



THE UNIVERSITY OF  
MELBOURNE

# How to Make Student Club Bookings in TE Reserve



## About TE Reserve

**TE Reserve** is a new effective reservation tool that has been introduced to book shared teaching and learning spaces including classrooms and lecture theatres.

## When to use TE Reserve

**Student Clubs Executives** will use **TE (TimeEdit) Reserve** to **REQUEST** shared spaces (classrooms and lecture theatres) and **DiBS (Direct Booking System)** for outdoor spaces for student club activities.

Please read more on **Student Club booking terms & conditions** and **DiBS** by clicking [here](#).

## Who is this guide for?

**Student Clubs Executives** responsible for booking shared spaces for student club activities.

## How to use this guide

Click on the links below to navigate to a topic. Select [\[Back to contents\]](#) to return to the topic link selection.

Access Student Club Bookings	<a href="#">TE Reserve login</a>	<a href="#">TE Reserve Navigation</a>
Room Requirements	<a href="#">Find a Room</a>	<a href="#">Select Dates</a>
Make Booking Requests	<a href="#">Submit a Request</a>	<a href="#">Request Multiple Locations</a>
	<a href="#">Send Email</a>	<a href="#">Recurring Bookings</a>
Managing your Bookings	<a href="#">Review My Reservations</a>	<a href="#">Edit/Cancel Reservations</a>

## TE Reserve Support

Log a request or report an issue through [TE Reserve and Dibs booking - Student and Teaching Services](#)

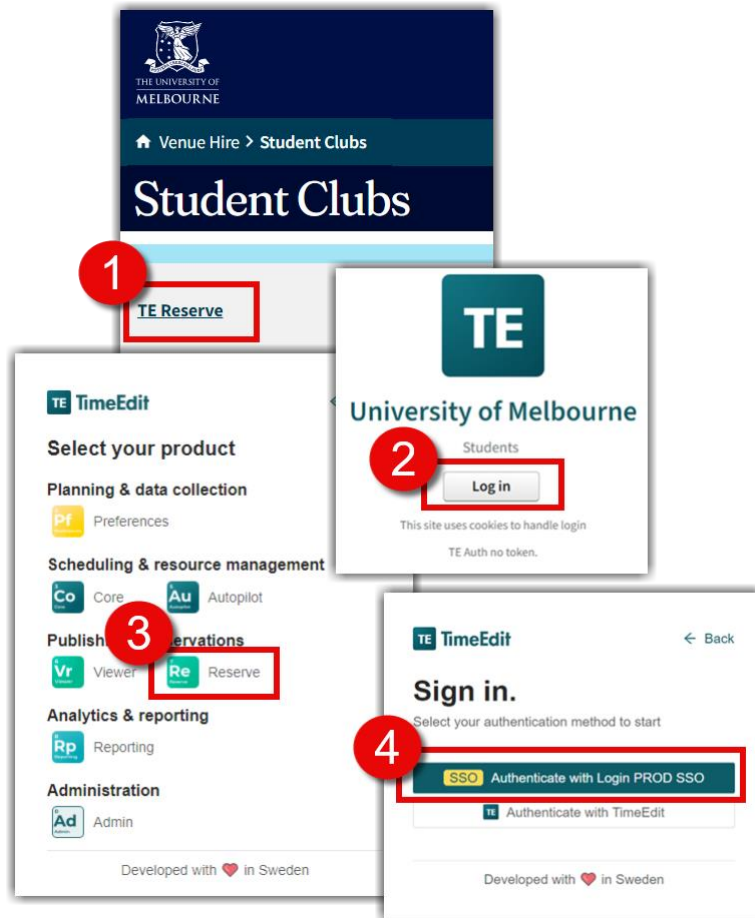


# TE Reserve login

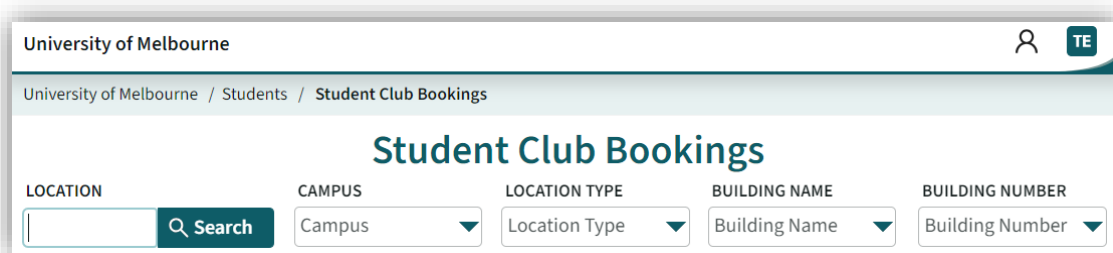
You can access **TE Reserve** by clicking on the link provided on the student club page or the link in the instructions below.

## Instructions:

Step	Action
1	Navigate to the booking landing page by clicking <a href="#">TE Reserve</a> .
2	Click Students <b>Log in</b> .
3	Click the <b>TE Reserve</b> option.
4	Follow the prompt to use <b>Single Sign-On</b> verification.



**Result:** The Student Club Bookings page will open.



**Tip:** Once you have signed in for the first time, save the **Student Club Booking** page to your Web browser favourites.

# TE Reserve Navigation

When you first open the Student Club Bookings page in TE Reserve, all locations that are available for Student Club Booking requests are displayed by default. You will need to understand the page layout before you can search and make booking requests.

**Student Club Bookings**

LOCATION:   CAMPUS:  LOCATION TYPE:  LOCATION TYPE:  BUILDING NAME:  CAPACITY:

19 - 25 Feb

Please ensure you do not request a reservation in a location where a booking already exist. It will be cancelled.

	Monday 19/2	Tuesday 20/2	Wednesday 21/2	Thursday 22/2	Friday 23/2	Saturday 24/2	Sunday 25/2
PAR-104-G-G01-Flexible Learning Space (30) Request	PAR-104-G-G01-G01 & G02 & G03 Combined (90)	PAR-104-G-G18A-G18 & G20 Combined (124) Request	PAR-104-G-G18B-G18 & G20 & G21 Combined (154) Request	PAR-104-L1-103-Collaborative Learning Space (30) Request	PAR-104-L1-109-Lectorial Learning Space (76) Request	PAR-104-L1-111-Digital Learning Space (PC) (30) Request	PAR-104-L1-120-Lectorial Learning Space (53) Request
PAR-104-L1-109-Lectorial Learning Space (76) Request	PAR-104-L1-120-Lectorial Learning Space (53) Request	PAR-115-L2-200-Rivett Theatre (256) Request	Event	Event	Event	Event	Event

**My reservations**

Time	Location	Event Type	Other Service Providers	Event Title	Event Contact Email	Number of Attendees	Additional Event Details	Length	Status
14/02/2024 14:45 - 15:00	BUR-902-G-NUR01-Specialised Room (30)	Event	Event Support	Test Only	nicole@te-reserve.co.uk	20	This is a test and will be deleted shortly	0.25	Confirmed
16/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	nicole@te-reserve.co.uk	20	This is a test and will be deleted shortly	0.25	Requested
15/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	nicole@te-reserve.co.uk	20	This is a test and will be deleted shortly	0.25	Requested

Page Navigation	
a	Use filters to narrow available location list and <a href="#">Find a Room</a> .
b	<a href="#">Select Dates</a> using the calendar.
c	Select full <b>week</b> view or <b>day</b> view.
d	<b>Location</b> name and description, maximum capacity shows in brackets.
e	<b>Grey space</b> shows existing bookings and is unavailable for request.
f	<b>Green space</b> shows existing requests or reservations made by you.
g	<b>White space</b> shows available for request. <b>Note:</b> this does not guarantee a reservation.
h	Click <input type="button" value="🔗"/> to open the request bookings calendar in a new window.
i	Click <b>Show more search results</b> to show more available locations matching your criteria.
j	<a href="#">My Reservations</a> list shows your reservations, including <b>Status = Confirmed</b> or <b>Requested</b> .
k	Click <b>Show more Reservations</b> where you have more Reservations to view in <b>My Reservations</b> .
l	Use the <b>Scroll Bar</b> to move to bottom of the page.

# Find a Room

By default, all rooms available for Student Club booking requests appear. To make a reservation simply click on the white space in the calendar on the day/time and location you want to book or narrow the list down using any one of or a combination of the various search criteria.

### Student Club Bookings

<b>LOCATION</b> <input type="text" value="Type Name here"/> <input type="button" value="Search"/>	<b>CAMPUS</b> <input type="text" value="Campus"/>	<b>LOCATION TYPE</b> <input type="text" value="Location Type"/>	<b>BUILDING NAME</b> <input type="text" value="Building Name"/>	<b>BUILDING NUMBER</b> <input type="text" value="Building Number"/>	<b>CAPACITY</b> <input type="text" value=""/> - <input type="text" value=""/>
--	--	--	--	--	--

## Search by Location Name

To find availability of a specific room, search using the room name.

### Instructions:

Step	Action
1	Type all or part of the Location Name.
2	Click Search.

e.g. To view availability for **PAR-104-G-G01-Flexible Learning Space**

LOCATION

PAR-104-G-G01

**Result:** The results list now shows locations that include the characters typed into the search field

<b>PAR-104-G-G01-Flexible Learning Space (30)</b>	<i>Parkville, Alan Gilbert, Capacity 30, Please ensure you do not request a reservation in a location where a booking already exist. It will be cancelled.</i>
<b>PAR-104-G-G01A-G01 &amp; G02 &amp; G03 Combined (90)</b>	<i>Parkville, Alan Gilbert, Capacity 90, Please ensure you do not request a reservation in a location where a booking already exist. It will be cancelled.</i>

## Search by Capacity

To find rooms to accommodate the number of people attending your event, enter the minimum and maximum numbers for Capacity.

CAPACITY

-

### Search by Campus, Location Type, Building Name and Building Number

To find rooms matching your requirements you can use the drop-down menus to select one, all or a combination of the various categories.

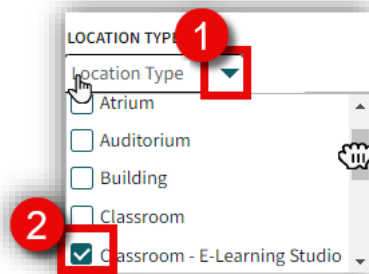
#### Add Search Filters

Select options from the drop-down menus to refine your search. The more information provided, the better the search results.

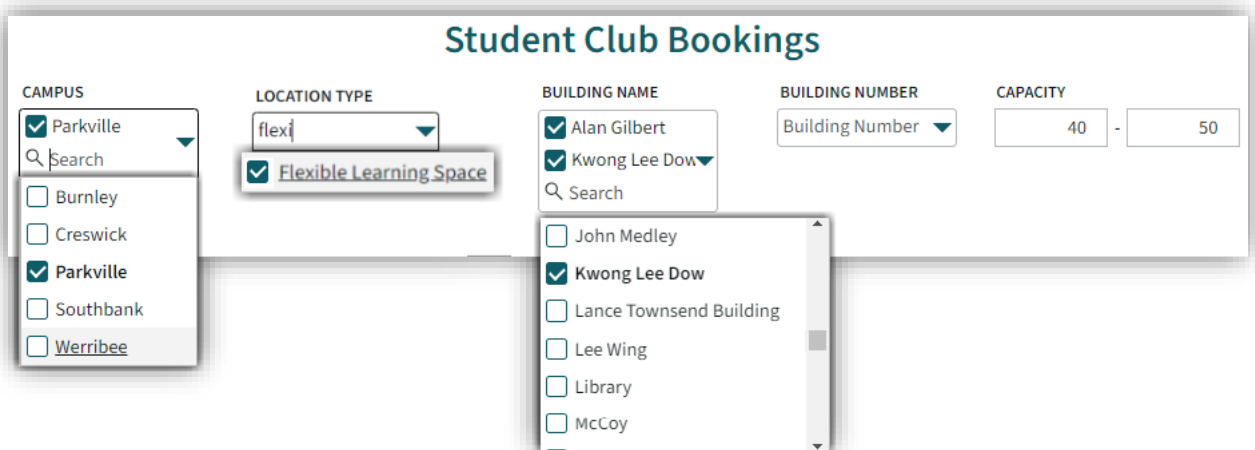
#### Instructions:

Step	Action
1	Click on the drop-down menu.
2	Select one or more objects to appear in your search results.

**Tip:** You can scroll through the drop-down menus to explore all the options for each or click in the search box and start typing the object you are looking for.



**e.g.** You need a Flexible Learning space minimum capacity of 40 in Parkville, your preference is either the Alan Gilbert building or the Kwong Lee Dow building.



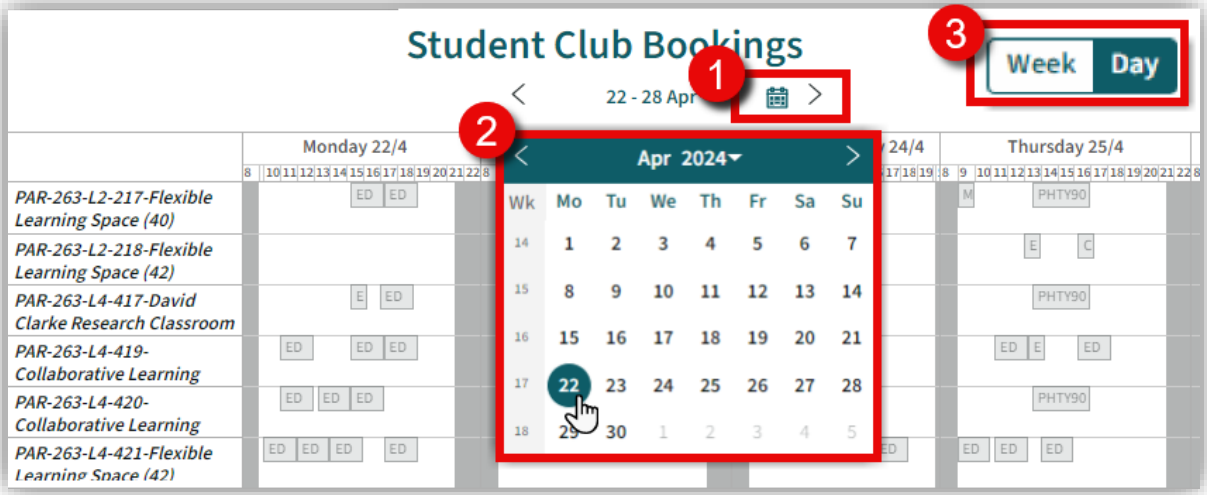
**Result:** A more condensed list is displayed showing only the criteria set, making it easier for you to see locations with availability to suit your requirements.

# Select Dates

Use the calendar to set the dates (by day or week) you want to view availability for.

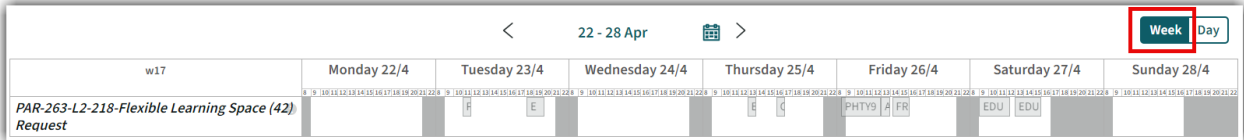
### Instructions:

Step	Action
1	Select the <b>calendar icon</b> .
2	Use <b>directions arrows</b> to select the months, then click on the date.
3	Select to view the calendar by <b>Week</b> or <b>Day</b> format.

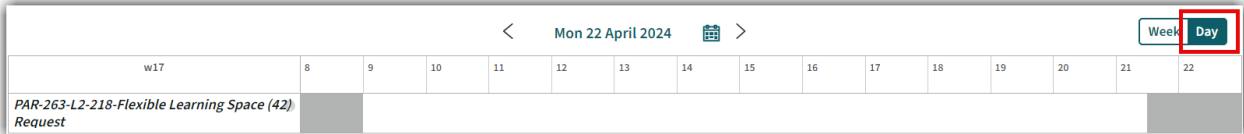


**Result:** The location/s display to show availability for the Week or Day you have selected.

### Week View:



### Day View:



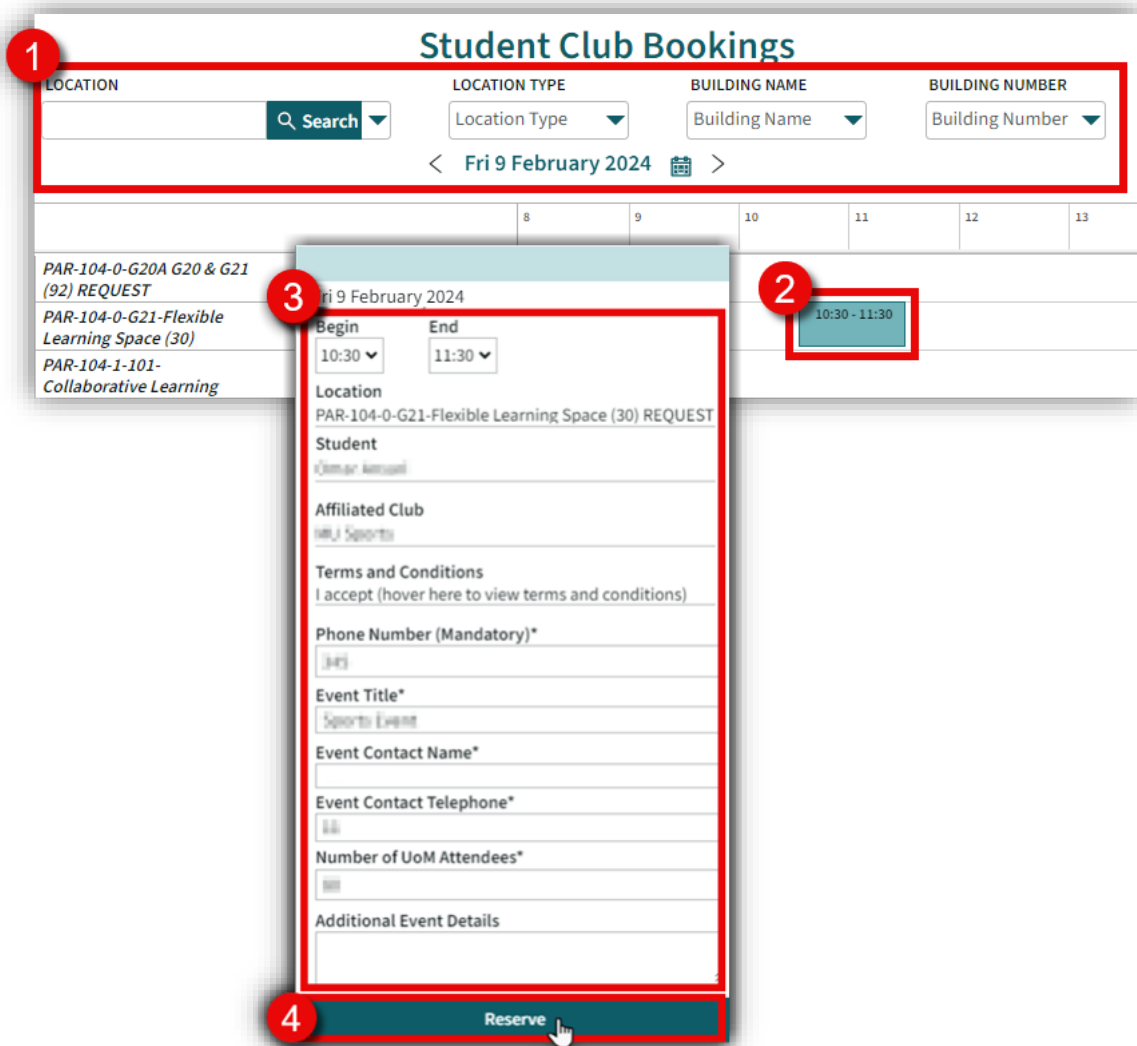
# Submit a Request

To book a Shared teaching Space, you need to submit a **Request**, so that availability can be confirmed by the University department who manages the space before the reservation is made.

**Note:** Please ensure you do not request a reservation in a location where a booking already exist.

## Instructions:

Step	Action
1	Use instructions to <a href="#">Find a Room</a> and <a href="#">Select Dates</a> .
2	Click in the free (white) space (see <a href="#">TE Reserve Navigation</a> ), to open the booking form.
3	Check begin/end times are correct, add details (ensure all mandatory fields [*] are completed).
4	Click Reserve.



**Result:** Your Request has been submitted for consideration and you will receive an outcome in a few days. If you would like to send confirmation of your request to yourself or a colleague, see send email.

Thank you, your request has been received.

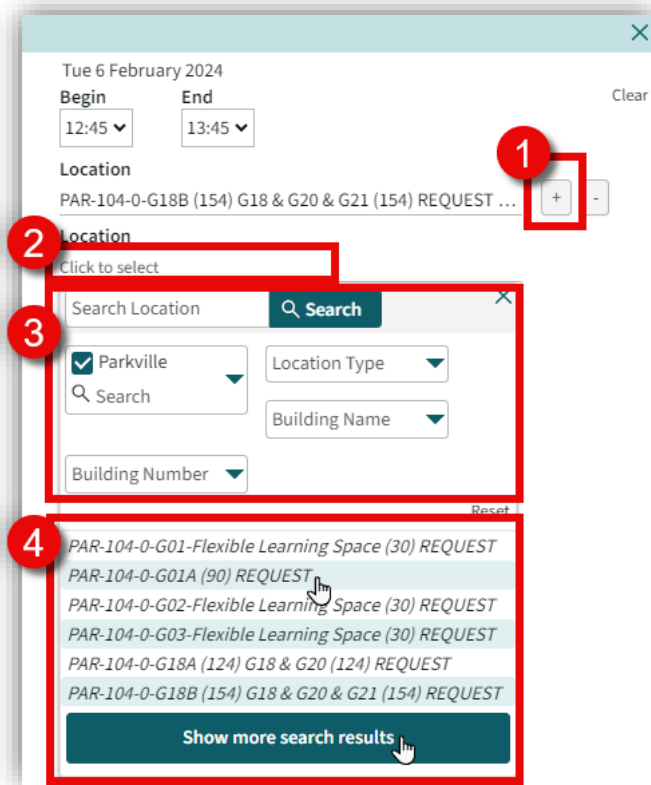
**Tip:** If you need more than one booking, click on Create additional reservations and your booking details will remain in the booking form ready for further booking requests.

# Request Multiple Locations

If you need to request Multiple locations for the same event, you can Request these via the booking form.

### Instructions:

Step	Action
1	In the booking form, click the + button next to your existing location.
2	Under the new Location heading select <b>Click to Select</b> .
3	Use the search filters to help locate suitable additional locations.
4	Select the Location from the results list or select <b>Show More Search Results</b> , then select.



**Result:** Your Request has been submitted with Multiple locations for the same event.

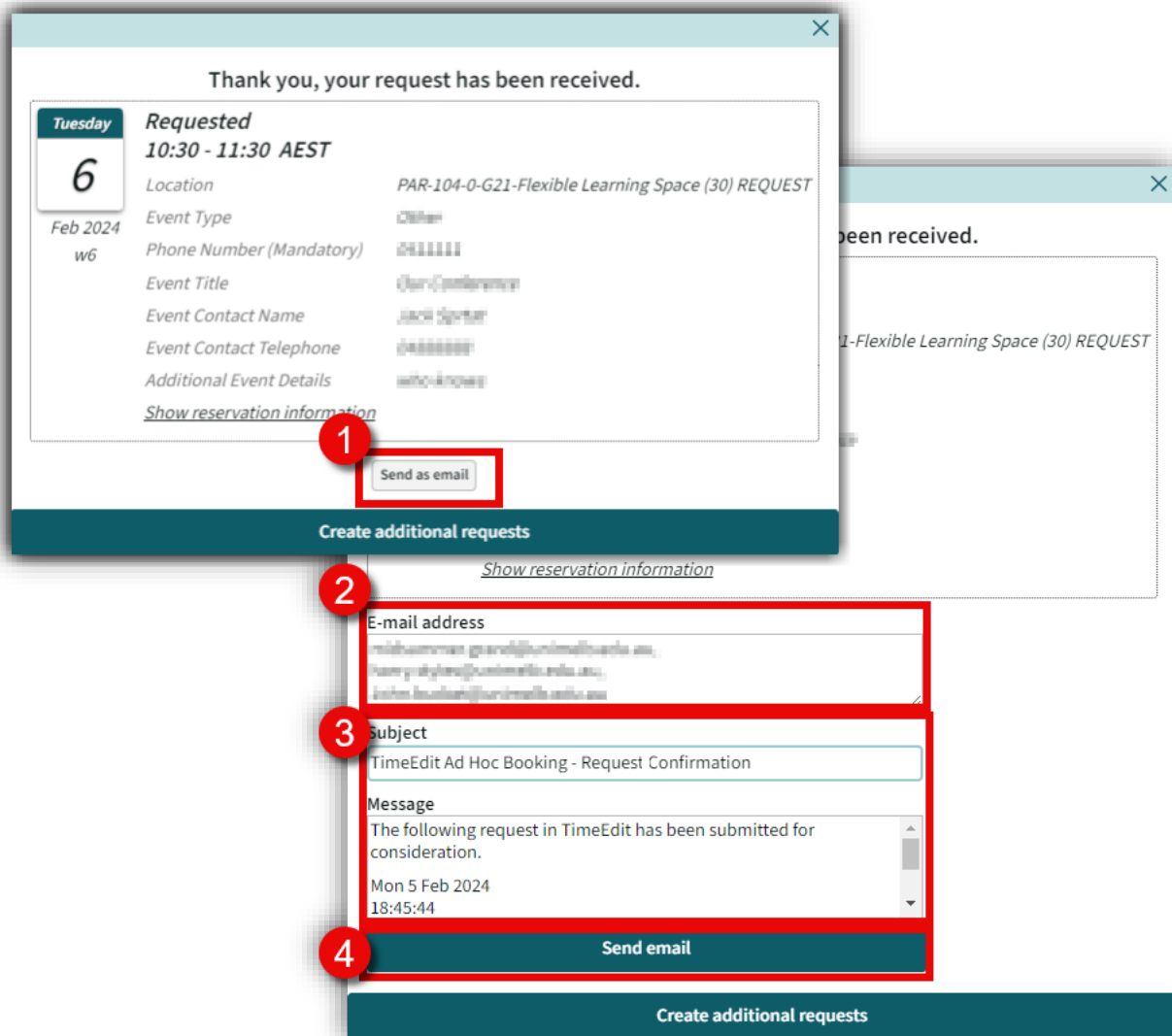


# Send Email

To provide a confirmation of your request, updates or cancellation of a request or a reservation to yourself or someone else, you can send a copy by email.

### Instructions:

Step	Action
1	From the reservation request confirmation pop-up, select <b>Send as Email</b> .
2	The email panel is displayed, add <b>Email Address/es</b> . <b>Note:</b> If there is more than one email address, it is important to leave a space in between each only, <b>do not</b> use commas or semi-colons.
3	Add any extra details you want the recipient to see.
4	Click <b>Send Email</b> .




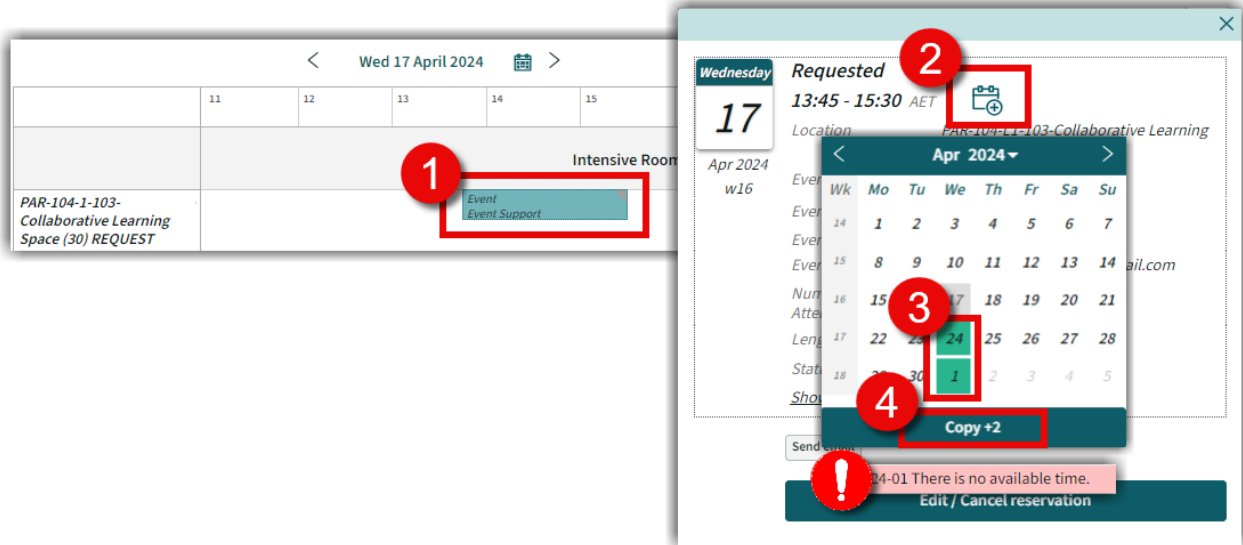
**Result:** Your email recipient/s will receive an email confirming you have made a booking request.

# Recurring Bookings

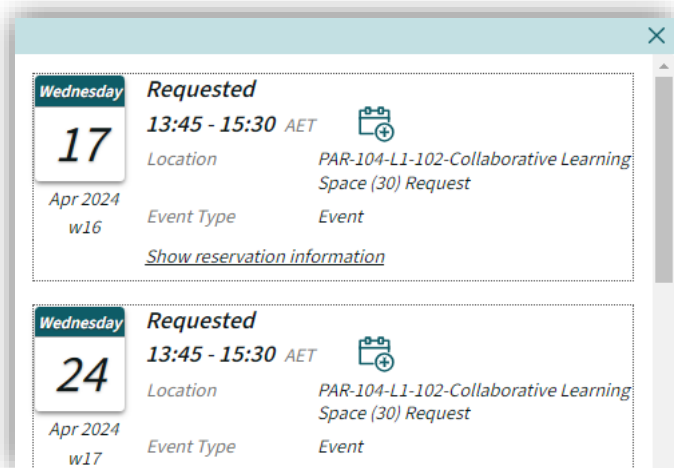
If you need to request Multiple days for the same event at the same location and time, you can copy the Request or Reservation in TE Reserve.

## Instructions:

Step	Action
1	Click on your reservation either in the calendar or <a href="#">Review My Reservations</a> .
2	Click the <b>Add to Calendar</b>  icon.
3	Select the additional days you want to request a booking for.
4	Select Copy.
!	If you receive a <b>There is no available time</b> warning, deselect the date and choose another.



**Result:** The Additional days have been requested and now waiting for review.



# Review My Reservations

Review all your bookings, regardless of status (Confirmed or Requested) via **My Reservations**.

### Instructions:

Step	Action
1	Scroll to the bottom portion of the <b>Student Club Bookings</b> page.
2	The last five bookings you made will show here to view more, click <b>Show More reservations</b> .
3	Choose <b>Graphical</b> view to view as calendar or <b>Text View</b> to view as a list.
4	Click on the Reservation you want to view.

**Student Club Bookings**

LOCATION:  Search | CAMPUS: Campus | LOCATION TYPE: Location Type | BUILDING NAME: Building Name | BUILDING NUMBER: Building Number

Please ensure you do not request a reservation in a location where a booking already exist. It will be cancelled.

	Monday 5/2	Tuesday 6/2	Wednesday 7/2	Thursday 8/2	Friday 9/2	Saturday 10/2	Sunday 11/2
PAR-104-G-G01-Flexible Learning Space (30) Request							
PAR-104-G-G01A-G01 & G02 & G03 Combined							

**My reservations**

Time	Location	Event Type	Other Service Providers	Event Title	Event Contact Email	Number of Attendees	Additional Event Details	Length	Status
14/02/2024 14:45 - 15:00	BUR-902-G-NUR01-Specialised Room (30)	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Confirmed
16/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Requested
15/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Requested
21/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Requested
14/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Requested
Sum Length 3.50 Number of Attendees 150 Length 3.50									

2 Show more reservations

Time	Location	Event Type	Other Service Providers	Event Title	Event Contact Email	Number of Attendees	Additional Event Details	Length	Status
15:00 - 16:00	PAR-104-L1-103 Collaborative Learning Space (30)	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	1.00	Confirmed
14:45 - 15:00	BUR-902-G-NUR01-Specialised Room (30)	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Confirmed
15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Requested
15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Requested
15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Requested
15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Requested
15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	michael.bunderman@ct.tlg@gmail.com	30	This is a test and will be deleted shortly.	0.25	Requested
Sum Length 2.50 Number of Attendees 210 Length 50									

3 Link to this page Graphical

**Result:** You can now view the details of your request or reservation, see [Edit/Cancel Requests or Reservations](#) to cancel or make changes.

**Friday 26** Requested  
13:45 - 15:30 AET

Apr 2024 w17

Location: PAR-104-L1-102 Collaborative Learning Space (30) Request

Event Type: Event

Other Service Providers: Event Support

Number of Attendees: 30

Length: 1.75

Status: Requested

[Show reservation information](#)

Send email

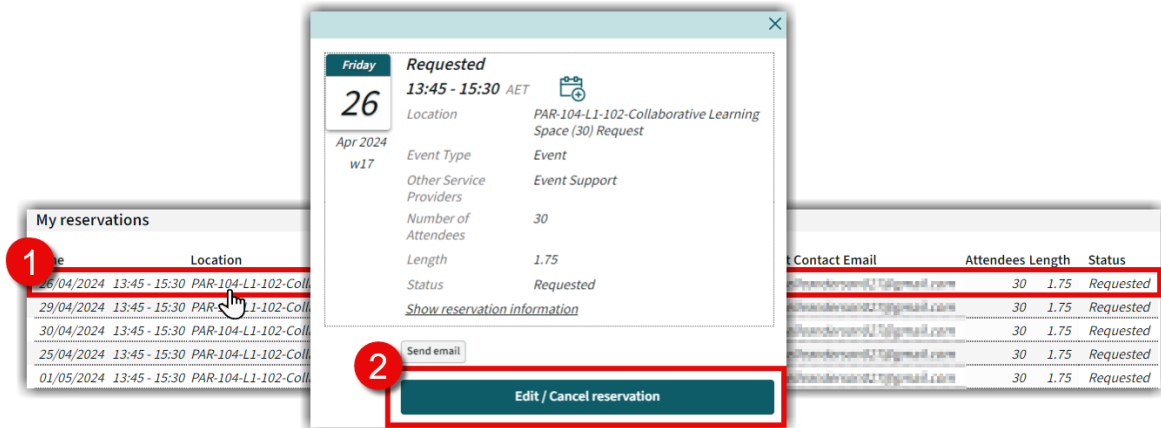
Edit / Cancel reservation

# Edit/Cancel Requests or Reservations

You can edit or cancel both your Requests and Reservations, regardless of their status.

## Instructions:

Step	Action
1	See <a href="#">Review My Reservations</a> to locate the Request or Reservation you need to amend.
2	Click <b>Edit/Cancel Reservation</b> .
3	Make required changes to the reservation details.
4	Click <b>Done</b> .

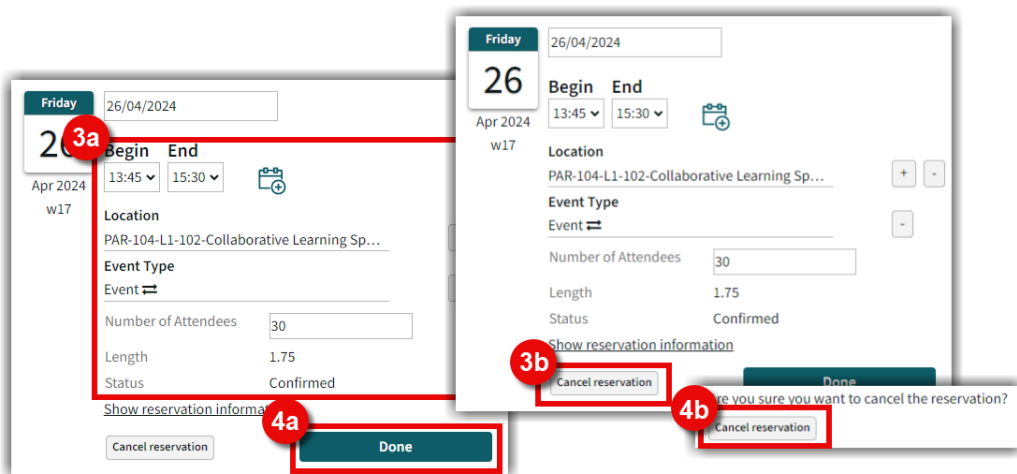


## To Edit Instructions:

Step	Action
3a	Make required changes to the reservation details.
4a	Click <b>Done</b> .

## To Cancel Instructions:

Step	Action
3b	Click <b>Cancel Reservation</b> .
4b	<b>Are you sure you want to cancel the reservation?</b> appears, Click <b>Cancel reservation</b> .



**Result:** Reservation has been edited or cancelled, see [Send Email](#) if you need to notify someone.