

# Brescia Booking Instructions

Brescia Booking allows audio/visual equipment and library study rooms to be reserved. All Brescia students, staff and faculty may book equipment, to be used only at Brescia; only Brescia students may book study rooms. Please note that some AV equipment is housed in Room 200, which can only be retrieved by faculty.

**Please see a library staff member if you are unfamiliar with AV equipment – we are happy to run through set-up with you, to avoid last minute problems!**

## STEP 1 – Log On

- Go to [www.bresciabooking.com](http://www.bresciabooking.com)
- Log In
  - Name: UWO email userID (i.e. jdoe2)
  - Password: Full UWO email address (i.e. jdoe2@uwo.ca)
    - OR try your UWO Email userID again (ie jdoe2)
  - Next, change your password to avoid others tampering with your bookings
  - Click on: “User List” icon at top right hand of screen
  - Scroll down to your name
  - Click on “Edit” icon
  - Enter your new password, and save changes

## STEP 2 – Place a Booking

- Select the date from the drop down menu at the top of the screen, or from the calendar
- Select the item that you would like to book
- Scroll down to the time that you would like the booking to start, and click on the plus sign in the box
- Under “Brief Description” enter your name
- Under “Full Description” enter your class name and room number you will be using the equipment in (or subject you will be studying in the study rooms)
- Under the “Duration” icon, you can choose to book the item from 30 minutes to 3 hours
- Select “Save.” You will be redirected to the timetable page that displays your new booking

Equipment and study rooms may be booked at any time within the current semester, for a maximum of three hours. Equipment includes: laptops, projectors, TV/VCR/DVD combos, study rooms, extension cords, microphones, headphones, speakers, PowerPoint remotes, wireless internet card, slide projector, and VHS projector. Please note that only two or more students completing group work may book the study rooms.

**If you have any questions or difficulties with our booking system, please do not hesitate to speak with a library staff member for assistance.**