

## UBC Psychiatry Room and Audio/Visual Bookings - Public Access

### *Logging in*

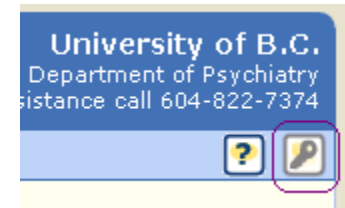
Using your preferred web browser (Internet Explorer or FireFox), enter <http://www.booking.ca/bkubcppub> as the address. Click the Facilities tab, then the red "**Click here to search our Facilities for availability**" text. A second browser window will open. The initial browser window can now be closed, if you like.

### *Searching*

Select **Book Facility** to check availability of rooms or **Book Service** to check availability of Audio/Visual technicians and equipment. Follow the numbered steps to enter your criteria then click **Search**.

Please note the following, while searching:

- You can't Search more than one year, in a single search.
- 12:00 noon appears as 12:00pm, in the system, rather than 12:00am.
- The default search type of **Block Time** is most useful.



### *Logging out*

Click the key icon, in the upper right corner of the window.