On-line Facilities Booking System

Office of Student Affairs

End User Guide

# Table of Contents

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)
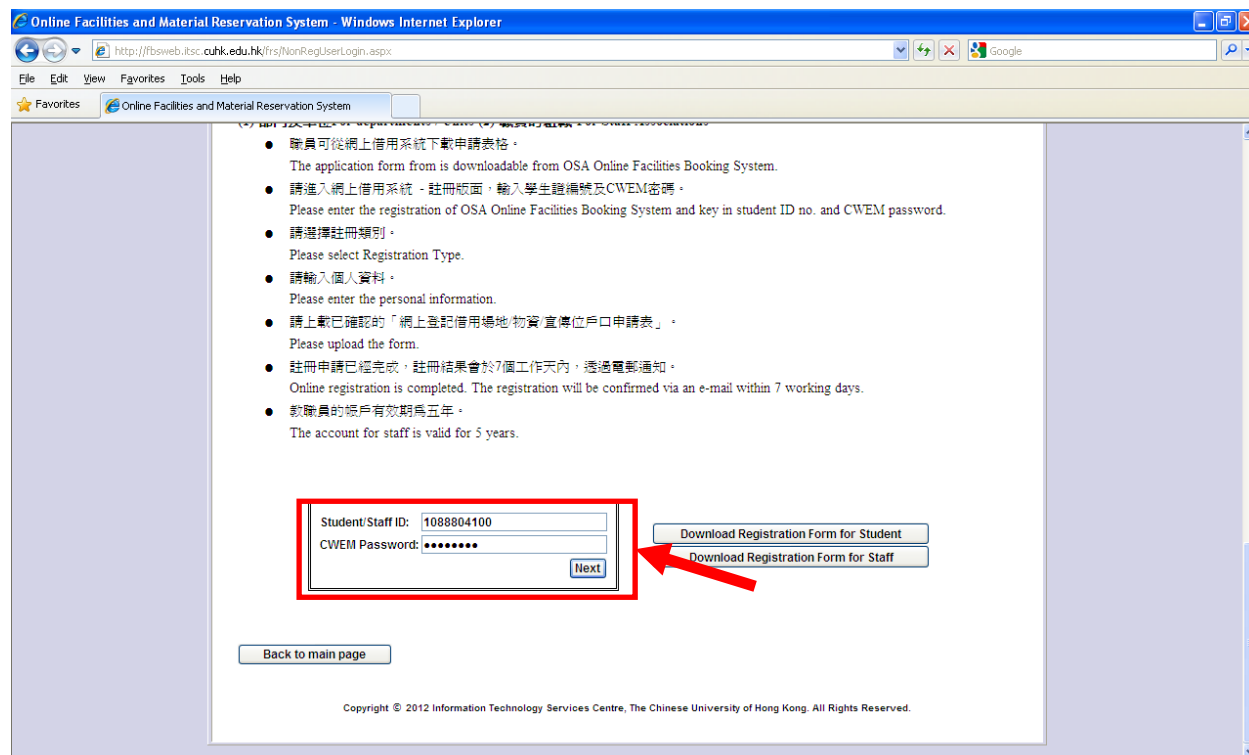- Reservation of The Beacon
- Station Piazza Reservation

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**".
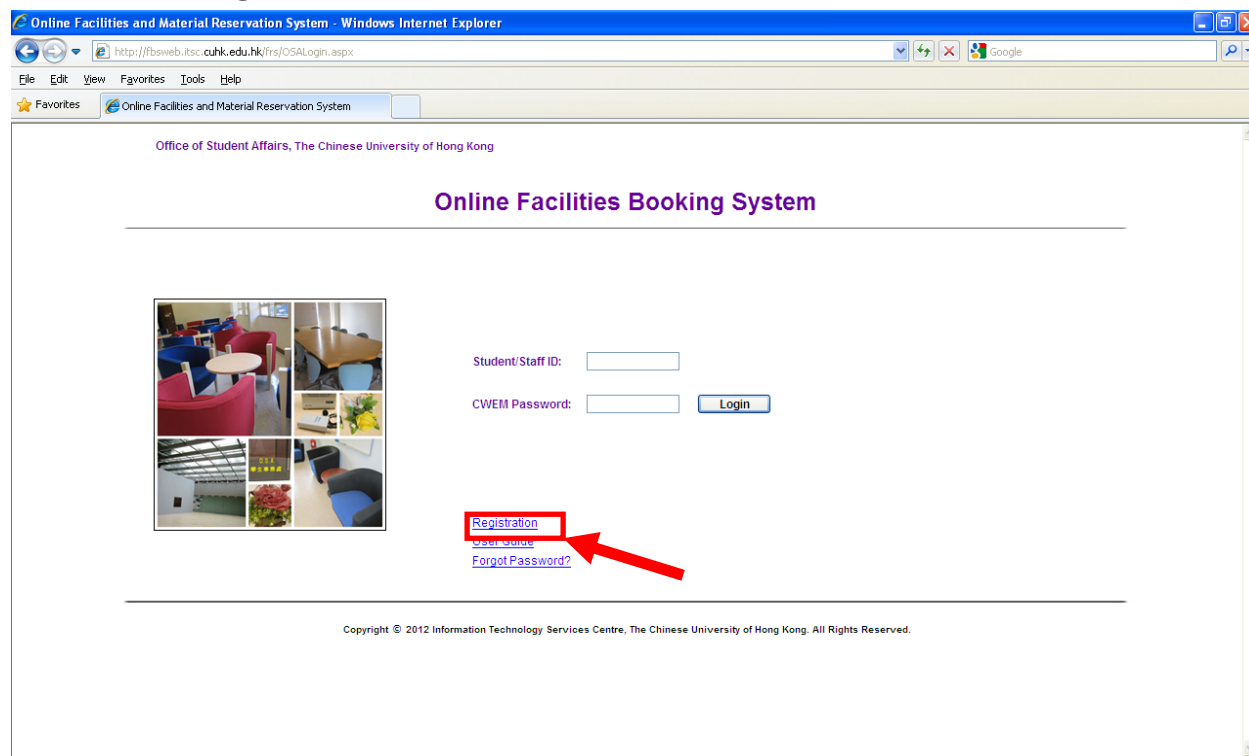
2. Input your student ID and CWEM password. Then, click "**Next**".

3.   Fill in the information. Then, click "**Add**".

List of associations for reference

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.

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**"

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

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**".

4. Input the information of the association. Then, click "**Next**".

5. Upload the endorsed Registration Form.

You can download the Registration Form on this page.

**6.** You will receive a message regarding your application.
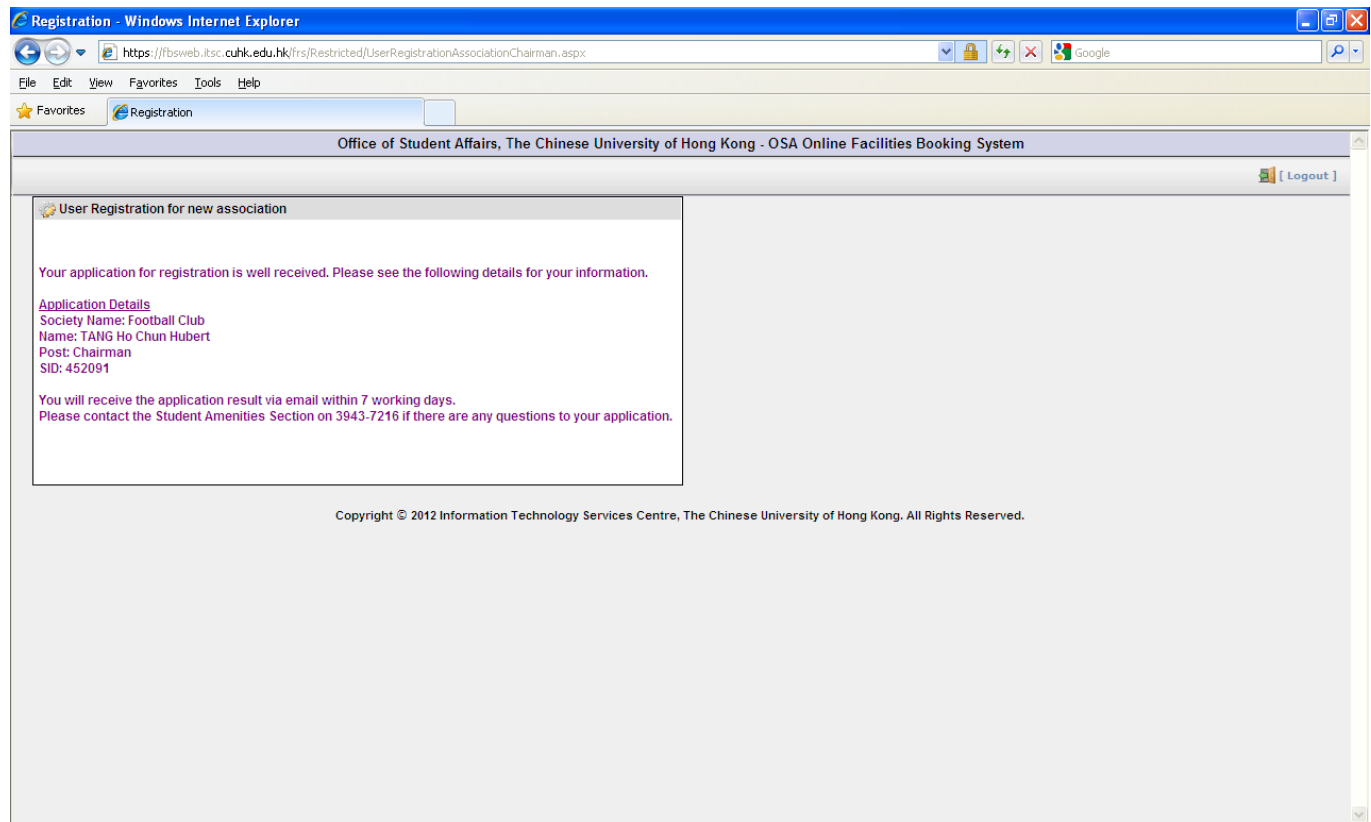
7. For registration of additional staff association members, choose "**Association Registration (2nd or above registration)**".

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

9. You will receive a message regarding your application.

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

[Logout]

Registration for Association Member

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

Application Details
Society Name: Football Club
Name: TSUI Mun Yee
Post: Vice Chairman
SID: Q7596M

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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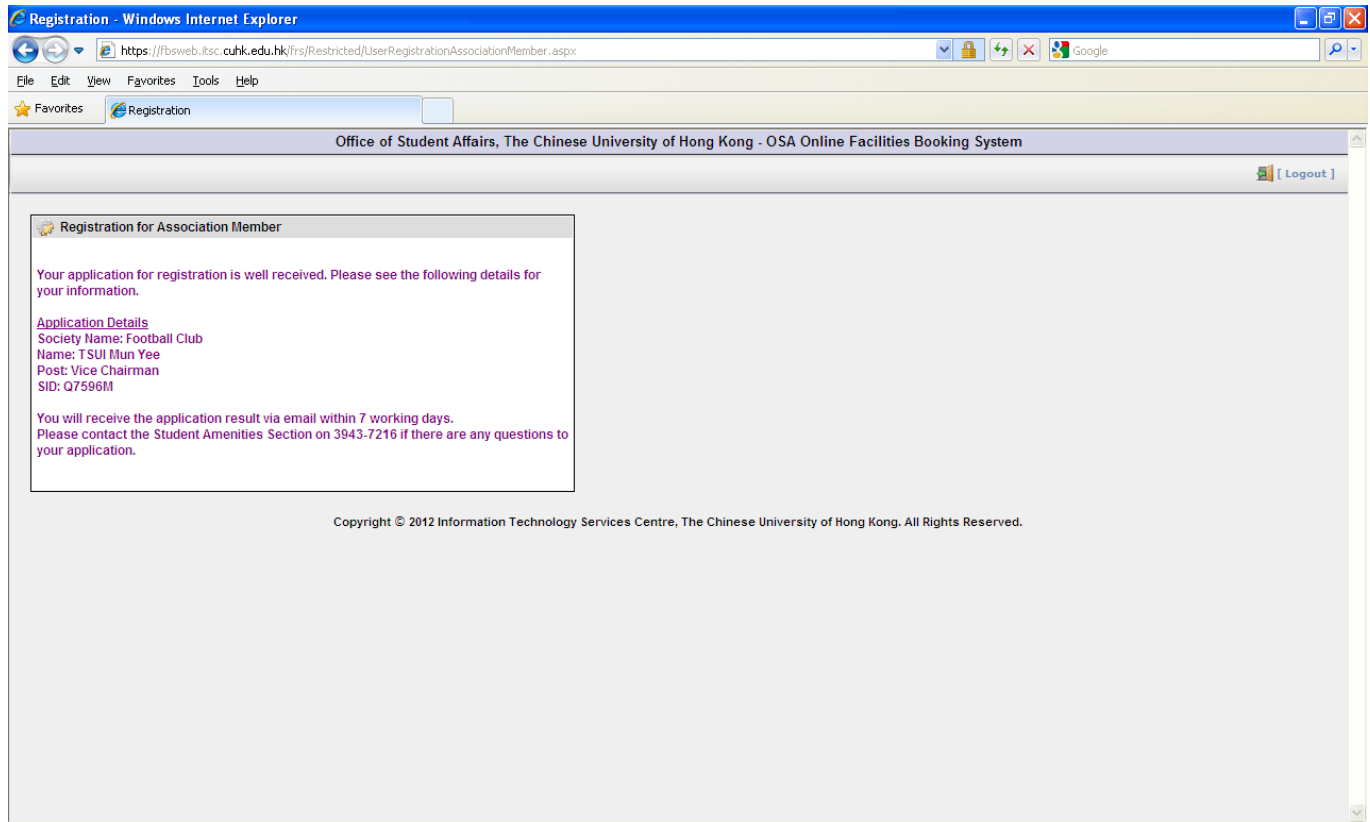
2.3 Registration (Departmental Staff)

1. Click "**Registration**".

2. Input your staff ID and CWEM password. Then, click "**Next**".

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

4. Upload the endorsed Registration Form.

You can download the Registration Form on this page.

5. Fill in the personal information. Then, click "**Submit**".

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

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**".

4. Fill in the personal information. Then, click "**Submit**".

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.
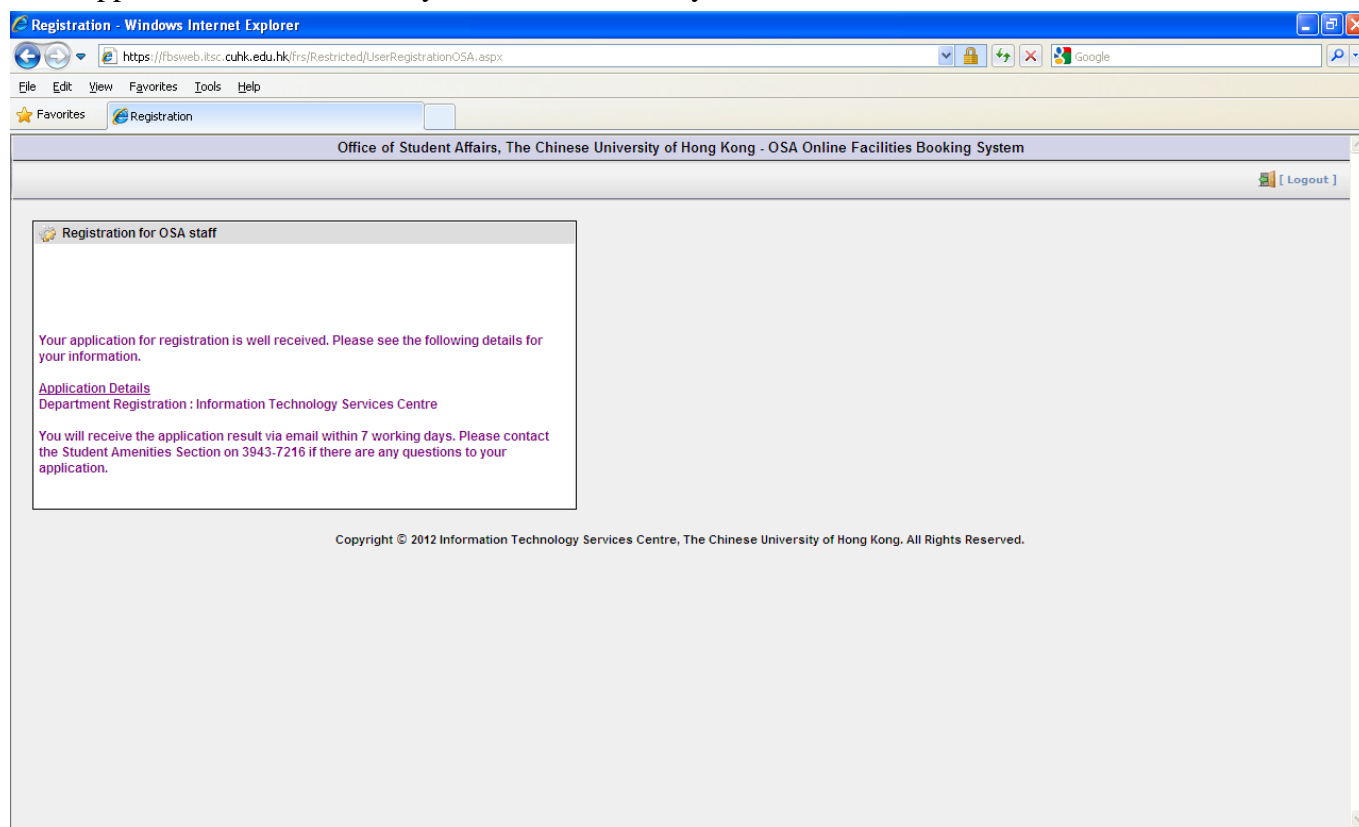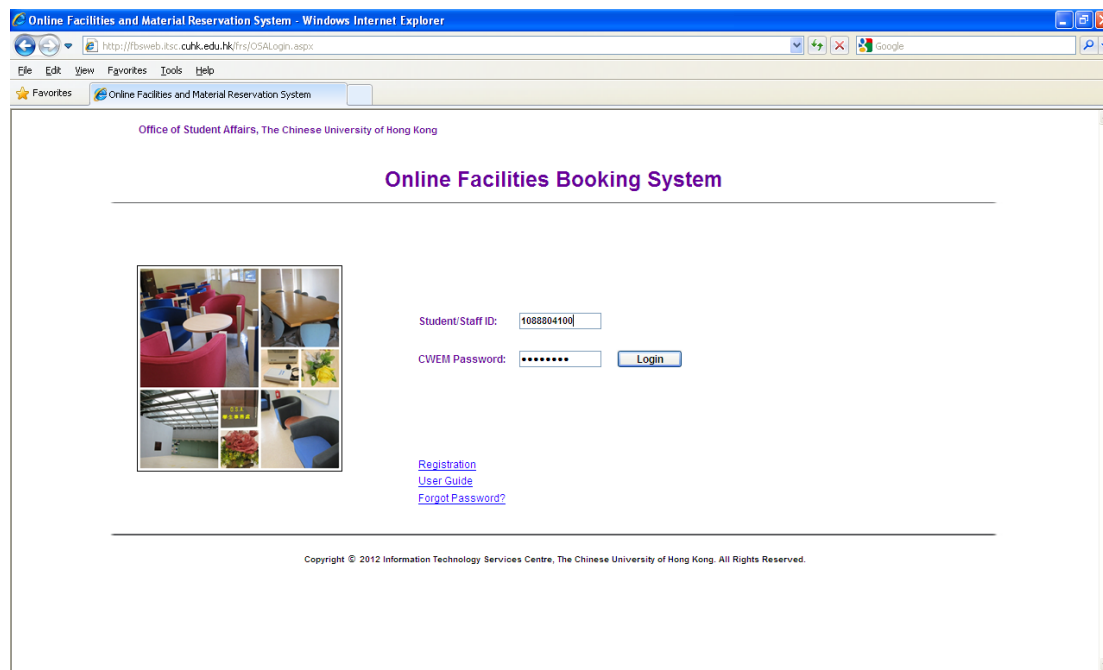
3. Login

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.

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

4.1 Equipment Reservation

1.   Login to the system.

2.   Choose "**Equipment Reservation (Benjamin Franklin Centre)**" or **"Equipment Reservation (Pommerenke Student Centre)"** from the drop down list.

3. Read the rules of reservation. Then, click "**Accept**".

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.

Note that there is a box under the "**Add**" button:

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"**.

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.

4.3 Promotion Area Reservation

1. Login to the system.

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

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

Accept   Not Accept

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.

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.
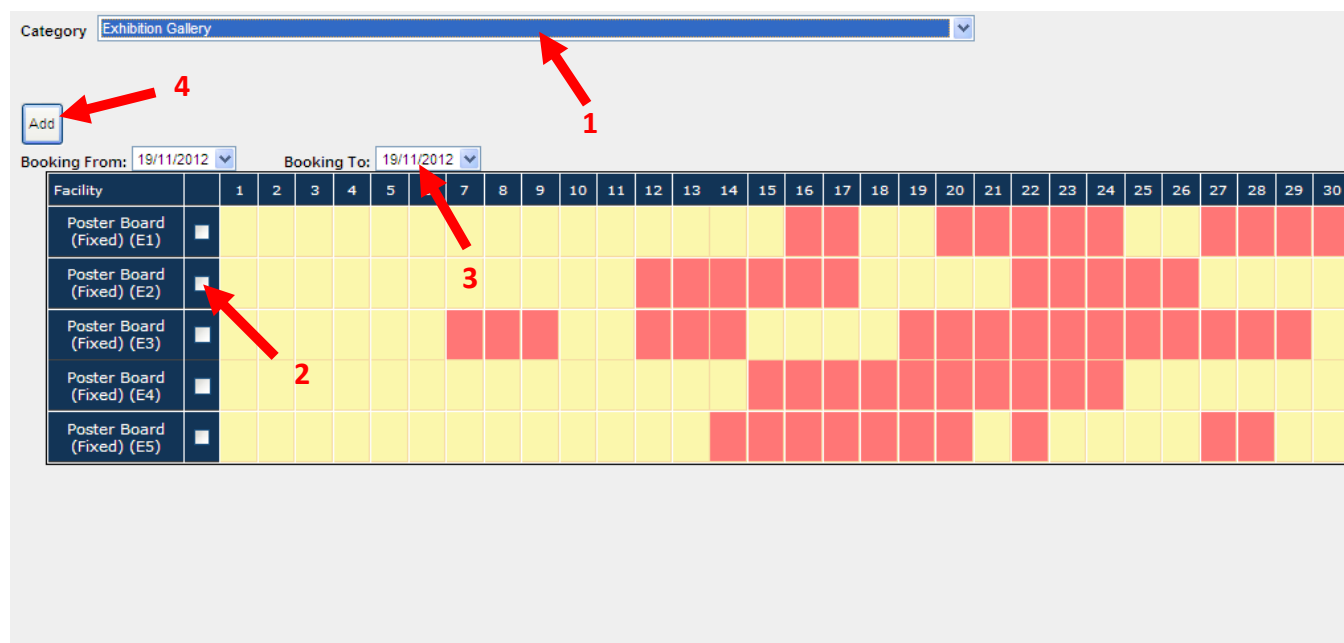

6. A message will appear to confirm the successful reservation of the area(s).

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.
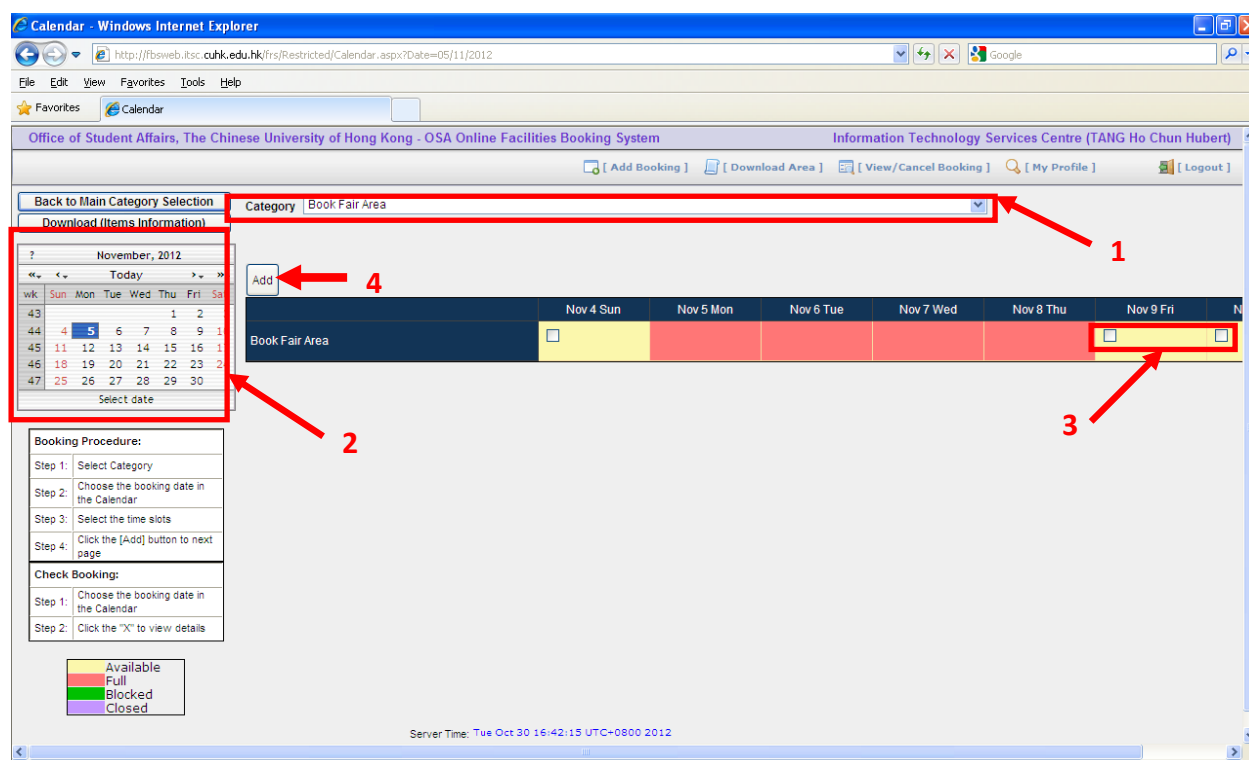

6. You may use the poster board(s) on the day(s) of reservation.

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"**.

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

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.

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.

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.

2. Choose **"Rooms Reservation (Benjamin Franklin Centre and John Fulton Centre)"** or **"Rooms Reservation (Pommerenke Student Centre)"** from the drop down list.
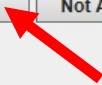
3. Read the rules of reservation. Then, click **"Accept"**.

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 ㎡	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 ㎡	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 ㎡	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 ㎡	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 ㎡	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 ㎡	50	可舉行研討會, 會議及各項課外活動 For seminars, meetings and various extra-

Accept   Not Accept

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.

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.

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.

2.   Choose **"Reservation of The Beacon"** from the drop down list.

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

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. 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.

3. 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

大學圖書館
University Library

| Accept | Not Accept |

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"**.

8. Fill in the information required for the application. Click "**Confirm**" after you have finished.

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

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.

2.   Choose **"Station Piazza Reservation"** from the drop down list.

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)
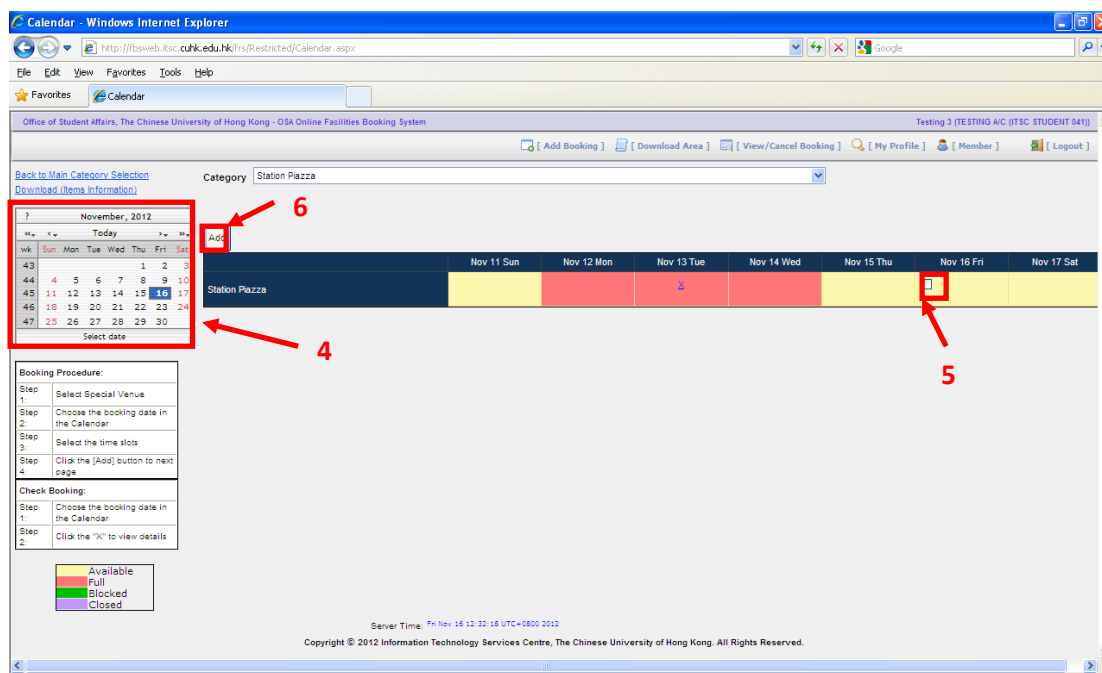
借用大學港鐵站廣場 **Station Piazza Reservation**

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.
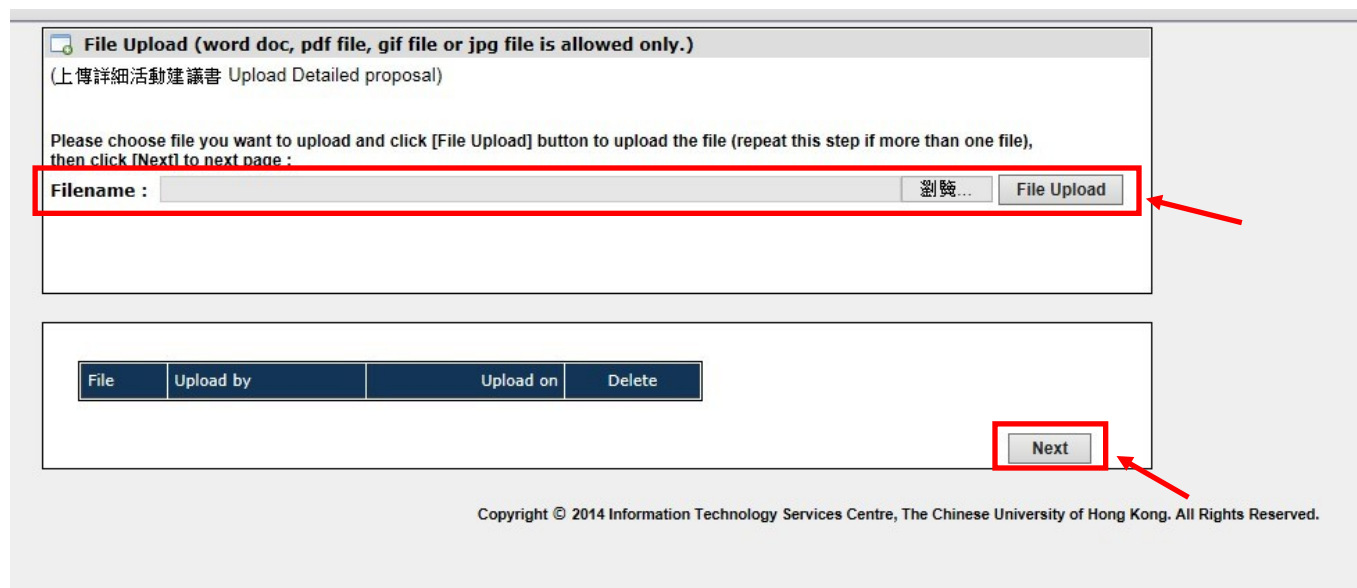
[Accept]   [Not Accept]

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"**.

8. Fill in all the necessary information about the reservation. Click "**Confirm**" after you have finished.

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

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