

The MPA guide to booking Caulfield syndicate rooms

Caulfield-enrolled postgrads can self-book syndicate rooms in Building H. Bookings must adhere to the booking rules. Bookings that seriously breach the rules may be deleted by Site Admin without notice.

Booking rules.....	1
Booking syndicate rooms	2
Checking room availability	4
Subscribing to syndicate room calendars	5
Checking room availability using 'subscribed' method.....	7
The “booking sheriff” and dispute resolution.....	7

MPA Syndicate Room Booking Regulations

Please read these rules carefully before making syndicate room bookings. Contravention of these rules may result in you being barred from the system. The procedures are here in order to make the booking system as fair as possible to all students, considering the high demand for study space.

1. Rooms can only be booked by Monash Postgraduates.
2. Rooms are bookable for a maximum of **2 hours** per day. Any additional hours booked will be removed by staff.
3. You cannot book more than 10 hours per week. All bookings exceeding this limit will be removed.
4. You may only book one room per time slot, if you book multiple rooms at the same time, *all your bookings will be removed.*
5. You may only book four weeks in advance. All bookings exceeding this timeframe will be removed.

6. All group members names and contact details must be included. Bookings for individuals will be removed.
7. Bookings must be appropriately named in the 'what' field.
8. If you bring additional chairs into the syndicate rooms, you must return them at the end of your session.
9. Take your rubbish with you when you leave the room.
10. No permanent pens on whiteboards.
11. **You will receive an e-mail warning. If you are in contravention of any of the above rules. Upon the third warning you will be prevented from making any bookings for the rest of the current semester**

**The mpa does not take any responsibility for personal items left in the syndicate rooms or other postgrad spaces. We therefore advise that you do not leave anything unattended.*

Booking syndicate rooms

Select a time in your calendar that you'd like to book – create an event and click “edit event details” in the pop-up box.

The screenshot shows the Monash University calendar interface. At the top, there are navigation links for Mail, Calendar, and Documents, along with the user's email address (gvid1@student.monash.edu) and options for Sync, Settings, Help, and Sign out. The main calendar view is set to '5 Days' and shows dates from Monday, March 29, to Friday, April 2, 2010. A pop-up window is open for editing an event titled 'test booking' on Thursday, April 1, from 4pm to 5pm. The 'When' field is pre-filled with 'Thu, April 1, 4pm – 5pm'. The 'What' field is empty, with a placeholder text 'e.g., Breakfast at Tiffany's'. Below the 'What' field are two buttons: 'Create event' and 'edit event details'. A callout box on the right side of the image points to the 'edit event details' link with the text 'Click on "edit event details"'. On the left side of the calendar interface, there are sections for 'My calendars' (listing 'gvid1@student.monash') and 'Other calendars' (with an 'Add a coworker's calendar' button). A monthly calendar view for March 2010 is also visible on the left.

In the edit screen click on “Rooms, etc”

Event details [Find a time](#)

Where

Calendar

Description

Attachment [Add attachment](#)

Reminders

[Add a reminder](#)

Show me as Available Busy

Privacy Default Public

Add: [Guests](#) | [Rooms, etc.](#)

Guests can modify event invite others see guest list

Click on "rooms"

Then open up the "Caulfield" list

Add: [Guests](#) | [Rooms, etc.](#)

Show only available

Caulfield

[Close](#)

Open up the list by clicking on the +

Guests can modify event invite others see guest list

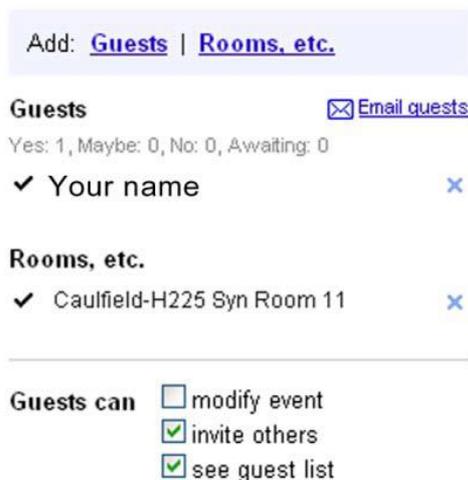
The default is to show only rooms that are available.



- Guests can**
- modify event
 - invite others
 - see guest list

Add a room, name your event and proceed to invite guests – then 'save your booking by using the 'Save' button on the bottom left of your screen.

If you go back into your booking you will see you have the room booked as there will be a tick against the room.



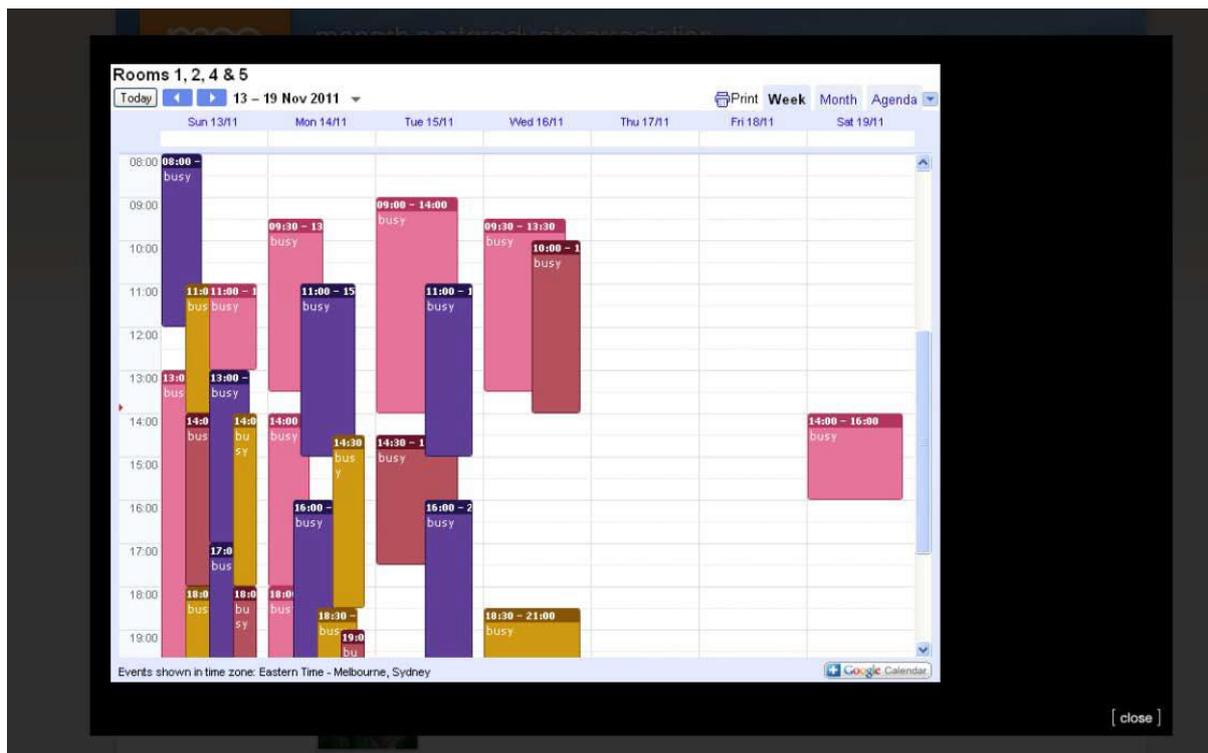
If you have attempted to book a room that is **not** available then this symbol - will appear next to the room and you will receive an email declining the booking.

Checking room availability

If there are no rooms available for the time you are trying to book, you can look for alternate times when rooms are free by accessing the public calendars for the rooms on the “Your campus” page of our website.

The screenshot shows the MPA website interface. On the left is a navigation menu with categories like 'Home', 'Representation', 'Advice & Advocacy', 'Research Postgrads', 'Coursework Postgrads', 'Seminars & programs', 'Social events', 'Your Campus' (with sub-links for AMREP, Berwick, Caulfield, Clayton, Distance ed, Law Chambers, MMC, Parkville, Peninsula), and 'Reports & submissions'. The main content area is titled 'Your campus' and 'Find your campus!'. It provides a brief overview and lists several event calendars: AMREP, Berwick, Caulfield (including Syndicate rooms 1, 2 & 3, 4, 5, and 6, 7, 8 & 9), Clayton, and Distance education. There are also 'Important Notice' sections regarding updated rules for syndicate and meeting rooms effective May 1, 2017. A right-hand sidebar contains 'Welcome to all our campuses', 'Online learning support', and 'Getting involved with MPA committee'. A red box on the right side of the page highlights the 'Syndicate room public calendars' section, with a red arrow pointing to the 'Caulfield events calendar' link.

Note that these calendars will only show ‘free/busy’ – if you want more in-depth information about the rooms you will have to subscribe to the rooms’ calendars (more on this in the next section).



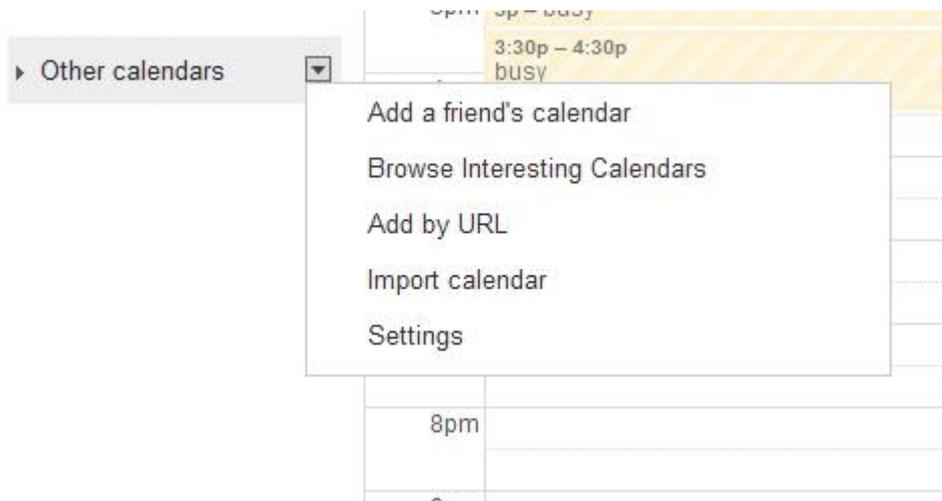
Subscribing to syndicate room calendars

If you subscribe to the syndicate room's calendars you be able to see room availability directly in your own calendar. You will also be able to see who has rooms booked. To subscribe to the rooms' calendars go to your personal calendar and

- 1) click on the downward arrow next to "Other calendars"



- 2) then click on the option to "Browse interesting calendars. You can add things like Australian holidays, contacts birthdays and religious holidays.



3) click on the "More" tab across the top then click on "Resources for student.monash.edu"

Resources for Monash students



"More" tab

4) select "Caulfield"



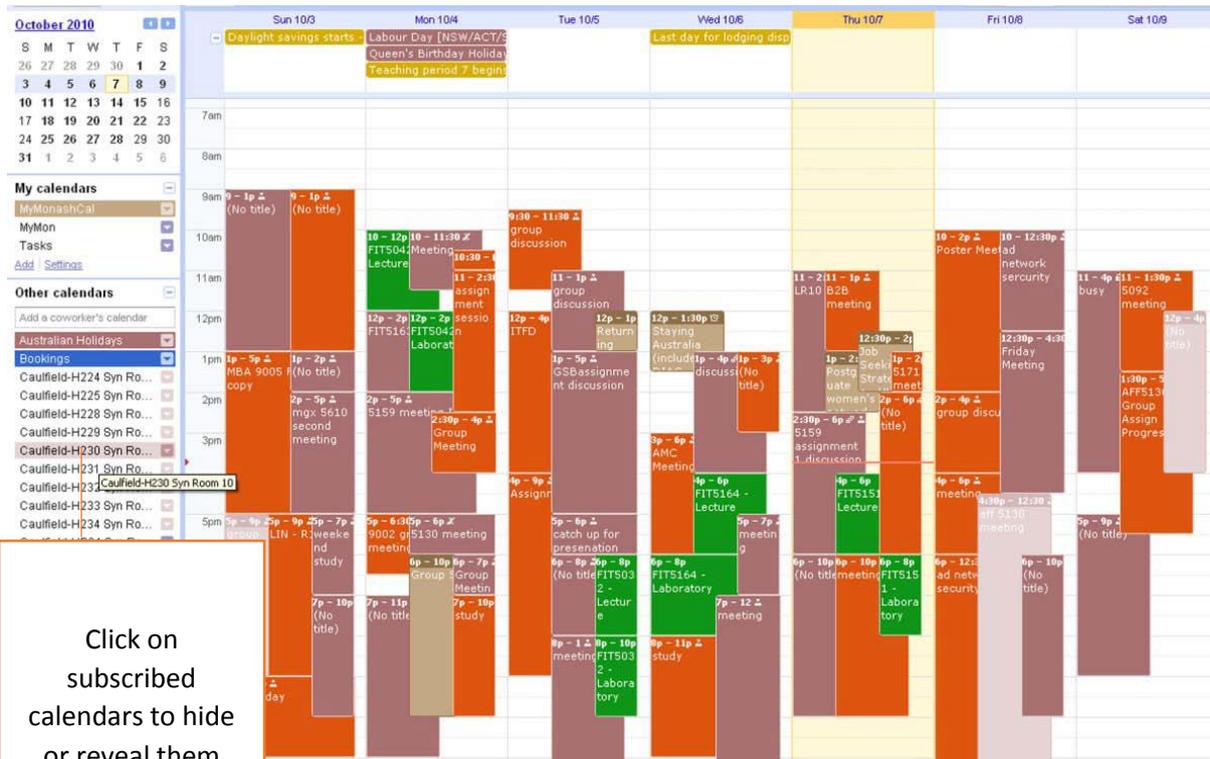
5) the calendars of the 11 syndicate rooms appear. Click on the bold word "Subscribe" to subscribe for each room. If you see the word "Unsubscribe" this means you already subscribed to that calendar. When you have finished click on "Back to calendar".

Interesting Calendars [Back to calendar](#)

Holidays		Sports		More	
More > Resources for student.monash.edu > Caulfield (11)					
Caulfield-H224 Syn Room 12				Preview	Unsubscribe
Caulfield-H225 Syn Room 11				Preview	Unsubscribe
Caulfield-H228 Syn Room 8				Preview	Subscribe
Caulfield-H229 Syn Room 9				Preview	Subscribe
Caulfield-H230 Syn Room 10				Preview	Subscribe
Caulfield-H231 Syn Room 7				Preview	Subscribe
Caulfield-H232 Syn Room 6				Preview	Subscribe
Caulfield-H233 Syn Room 5				Preview	Subscribe
Caulfield-H234 Syn Room 4				Preview	Subscribe
Caulfield-HB34 Syn Room 2				Preview	Subscribe
Caulfield-HB35 Syn Room 1				Preview	Unsubscribe

Click on "subscribe" for each room

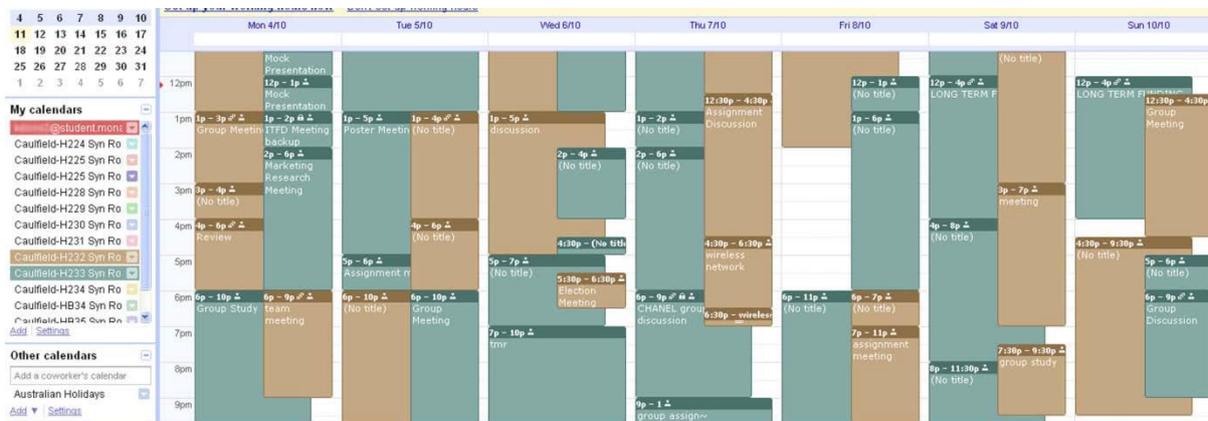
6) your calendar may look very busy – but you can hide (and reveal) subscribed calendars by clicking on them. You can also assign different colours to different calendars.



Click on subscribed calendars to hide or reveal them

Checking room availability using 'subscribed' method

Simply click on each room and look for open space. In the example below two rooms' calendars are being viewed – there is availability on the Friday for a booking in the room which has been set to the colour brown.



The “booking sheriff” and dispute resolution

If you are unable to book a room and you can see this is because students have been breaching the booking rules, you can write to the “booking sheriff” on bookingsheriff@monash.edu giving details of the room number, date and time – the booking sheriff can adjust (or even cancel) the non-compliant booking. Please allow up to two working days for a response.

Who has the room booked?

To resolve a dispute over who has a room booked you should go to the room’s calendar and view who has the valid booking. Confirmation emails are **not** proof you have the room