Room Booking Procedures of Learning Commons
學習共享空間房間預約步驟

Visit the link below and login using your CNA
前往以下網址並以 CNA 登入
https://cwrbs.vtc.edu.hk

Please Logout after booking
預約完畢後請登出

SIGN IN
登入

![VTC logo]

Please logon by your CNA email address and Password
請輸入你的 CNA 電郵地址及密碼登入

someone@vtc.edu.hk or studentno@stu.vtc.edu.hk

密碼

登入

Forgot your password?   Change password
忘記密碼?   更改密碼

Please contact ITSD Helpdesk (Email: itsd-helpdesk@vtc.edu.hk) if you have any further questions.
如有任何查詢,請聯絡ITSD Helpdesk(電郵:itsd-helpdesk@vtc.edu.hk)。

Home>New Booking

Daily   Weekly   Monthly

Learning Commons ▼

| Type |
| Classroom |
| Computer Room |
| Conference Room |
| Interactive Classroom |
| **Learning Commons** |
| Lecture Theatre |

Building ▼   Room ▼   Search

25 March 2022 (Friday)   ❯

Room: 1 - 8 of 9   ❯

...ulti-purpose Room (2)	Presentation Room (1)	Presentation Room (2)	Recording Studio	Workstation (1)	Workstation (2)

Select "Learning Commons
選擇 "Learning Commons"
..

Time						
7:00 AM						
8:00 AM						
9:00 AM						
10:00 AM						
11:00 AM						

IVE IVE(CW)Room Booking   Rules and Guideline   New Booking   View My bookings   Welcome!   Logout!

Home>New Booking

| Daily | Weekly | Monthly |

| Learning Commons ▾ | Building ▾ | Room ▾ | Search |

Select booking time slot(s)
選擇預約時段

‹   25 March 2022 (Friday)   ›

Room: 1 - 8 of 9   ›

	Live Broadcast Studio	Multi-purpose Room (1)	Multi-purpose Room (2)	Presentation Room (1)	Presentation Room (2)	Recording Studio	Workstation (1)	Workstation (2)
3:00 PM	15:00-15:30	15:00-15:30	15:00-15:30	15:00-15:30	15:00-15:30	15:00-15:30	15:00-15:30	15:00-15:30
	15:30-16:00	15:30-16:00	15:30-16:00	15:30-16:00	15:30-16:00	15:30-16:00	15:30-16:00	15:30-16:00
4:00 PM	16:00-16:30	16:00-16:30	16:00-16:30	16:00-16:30	16:00-16:30	16:00-16:30	16:00-16:30	16:00-16:30
	16:30-17:00	16:30-17:00	16:30-17:00	16:30-17:00	16:30-17:00	16:30-17:00	16:30-17:00	16:30-17:00
5:00 PM	17:00-17:30	17:00-17:30	17:00-17:30	17:00-17:30	17:00-17:30	17:00-17:30	17:00-17:30	17:00-17:30
	17:30-18:00	17:30-18:00	17:30-18:00	17:30-18:00	17:30-18:00	17:30-18:00	17:30-18:00	17:30-18:00
6:00 PM	18:00-18:30	18:00-18:30	18:00-18:30	18:00-18:30	18:00-18:30	18:00-18:30	18:00-18:30	18:00-18:30
	18:30-19:00	18:30-19:00	18:30-19:00	18:30-19:00	18:30-19:00	18:30-19:00	18:30-19:00	18:30-19:00
7:00 PM	19:00-19:30	19:00-19:30	19:00-19:30	19:00-19:30	19:00-19:30	19:00-19:30	19:00-19:30	19:00-19:30

Guide and Regulations

- Multi-purpose Rooms, Live Broadcast Studio, Recording Studio, Presentation Rooms and Workstations are open from 9:00 am to 30 minutes before the closure of the Learning Commons.
- Each booking session lasts for 30 minutes and each user can book maximum 4 sessions per day.
- Live Broadcast Studio and Recording Studio can ONLY be used for programme related video recording, voice recording or online streaming.
- Presentation Rooms can ONLY be used for programme related presentation.
- Multi-purpose Rooms, Live Broadcast Studio, Recording Studio, Presentation Rooms and Workstations are open for both students and staff.
- Rules
  - A user who makes the reservation should present his/her VTC student/staff card to the card reader at the door of the reserved room to check-in within 15 minutes from the commencing time.   Otherwise, the system will automatically cancel the booking without further notice.
  - Please keep the rooms clean.

使用需知及守則

- 多用途室、直播工作室、攝錄工作室、演講室及工作站可供外借的時段為上午 9:00 起,至每日關門前 30 分鐘。
- 每一節時間為 0.5 小時,每位使用者每天最多可以預約 4 節。
- 直播工作室及攝錄工作室只供與學科相關的錄影、錄音或網上直播。
- 演講室只供與學科相關的演講之用。
- 多用途室、直播工作室、攝錄工作室、演講室及工作站均開放給學生及職員預約。
- 使用細則
  - 使用者須在已預約時間的 15 分鐘內到門外使用 VTC 學生/職員證拍卡使用,逾時系統將自動收回使用權而不作另行通知。
  - 請保持房間清潔。

Opening Hours of Learning Commons 學習共享空間開放時間
Term Time
- *Monday to Friday 星期一至五: 9:00 to 20:30*

Read and agree the regulations
細閱及同意使用需知及守則

New Booking

Room	Workstation (1)
Handled By	XXX
Room Holder's CNA*	[ ]
Members:	☐

Members: ☑

Please fill in your group member's CNA* (Comma Seperated)

[   ]

Input your CNA
輸入你的 CNA

When "Members" is selected, you can input your members' CNAs for door access using their student cards
當 "Members" 被選取時，你可以輸入成員的 CNA，他們亦可使用他們的學生證進出房間

Contact No.	[ ]
Description	[ ]
Remarks	[ ]
Booking Date*	25/03/2022 – 25/03/2022

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☑ Fri ☐ Sat ☐ Sun

Select your booking date
選取你的預約日期

Period*	16 ⌄ 00 ⌄ – 16 ⌄ 30 ⌄

Select your booking time
選取你的預約時間

Press "Submit" to submit booking application
按 "Submit" 送出你的預約申請

Submit **Cancel**

* Mandatory Fields

New Booking

Room	Live Broadcast Studio
Handled By	XXX
Room Holder's CNA*	XXX
Members:	☐
Contact No.	
Description	
Remarks	

Confirm Booking Record

Are you sure to confirm the selected booking date?
- 2022-03-25 16:30-17:00 (Friday)

[Confirm] [Cancel]

Confirm booking
確定預約

Booking Date*	25/03/2022 📅 — 25/03/2022 📅
	☐ Mon ☐ Tue ☐ Wed ☐ Th ... ☐ Sun
Period*	16 ▾ 30 ▾ — 17 ▾ 00 ▾
Booking Status	Booked ▾
Booking Mode*	⦿Holder and member Only ◯Anyone with card ◯Free access

[Submit] [Cancel]

* Mandatory Fields

IVE(CW)Room Booking   Rules and Guideline   New Booking   View My bookings   Welcome!   Logout!

Home>New Booking

Daily | Weekly | Monthly

Learning Commons | Building | Search

25 March 2022 (Friday)

Room: 1 - 8 of 9

	Live Broadcast Studio	Multi-purpose Room (1)	Multi-purpose Room (2)	Presentation Room (1)	Presentation Room (2)	Recording Studio	Workstation (1)	Workstation (2)
7:00 AM								
8:00 AM								
9:00 AM								
10:00 AM								
11:00 AM								

Cancel or Modify Booking
取消或更改預約

IVE IVE(CW)Room Booking   Rules and Guideline   New Booking   View My bookings   Welcome!   Logout!

Home>New Booking

| Daily | Weekly | Monthly |

| Learning Commons ▾ | Buil... | ▾ | Room ▾ | Search |

Press "View My Bookings"
按 "View My Bookings"

‹   ...Friday)   ›
›
Room: 1 - 8 of 9

	Live Broadcast Studio	Multi-purpose Room (1)	Multi-purpose Room (2)	Presentation Room (1)	Presentation Room (2)	Recording Studio	Workstation (1)	Workstation (2)
7:00 AM								
8:00 AM								
9:00 AM								
10:00 AM								
11:00 AM								

Home>View Booking

Trans. Date

| 18/03/2022 | – | 26/03/2022 |

Booking Date

| 25/03/2022 | – | 01/04/2022 |

Facility

| All Facilities ⌄ | Type | Any type ⌄ |

Status (Class for timetable events)

| All Status ⌄ |

Booking ID

| | – | |

Clear   Submit

Cancel Selected   Filter (Type in Room Type/ Department/ Booking Status (e.g.class))

Ref. ID	Operator H...	Group Me...	Room	Type	Department	Date	Start Time	End Time	Status	Equipment List
537682	XXX	XXX	Live Broadcast Studio	Learning Commons	CW -SHAPE	25-03-2022	18:00	18:30	Booked	

Select booking to be cancelled or modified
選取需要取消或更改的預約

IVE IVE(CW)Room Booking   Rules and Guideline   New Booking   View My bookings   Welcome!   IVE   Logout!

Home>View Booking Detail

Booking Ref. No.	537682
Transaction Date	25 Mar 2022 17:36:06
Room Holder	kennyc
Contact No.	
Group member's student ID	kennyc [Waiting for check in]
Description	
Remarks	
Room	Live Broadcast Studio
Date	2022-03-25 (Friday)
Period	18:00 - 18:30
Status	Booked
Booking Mode	User Only

The following equipment(s) need to be setup arrangement in the room:
Equipments

Last Modified: kennyc @ 25 Mar 2022 17:36:06

Return to List   Modify Booking   Cancel Booking

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Modify Booking
更改預約

Cancel Booking
取消預約