation period of the poster board(s).
5. Click “**Add**”.

Note that on the calendar on the right, the area shaded in red indicates that the time slot(s) for that particular poster board is unavailable.



Category: Exhibition Gallery

Add

Booking From: 19/11/2012 Booking To: 19/11/2012

Facility		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Poster Board (Fixed) (E1)	<input type="checkbox"/>																														
Poster Board (Fixed) (E2)	<input type="checkbox"/>																														
Poster Board (Fixed) (E3)	<input type="checkbox"/>																														
Poster Board (Fixed) (E4)	<input type="checkbox"/>																														
Poster Board (Fixed) (E5)	<input type="checkbox"/>																														

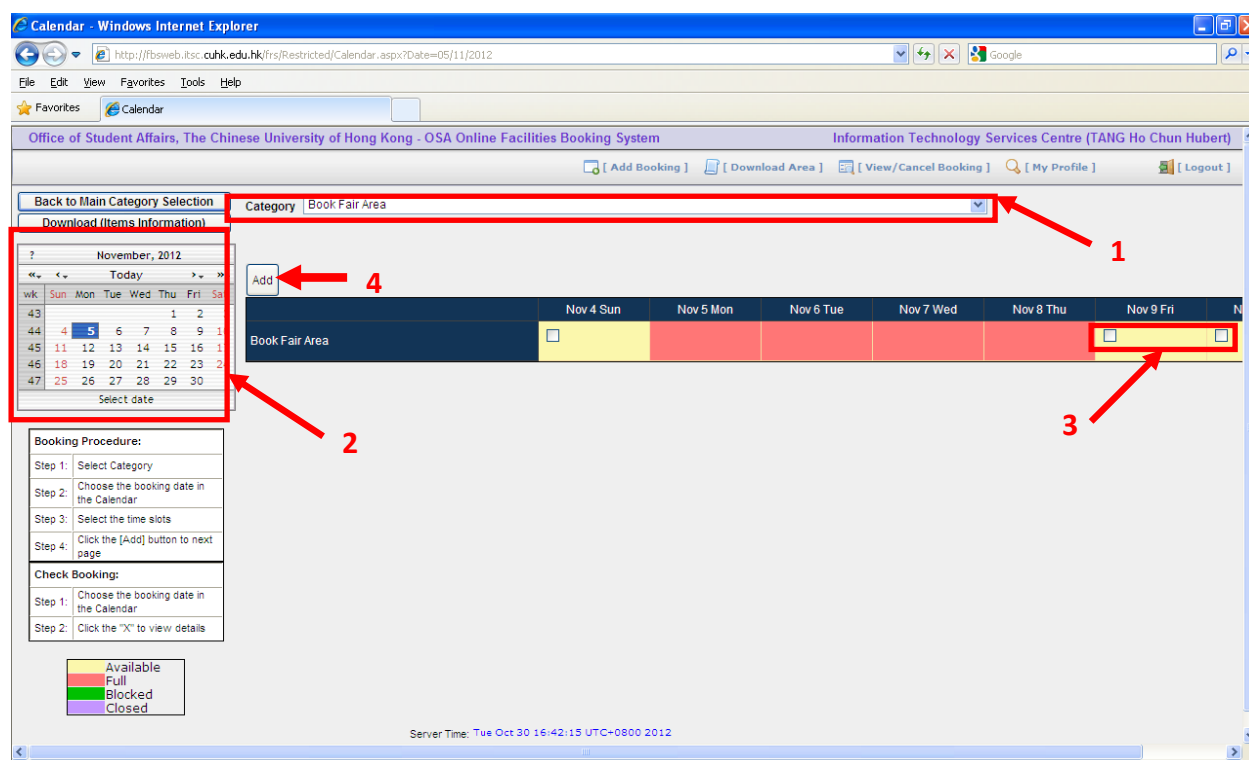
6. You may use the poster board(s) on the day(s) of reservation.

4.3.3 Book Fair Area

On the reservation page,

1. Choose “**Book Fair Area**” from the “**Category**” drop down list.
2. Choose the booking date from the calendar.
3. Check the box(es) on the reservation date(s)
4. Click “**Add**”.

Note that on the calendar on the right, the area shaded in red indicates that the time slot(s) for that particular area is unavailable.



5. Upload the proposal for the reservation. The proposal should be in Pdf, word, gif or jpg format. Then, click “Next”.

File Upload (word doc, pdf file, gif file or jpg file is allowed only.)
(上傳詳細活動建議書 Upload Detailed proposal)

Please choose file you want to upload and click [File Upload] button to upload the file (repeat this step if more than one file), then click [Next] to next page :

Filename : 瀏覽... File Upload

File	Upload by	Upload on	Delete
Next			

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6. Confirm the booking after you have verified all the information.

AddBooking - Windows Internet Explorer
https://itsweb.itsc.cuhk.edu.hk/its/Restricted/AddBooking.aspx

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System
Clement Chung (TESTING A/C (ITSC STUDENT 041))

[Add Booking] [Download Area] [View/Cancel Booking] [My Profile] [Member] [Logout]

Add Booking Information:

Date	Item
03/Dec/2012	Book Fair Area

Society Name 團體名稱: Clement Chung
User Name 使用者名稱: TESTING A/C (ITSC STUDENT 041)
User E-mail 使用者電郵 (LDAP): s1088804100@cuhk.edu.hk
User E-mail 使用者電郵: clementchung@cuhk.edu.hk
User Phone Number 使用者電話號碼: 3943 8835 (for booking service only)

借用規則 Reservation Rules and Regulations
各類宣傳位借用期限以每月計算，一般為連續七天。
包括7張檯及1塊佈告板
7 tables and 1 poster board included.

The booking of Book Fair Area on 03/Dec/2012 is successful.

Back

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7. Wait for the notification from OSA on the approval status of the book fair application.

4.3.4 Table Stand

On the reservation page,

1. Choose “**Table Stand**” from the “**Category**” drop down list.
2. Choose the booking date from the calendar.
3. Check the box(es) on the reservation date(s)
4. Click “**Add**”.

Note that on the calendar on the right, the area shaded in red indicates that the time slot(s) is unavailable.

Calendar - Windows Internet Explorer

http://fbsweb.itsc.cuhk.edu.hk/fbs/Restricted/Calendar.aspx

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

Testing 3 (TESTING A/C)

[Add Booking] [Download Area] [View/Cancel Booking] [My Profile] [Member]

Back to Main Category Selection
Download (Items Information)

Category: Table Stand

November, 2012

Today

43 44 45 46 47

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Select date

Booking Procedure:

Step 1: Select Category

Step 2: Choose the booking date in the Calendar

Step 3: Select the time slots

Step 4: Click the [Add] button to next page

Check Booking:

Step 1: Choose the booking date in the Calendar

Step 2: Click the "X" to view details

Available

Full

	Nov 11 Sun	Nov 12 Mon	Nov 13 Tue	Nov 14 Wed	Nov 15 Thu	Nov 16 Fri
Table Stand						<input checked="" type="checkbox"/>

5. Choose the “**Type of Activity**” from the drop down list. If you choose “**Others**”, you will be required to state the details in the box on the right.
6. Input the number of table stand(s) required.
7. Click “**Confirm**” to finish the booking process.

The screenshot shows the 'Add Booking Information' form in a web browser. The form includes a table with the following data:

Date	Item	Type of Activity	預計總檯數
03/Dec/2012	Table Stand	其他 Others	5

Below the table, the form contains user information and booking rules. The 'Confirm' button is highlighted with a red box and an arrow labeled 7. The 'Type of Activity' dropdown is highlighted with a red box and an arrow labeled 5. The input field for the number of table stands is highlighted with a red box and an arrow labeled 6.

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

OSA Administrator (TANG Ho Chun Hubert)

[Add Booking] [Download Area] [View/Cancel Booking] [My Profile] [Administrator] [Admin Guide] [Logout]

Add Booking Information:

Date	Item	Type of Activity	預計總檯數
03/Dec/2012	Table Stand	其他 Others	5

Society Name 團體名稱: [OSA Administrator](#)

User Name 使用者名稱: [TANG Ho Chun Hubert](#)

User E-mail 使用者電郵 (LDap): [hubert@cuhk.edu.hk](#)

User E-mail 使用者電郵:

User Phone Number 使用者電話號碼: (for booking service only)

[借用規則](#) [Reservation Rules and Regulations](#)

各類宣傳位借用期限以每月計算，一般為連續七天。

每天最多容納團體數目: 10
Maximum no. of societies per day: 10

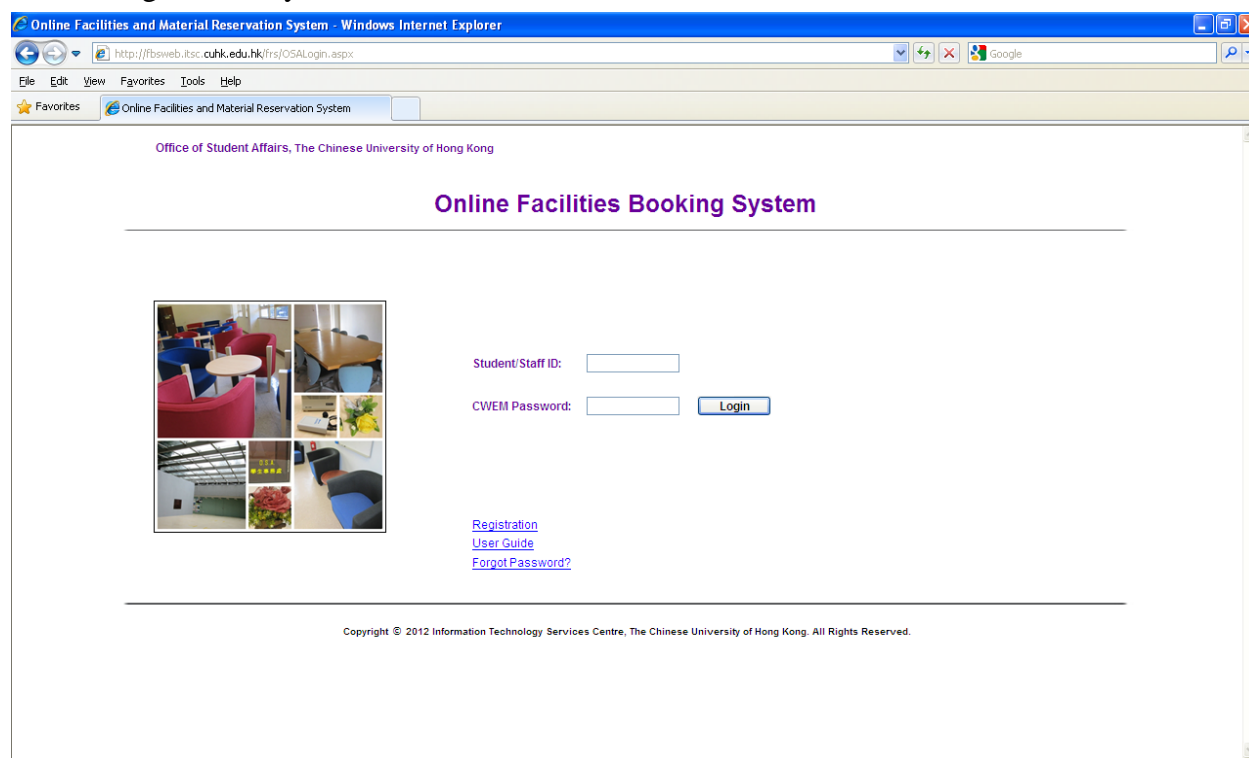
每個團體最多可擺放檯數目: 20
Maximum no. of table stands per society: 20

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8. A message will appear to confirm the reservation.
9. Bring the table stands to OSA Student Service Centre for stamping on the reserved day.

4.4 Rooms Reservation

1. Login to the system.



The screenshot shows a web browser window titled "Online Facilities and Material Reservation System - Windows Internet Explorer". The address bar shows the URL "http://fbweb.itsc.cuhk.edu.hk/irs/OSALogin.aspx". The page content includes the header "Office of Student Affairs, The Chinese University of Hong Kong" and the title "Online Facilities Booking System". On the left, there is a collage of images showing various campus facilities. On the right, there are login fields for "Student/Staff ID:" and "CWEM Password:", followed by a "Login" button. Below the login fields, there are links for "Registration", "User Guide", and "Forgot Password?". At the bottom, a copyright notice reads: "Copyright © 2012 Information Technology Services Centre, The Chinese University of Hong Kong. All Rights Reserved."

2. Choose “Rooms Reservation (Benjamin Franklin Centre and John Fulton Centre)” or “Rooms Reservation (Pommerenke Student Centre)” from the drop down list.



The screenshot shows a web page with the instruction: "Please select Category and read the rules and regulations, then click [Accept] button to start booking :". Below this, there is a "Category:" label and a dropdown menu. The dropdown menu is open, showing a list of reservation categories. A red arrow points to the "Rooms Reservation (Pommerenke Student Centre)" option. Below the dropdown menu, there is a collage of images showing various campus facilities.

Please select Category and read the rules and regulations, then click [Accept] button to start booking :

Category: — Please Select —

- 借用物品 (范克廉樓) Equipment Reservation (Benjamin Franklin Centre)
- 借用物品 (龐萬倫學生中心) Equipment Reservation (Pommerenke Student Centre)
- 借用宣傳位置 (范克廉樓) Promotion Area Reservation (Benjamin Franklin Centre)
- 借用宣傳位置 (龐萬倫學生中心) Promotion Area Reservation (Pommerenke Student Centre)
- 借用房間 (范克廉樓及富爾敦樓) Rooms Reservation (Benjamin Franklin Centre and John Fulton Centre)
- 借用房間 (龐萬倫學生中心) Rooms Reservation (Pommerenke Student Centre)
- 借用大學港鐵站廣場 Station Piazza Reservation
- 借用烽火台 Reservation of The Beacon
- 借用 i-LOUNGE (康本國際學術園) i-LOUNGE Reservation (Yasumoto International Academic Park)

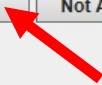
3. Read the rules of reservation. Then, click “Accept”.

Please select Category and read the rules and regulations, then click [Accept] button to start booking :

Category: 借用房間 (范克廉樓及富爾敦樓) Rooms Reservation (Benjamin Franklin Centre and John Fulton Centre) [Download \(Items Information\)](#)

范克廉樓及富爾敦樓房間借用
Rooms Reservation for Benjamin Franklin Centre and John Fulton Centre

可供借用房間 Available Rooms	房間名稱 Name of Rooms	面積 Area	最多座位 Max. No. of Seats	用途 Use
富爾敦樓 103A室 Room 103A John Fulton Centre	綜合活動室 Integrated Activity Room	35 m²	30	可舉行研討會, 會議及各項課外活動 For seminars, meetings and various extra-curricular activities
富爾敦樓 103B室 Room 103B John Fulton Centre	綜合活動室 Integrated Activity Room	26 m²	20	可舉行研討會, 會議及各項課外活動 For seminars, meetings and various extra-curricular activities
富爾敦樓 103C室 Room 103C John Fulton Centre	綜合活動室 Integrated Activity Room	28 m²	40	可舉行研討會, 會議及各項課外活動 For seminars, meetings and various extra-curricular activities
富爾敦樓 103D室 Room 103D John Fulton Centre	展覽廳 Exhibition Hall	157 m²	150	可舉行研討會, 講座, 展覽和各項課外活動 For seminars, talks, exhibitions and various extra-curricular activities
富爾敦樓 206室 Room 206 John Fulton Centre	會議室 Conference Room	61 m²	50	可舉行研討會及會議 For seminars and meetings
范克廉樓 306室 Room 306	學生活動室 Student Activity	68 m²	50	可舉行研討會, 會議及各項課外活動 For seminars, meetings and various extra-



On the reservation page,

4. Choose the booking date from the calendar.
5. Select the types of rooms for reservation from the “**Category**” drop down list.
6. Check the box(es) on the reservation time slot(s).
7. Click “**Add**”.

Note that on the calendar on the right, the area shaded in red indicates that the time slot(s) for that particular room is unavailable.

The screenshot shows the 'Calendar - Windows Internet Explorer' window with the URL <http://fbweb.itsc.cuhk.edu.hk/fbs/Restricted/Calendar.aspx>. The page title is 'Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System'. The user is logged in as 'Testing 3 (TESTING A/C (ITSC STUDENT 041))'. The interface includes a navigation bar with links like 'Add Booking', 'Download Area', 'View/Cancel Booking', 'My Profile', 'Member', and 'Logout'. The main content area features a 'View' dropdown set to '1 day', a 'Category' dropdown menu, and an 'Item' dropdown set to 'ALL'. A calendar for November 2012 is displayed on the left, with the date '15' highlighted. The 'Add' button is located below the calendar. The main table lists rooms and time slots. The 'Add' button is highlighted with a red box and labeled '7'. The 'Category' dropdown is highlighted with a red box and labeled '5'. The calendar is highlighted with a red box and labeled '4'. The table is highlighted with a red box and labeled '6'. The table has columns for rooms: 'Room 103A John Fulton Centre', 'Room 103B John Fulton Centre', 'Room 103C John Fulton Centre', 'Room 103D John Fulton Centre', 'Room 306 Benjamin Franklin Centre', 'Room 105, Li Wai Chun Building', and 'Room 112, Li Wai Chun Building'. The rows represent time slots from 09:00 AM to 08:00 PM. The table is highlighted with a red box and labeled '6'. The 'Add' button is highlighted with a red box and labeled '7'. The 'Category' dropdown is highlighted with a red box and labeled '5'. The calendar is highlighted with a red box and labeled '4'. The table has columns for rooms: 'Room 103A John Fulton Centre', 'Room 103B John Fulton Centre', 'Room 103C John Fulton Centre', 'Room 103D John Fulton Centre', 'Room 306 Benjamin Franklin Centre', 'Room 105, Li Wai Chun Building', and 'Room 112, Li Wai Chun Building'. The rows represent time slots from 09:00 AM to 08:00 PM. The table is highlighted with a red box and labeled '6'. The 'Add' button is highlighted with a red box and labeled '7'. The 'Category' dropdown is highlighted with a red box and labeled '5'. The calendar is highlighted with a red box and labeled '4'.

Calendar - Windows Internet Explorer

http://fbweb.itsc.cuhk.edu.hk/fbs/Restricted/Calendar.aspx

File Edit View Favorites Tools Help

Office of Student Affairs, The Chinese University of Hong Kong - OSA Online Facilities Booking System

Testing 3 (TESTING A/C (ITSC STUDENT 041))

Back to Main Category Selection
Download (Item Information)

View: 1 day

Category: Rm 103A-D John Fulton Centre / Rm 306 Benjamin Franklin Centre / Rm 105, Rm 112, Li Wai Chun Building

Item: ALL

November, 2012

43 44 45 46 47

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Select date

Booking Procedure:

Step 1: Select Category and Rooms

Step 2: Choose the booking date in the Calendar

Step 3: Select the time slots

Step 4: Click the [Add] button to next page

Check Booking:

Step 1: Choose the booking date in the Calendar

Step 2: Click the "X" to view details

Available
Full
Blocked
Closed

15 Nov 2012

	Room 103A John Fulton Centre	Room 103B John Fulton Centre	Room 103C John Fulton Centre	Room 103D John Fulton Centre	Room 306 Benjamin Franklin Centre	Room 105, Li Wai Chun Building	Room 112, Li Wai Chun Building
09:00 AM-10:00 AM							
10:00 AM-11:00 AM							
11:00 AM-12:00 PM							
12:00 PM-01:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01:00 PM-02:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:00 PM-03:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:00 PM-04:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:00 PM-05:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05:00 PM-06:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06:00 PM-07:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07:00 PM-08:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7

6

8. Choose the “**Type of Activity**” from the drop down list.
9. Input the number of participants in the box.
10. Click “**Confirm**” to finish the process.
11. A message will appear to confirm the room reservation.

The screenshot shows the 'AddBooking' web application in a Windows Internet Explorer browser. The page title is 'AddBooking - Windows Internet Explorer'. The address bar shows the URL: <https://fbweb.itsc.cuhk.edu.hk/irs/Restricted/AddBooking.aspx>. The page content includes a navigation bar with links like '[Add Booking]', '[Download Area]', '[View/Cancel Booking]', '[My Profile]', '[Member]', and '[Logout]'. The main content area is titled 'Add Booking Information:' and contains a table with the following data:

Date	Rooms	Type of Activity	No. of participants
03/Dec/2012 12:00 - 03/Dec/2012 13:00	Room 103A John Fulton Centre	聚會 Gathering	20

Below the table, there are several fields for user information:

- Society Name 團體名稱: [Clement Chung](#)
- User Name 使用者名稱: [TESTING A/C \(ITSC STUDENT 041\)](#)
- User E-mail 使用者電郵 (LDAP): s1088804100@cuhk.edu.hk
- User E-mail 使用者電郵: clementchung@cuhk.edu.hk
- User Phone Number 使用者電話號碼: 3943 8835 (for booking service only)

On the right side, there is a link for '借用規則 Reservation Rules and Regulations' and a message: '每個團體在一星期內(星期一至星期日), 最多可借用一個場地, 一個時段(一個時段最長為連續八小時)。' and '星期一至五上午9時至晚上10時。 9:00am - 10:00pm, Mon - Fri.'.

At the bottom, a confirmation message states: 'The booking of Room 103A John Fulton Centre on 03/Dec/2012 12:00 - 03/Dec/2012 13:00 is successful.' There is a 'Back' button at the bottom left.

Red arrows and numbers 8 and 9 highlight the 'Type of Activity' dropdown and the 'No. of participants' input field respectively.

12. For rooms at Benjamin Franklin Centre and John Fulton Centre that require keys, please go to OSA Student Services Centre to take the keys at the reserved time on the day of reservation. If the rooms do not require keys, you may go to the rooms directly on the day of reservation.
13. For rooms at Pommerenke Student Centre, please go to Service Counter at Room 104 of PSC for the pick-up procedures at the reserved time on the day of reservation.

4.5 Reservation of The Beacon


1. Login to the system.

Online Facilities and Material Reservation System - Windows Internet Explorer

http://fbweb.itsc.cuhk.edu.hk/irs/OSALogin.aspx

Office of Student Affairs, The Chinese University of Hong Kong

Online Facilities Booking System



Student/Staff ID:

CWEM Password:

[Registration](#)
[User Guide](#)
[Forgot Password?](#)

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2. Choose “Reservation of The Beacon” from the drop down list.

Please select Category and read the rules and regulations, then click [Accept] button to start booking :

Category: **— Please Select —**

- 借用物品 (范克廉樓) Equipment Reservation (Benjamin Franklin Centre)
- 借用物品 (龐萬倫學生中心) Equipment Reservation (Pommerenke Student Centre)
- 借用宣傳位置 (范克廉樓) Promotion Area Reservation (Benjamin Franklin Centre)
- 借用宣傳位置 (龐萬倫學生中心) Promotion Area Reservation (Pommerenke Student Centre)
- 借用房間 (范克廉樓及富爾敦樓) Rooms Reservation (Benjamin Franklin Centre and John Fulton Centre)
- 借用房間 (龐萬倫學生中心) Rooms Reservation (Pommerenke Student Centre)
- 借用大學港鐵站廣場 Station Piazza Reservation
- 借用烽火台 Reservation of The Beacon
- 借用 i-LOUNGE (康本國際學術園) i-LOUNGE Reservation (Yasumoto International Academic Park)



3. Read the rules of reservation. Then, click “Accept”.

Please select Category and read the rules and regulations, then click [Accept] button to start booking :


Category: 借用烽火台 Reservation of The Beacon [Download \(Items Information\)](#)

借用烽火台 Reservation of the Beacon

借用須知 Guidance Notes on Reservations

- 學生團體及校內單位可在學生事務處網上借用服務系統登記預留場地。
Student user groups and departmental users could reserve the venue via the OSA Online Facilities Booking System.
- 申請者必須於網上借用服務系統上載詳細活動計劃書〈包括活動時間表／流程〉及場地平面圖，審批結果將於遞交表格至少七個工作天後以電郵通知。
Applicants should submit detailed activity proposals, including programme rundown, time schedule and floor plans via OSA Online Facilities Booking System. Notifications of application results will be sent via email at least 7 working days after the submission of the applications.
- 如資料不足，即使申請團體已完成辦理網上申請手續，審核程序亦不能展開。
Applications would not be considered without sufficient activity information, even though the applicants have completed the reservation procedures via OSA Online Facilities Booking System.

平面圖 Floor Plan



On the reservation page,

4. Choose the booking date from the calendar.
5. Check the box(es) on the reservation date(s).
6. Click “Add”.

Note that on the calendar on the right, the area shaded in red indicates that the time slot(s) is unavailable.

Back to Main Category Selection
Download (Items Information)

Category: Beacon

< May 2016 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Add booking

	May 1 Sun	May 2 Mon	May 3 Tue	May 4 Wed	May 5 Thu	May 6 Fri	May 7 Sat
Beacon				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4

5

6

Booking Procedure:

Step 1:	Select Special Venue
Step 2:	Choose the booking date in the Calendar
Step 3:	Select the time slots
Step 4:	Click the [Add booking] button to next page

Check Booking:

Step 1:	Choose the booking date in the Calendar
Step 2:	Click the "X" to view details

Available

Full

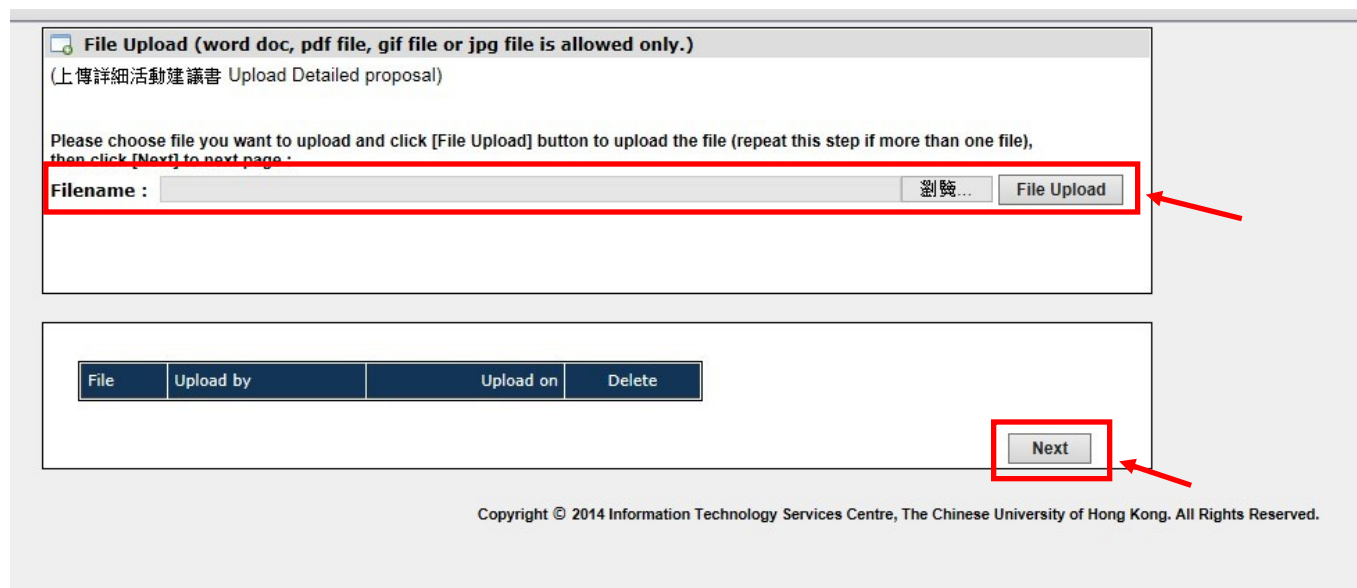
Blocked

Closed

Server Time: Wed May 04 2016 15:31:18 GMT+0800 (中國標準時間)

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7. Upload the proposal for the reservation. The proposal should be in Pdf, word, gif or jpg format. Then, click “Next”.



File Upload (word doc, pdf file, gif file or jpg file is allowed only.)
(上傳詳細活動建議書 Upload Detailed proposal)

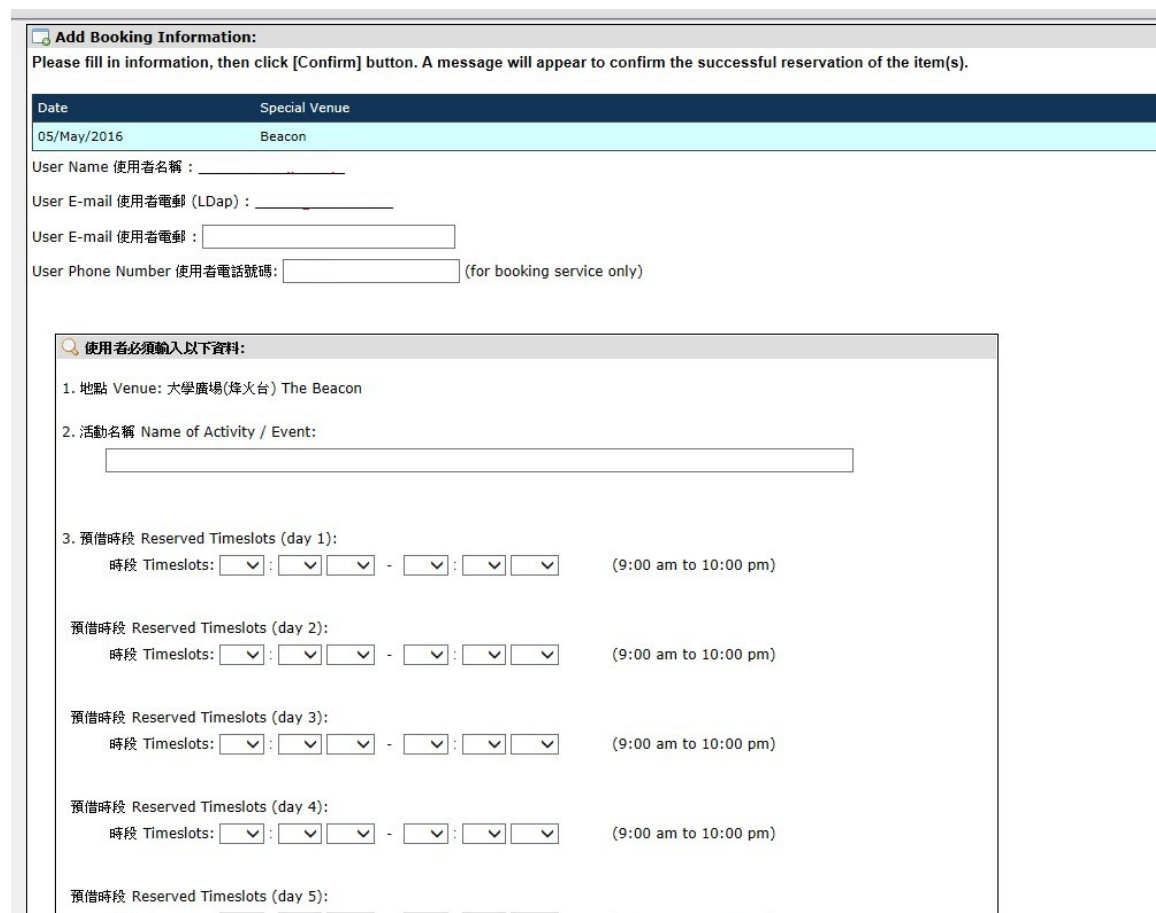
Please choose file you want to upload and click [File Upload] button to upload the file (repeat this step if more than one file), then click [Next] to next page :

Filename :

File	Upload by	Upload on	Delete
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8. Fill in the information required for the application. Click “Confirm” after you have finished.



Add Booking Information:
Please fill in information, then click [Confirm] button. A message will appear to confirm the successful reservation of the item(s).

Date	Special Venue
05/May/2016	Beacon

User Name 使用者名稱 :

User E-mail 使用者電郵 (LDap) :

User E-mail 使用者電郵 :

User Phone Number 使用者電話號碼 : (for booking service only)

使用者必須輸入以下資料:

- 地點 Venue: 大學廣場(烽火台) The Beacon
- 活動名稱 Name of Activity / Event:
- 預借時段 Reserved Timeslots (day 1):
時段 Timeslots: : : - : : (9:00 am to 10:00 pm)
- 預借時段 Reserved Timeslots (day 2):
時段 Timeslots: : : - : : (9:00 am to 10:00 pm)
- 預借時段 Reserved Timeslots (day 3):
時段 Timeslots: : : - : : (9:00 am to 10:00 pm)
- 預借時段 Reserved Timeslots (day 4):
時段 Timeslots: : : - : : (9:00 am to 10:00 pm)
- 預借時段 Reserved Timeslots (day 5):
時段 Timeslots: : : - : : (9:00 am to 10:00 pm)

9. A message will appear to confirm the application is submitted.

Add Booking Information:
Please fill in information, then click [Confirm] button. A message will appear to confirm the successful reservation of the item(s).

Date	Special Venue
05/May/2016	Beacon

User Name 使用者名稱: _____
User E-mail 使用者電郵 (LDap): _____
User E-mail 使用者電郵: _____
User Phone Number 使用者電話號碼: _____ (for booking service only)

Your application for reservation of the Beacon on 05/May/2016 is received.

使用者必須輸入以下資料:

1. 地點 Venue: 大學廣場(烽火台) The Beacon

2. 活動名稱 Name of Activity / Event:
testing

3. 預借時段 Reserved Timeslots (day 1):
時段 Timeslots: 9 : 00 am - 11 : 00 am

預借時段 Reserved Timeslots (day 2):
時段 Timeslots: : : - : : (9:00 am to 10:00 pm)

預借時段 Reserved Timeslots (day 3):
時段 Timeslots: : : - : : (9:00 am to 10:00 pm)

預借時段 Reserved Timeslots (day 4):
時段 Timeslots: : : - : : (9:00 am to 10:00 pm)

預借時段 Reserved Timeslots (day 5):

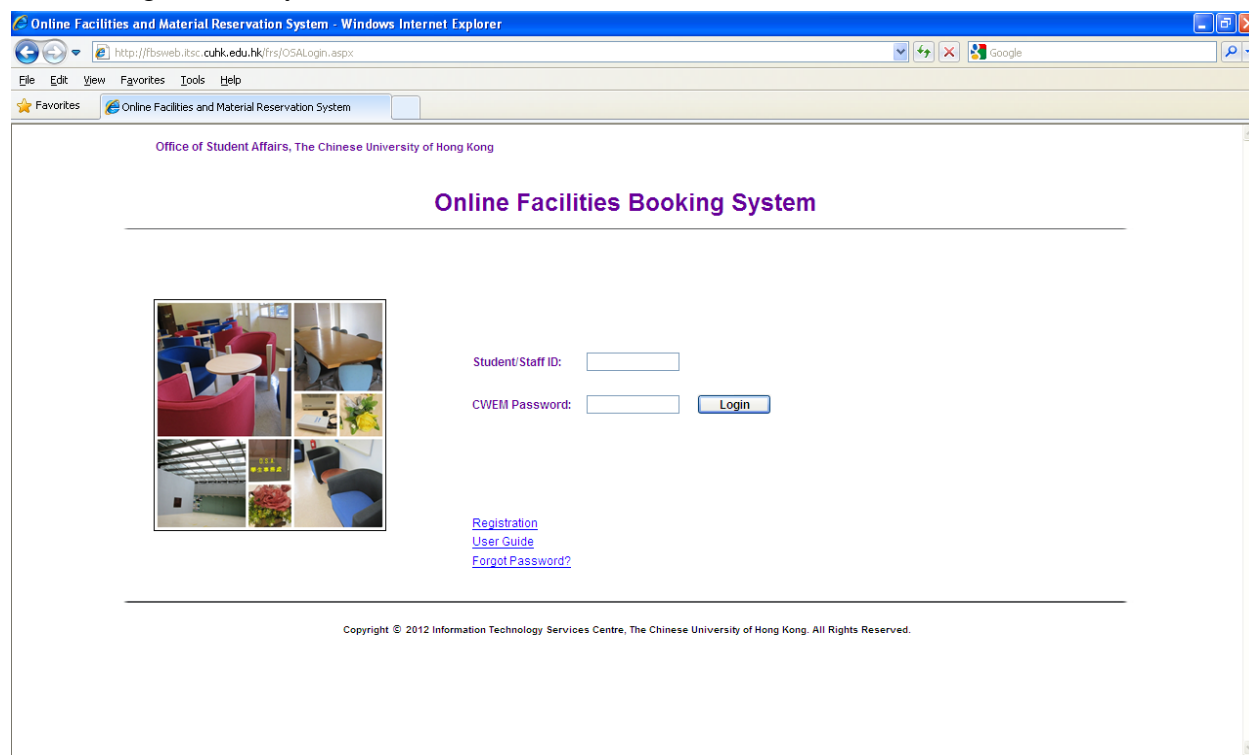
網頁訊息
Your application for reservation of the Beacon on 05/May/2016 is received.
確定

10. Wait for the notification from OSA on the approval status of the application.

4.6 Station Piazza Reservation

The reservation of Station Piazza is available for student Associations only.

1. Login to the system.



The screenshot shows a web browser window titled "Online Facilities and Material Reservation System - Windows Internet Explorer". The address bar shows the URL "http://fbsweb.itsc.cuhk.edu.hk/fbs/OSALogin.aspx". The page content includes the header "Office of Student Affairs, The Chinese University of Hong Kong" and the title "Online Facilities Booking System". On the left, there is a collage of images showing various campus facilities. To the right, there are two input fields: "Student/Staff ID:" and "CWEM Password:". Below the password field is a "Login" button. At the bottom of the login area, there are three links: "Registration", "User Guide", and "Forgot Password?". The footer contains the copyright notice: "Copyright © 2012 Information Technology Services Centre, The Chinese University of Hong Kong. All Rights Reserved."

2. Choose “Station Piazza Reservation” from the drop down list.



The screenshot shows a web page with the instruction: "Please select Category and read the rules and regulations, then click [Accept] button to start booking :". Below this, there is a "Category:" label and a dropdown menu. The dropdown menu is open, showing a list of reservation categories. The categories are:

- 借用物品 (范克廉楼) Equipment Reservation (Benjamin Franklin Centre)
- 借用物品 (庞葛伦学生中心) Equipment Reservation (Pommerenke Student Centre)
- 借用宣传位置 (范克廉楼) Promotion Area Reservation (Benjamin Franklin Centre)
- 借用宣传位置 (庞葛伦学生中心) Promotion Area Reservation (Pommerenke Student Centre)
- 借用房间 (范克廉楼及富尔敦楼) Rooms Reservation (Benjamin Franklin Centre and John Fulton Centre)
- 借用房间 (庞葛伦学生中心) Rooms Reservation (Pommerenke Student Centre)
- 借用大学港地铁站广场 Station Piazza Reservation
- 借用烽火台 Reservation of The Beacon
- 借用 i-LOUNGE (康本国际学术园) i-LOUNGE Reservation (Yasumoto International Academic Park)

Below the dropdown menu, there is a collage of images showing various campus facilities, including a red sofa, a desk with a laptop, a staircase, and a large hall.

3. Read the rules of reservation. Then, click “Accept”.

Please select Category and read the rules and regulations, then click [Accept] button to start booking :

Category: 借用大學港鐵站廣場 Station Piazza Reservation [Download \(Items Information\)](#)

借用大學港鐵站廣場 Station Piazza Reservation

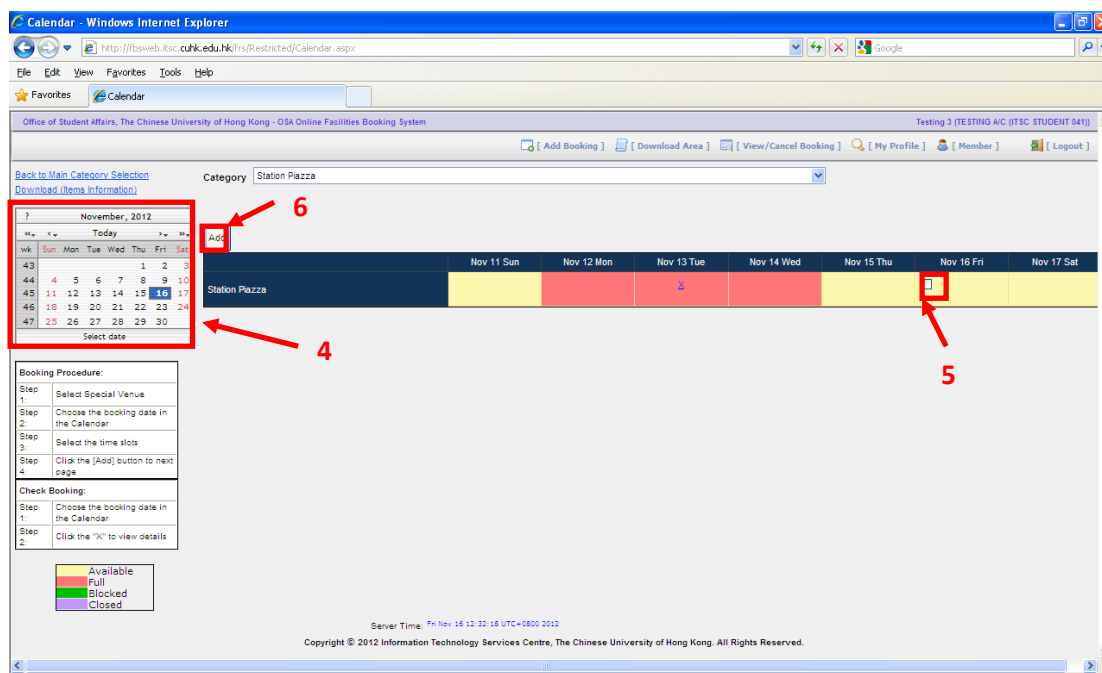
基本資料 Basic Information

1. 學生團體及校內單位可在學生事務處網上借用服務系統登記預留場地。
Student user groups and departmental users could reserve the venue via the OSA Online Facilities Booking System.
2. 審批結果將於遞交表格至少七個工作天後以電郵通知申請人。
Notification of application results will be sent to the applicant via email at least 7 working days after submission of the application.
3. 如需借用物品，請參閱物品借用欄，並在網上辦理手續。
Equipments for activities are available for reservation via OSA Online Facilities Booking System.
4. 場地可在使用前六個月申請借用。
The venue could be reserved up to six months in advance.
5. 可借用時間為週一至週五（公眾假期除外）上午10時至晚上6時半及晚上7時半至9時半。
The venue is available for reservation from 10:00am to 6:30pm and 7:30 to 9:30pm, Mondays to Fridays (except public holidays).
6. 同一團體在一星期內最多可借用場地一次，每次最多連續兩天。
Each user group could only submit ONE application and reserve the venue for a maximum of 2 consecutive days a week.
7. 場地每天只供一個團體借用。
The venue can be reserved by a maximum of ONE user group each day.
8. 因應場地位置及安全考慮，所舉辦之活動預計參加人數不得超過 200 人。
Due to the geographical location and safety concern, the anticipated number of participants of the event held in the venue should NOT exceed 200.

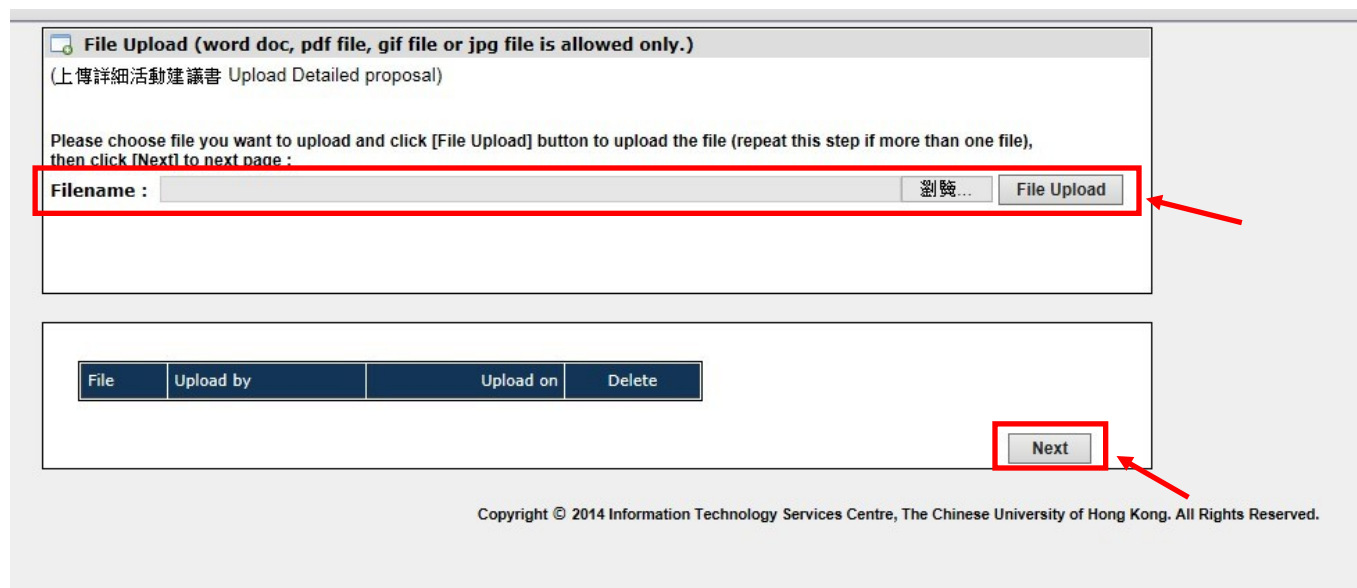
On the reservation page,

4. Choose the booking date from the calendar.
5. Check the box(es) on the reservation date(s).
6. Click “Add”.

Note that on the calendar on the right, the area shaded in red indicates that the time slot(s) is unavailable.



7. Upload the proposal for the reservation. The proposal should be in Pdf, word, gif or jpg format. Then, click “Next”.



File Upload (word doc, pdf file, gif file or jpg file is allowed only.)
(上傳詳細活動建議書 Upload Detailed proposal)

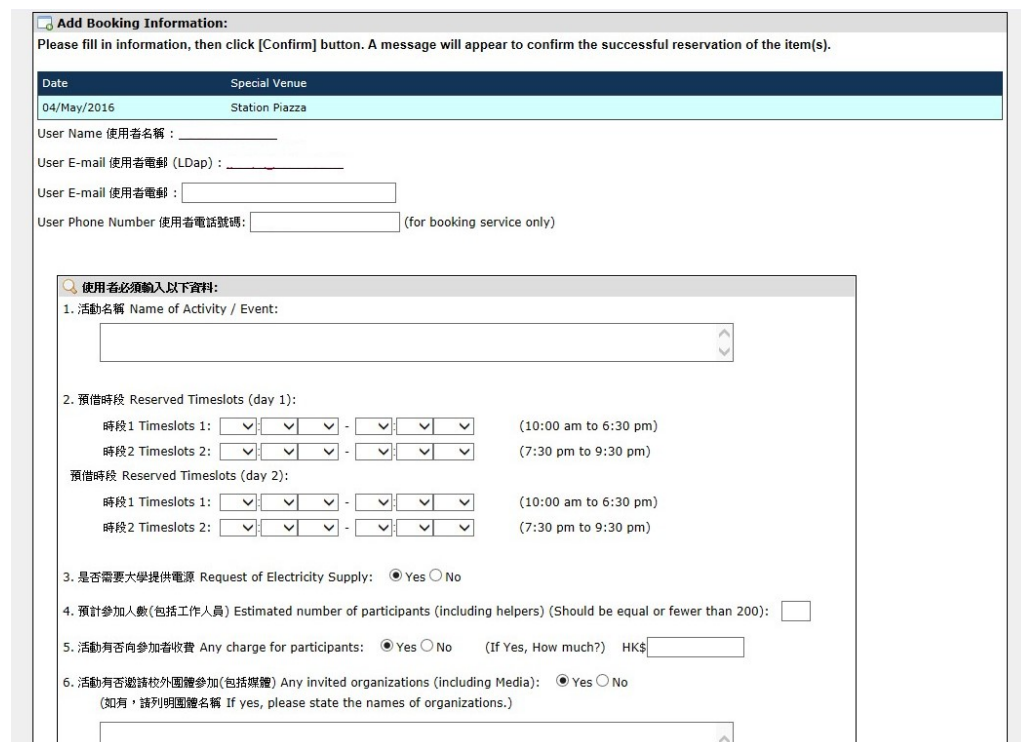
Please choose file you want to upload and click [File Upload] button to upload the file (repeat this step if more than one file), then click [Next] to next page :

Filename :

File	Upload by	Upload on	Delete
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8. Fill in all the necessary information about the reservation. Click “Confirm” after you have finished.



Add Booking Information:
Please fill in information, then click [Confirm] button. A message will appear to confirm the successful reservation of the item(s).

Date	Special Venue
04/May/2016	Station Piazza

User Name 使用者名稱 :

User E-mail 使用者電郵 (LDap) :

User E-mail 使用者電郵 :

User Phone Number 使用者電話號碼 : (for booking service only)

使用者必須輸入以下資料:

1. 活動名稱 Name of Activity / Event:

2. 預借時段 Reserved Timeslots (day 1):

時段 1 Timeslots 1: - (10:00 am to 6:30 pm)

時段 2 Timeslots 2: - (7:30 pm to 9:30 pm)

預借時段 Reserved Timeslots (day 2):

時段 1 Timeslots 1: - (10:00 am to 6:30 pm)

時段 2 Timeslots 2: - (7:30 pm to 9:30 pm)

3. 是否需要大學提供電源 Request of Electricity Supply: ☒ Yes ☐ No

4. 預計參加人數(包括工作人員) Estimated number of participants (including helpers) (Should be equal or fewer than 200):

5. 活動有否向參加者收費 Any charge for participants: ☒ Yes ☐ No (If Yes, How much?) HK\$

6. 活動有否邀請校外團體參加(包括媒體) Any invited organizations (including Media): ☒ Yes ☐ No
(如有, 請列明團體名稱 If yes, please state the names of organizations.)

9. A message will appear to confirm the application is submitted.

Add Booking Information:
Please fill in information, then click [Confirm] button. A message will appear to confirm the successful reservation of the item(s).

Date	Special Venue
04/May/2016	Station Piazza

User Name 使用者名稱 : _____
User E-mail 使用者電郵 (LDap) : _____
User E-mail 使用者電郵 : _____
User Phone Number 使用者電話號碼 : _____ (for booking service only)

Your application for reservation of the Station Piazza on 04/May/2016 is received.

使用者必須輸入以下資料:

1. 活動名稱 Name of Activity / Event:
testing

2. 預備時段 Reserved Timeslots (day 1):
時段 1 Timeslots 1: 10:00 am - 6:30 pm (10:00 am to 6:30 pm)
時段 2 Timeslots 2: 7:30 pm - 8:30 pm (7:30 pm to 9:30 pm)

預備時段 Reserved Timeslots (day 2):
時段 1 Timeslots 1: 10:00 am - 6:30 pm (10:00 am to 6:30 pm)
時段 2 Timeslots 2: 7:30 pm - 8:30 pm (7:30 pm to 9:30 pm)

3. 是否需要大學提供電源 Request of Electricity Supply: ☒ Yes ☐ No

4. 預計參加人數(包括工作人員) Estimated number of participants (including helpers) (Should be equal or fewer than 200): 40

5. 活動有否向參加者收費 Any charge for participants: ☐ Yes ☒ No (If Yes, How much?) HK\$ _____

6. 活動有否邀請校外團體參加(包括媒體) Any invited organizations (including Media): ☐ Yes ☒ No
(如有, 請列明團體名稱 If yes, please state the names of organizations.)

網頁訊息
Your application for reservation of the Station Piazza on 04/May/2016 is received.
確定

10. Wait for the notification from OSA on the approval status of the application.