

Staff & Faculty Room Bookings – Academic Spaces & General Tips

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Good to Know / Tips:

- **LOGIN:** Access the **Room Bookings Portal** from **MyTrent** in the **Services** Tab under **Campus Events**. Once in the portal, if you do not see the room booking options in the left side panel, be sure to **click on the user icon in the top right to login**.
- **These tips apply to booking Central Academic Spaces** but the general information in this document can be helpful with booking spaces managed by other departments within the Room Bookings Portal system as well.
- **Please note, changing your course scheduling information is not done through the Room Bookings Portal.** Please have your Departmental Timetable Rep reach out to the Scheduling team.
- **Bookings are not complete until you receive the Approval email notification.** Approval emails are generally sent out within 3 business days. Please plan ahead when making your booking request. Last-minute bookings are not always possible.
- If you are a **student staff member** requesting a booking on behalf of your workplace within Trent, please **be sure to use your staff email account** when logging into myTrent to access Room Bookings.
- Central Academic Space can be booked no earlier than 120 days in advance.
- **REMINDER!** Room Booking requests submitted for Academic Classrooms in the term prior to the term the booking takes place in will not be reviewed until the week prior to classes starting due to ongoing classroom changes. (i.e. booking requests for Academic Spaces occurring on or after the first day of Fall term classes will not be reviewed until the week before classes start.)
- **Regularly scheduled academic courses always take priority over ad-hoc bookings in classroom spaces.** Bookings that have been approved in Academic Classrooms that occur between the start of class and the last day to add classes are more likely to change than other bookings

throughout the year due to the possibility that courses may need to move rooms because of enrolment growth.

- Rooms on campus are managed by different departments. For example, most Academic spaces are managed by roombookings@trentu.ca (Registrar's Office) but College spaces are managed by the respective College offices.
- Room Booking Requests should be made at least two weeks in advance when possible. This allows for processing time and gives you greater room availability to choose from. If you are booking for academic departmental Orientations in August or early September (before classes start), we advise you to book your room as early as you can (120 days out).
- In your Room Booking request, provide details about the event/meeting that clearly specify the **reason for the booking (event name/meeting name, and department affiliation)**. Be sure to use your staff account.
- If you run into any errors during the booking process, please email us (roombookings@trentu.ca) a screenshot of the full computer screen. This shows us the error and what settings could be adjusted to allow your booking to go through. If something is not working right, we would like to fix the problem.

Room Booking Portal Headings:

"Home" – Homepage for the Room Bookings Portal – useful general rules, contact, and information is found here, please be sure to read this before making any booking requests.

"My bookings" – This is where you can see your requests and bookings. Requests that are not approved yet will show as "submitted" with an **orange exclamation mark** (i.e. pending review). Requests that are approved will show as approved with a small **green checkmark**. Cancelled requests (whether you cancelled it or the room administrator cancelled it) will show as a **red X**.

- You can filter your list of requests and bookings by date and/or status.

Status	Booking	Date	Time	Approved room(s)	Requested room	Additional information
	LB_Training0491	8/20/2025	12:30 PM - 2:30 PM	BL 411 (Training and Meeting Room)	BL 411 (Training and Meeting Room)	
	RB030821	8/21/2025	2:30 PM - 3:00 PM		TSC 1.20 (TSC Classroom)	
	RB030835	8/28/2025	11:00 AM - 11:30 AM		DNA B110.2 (Seminar Room)	
	RB030836	8/20/2025	11:00 AM - 11:45 AM		ENW 114 (Lecture Hall)	

"New booking" - This is where you can create a new room booking request. See further in this guide about how to create bookings.

"Rooms" – under the "Rooms" heading here you can search visually using a calendar style layout for room availability. This way allows you to book one occurrence at a time.

REMINDER! Different departments own different rooms. There are varying rules for hours of booking availability and how far ahead you need to book, depending on the room.

The Room Bookings Portal can be accessed through myTrent -> Services -> Campus Events -> Room Bookings

How to request a SINGLE (one-time) OCCURRENCE or RECURRING room booking through “New Booking”:

General Info:

1. Go to the left panel heading called "New Booking".
2. You can select the **Booking Type** and **Room Criteria** from the drop-down menus in the next few steps. In most cases, it is recommended to leave the Room Criteria blank to show as many rooms as possible.

The screenshot shows the 'New booking' portal interface. On the left is a navigation menu with 'Home', 'My bookings', 'New booking' (highlighted), and 'Rooms'. The main content area is titled 'New booking' and has tabs for 'Booking details', 'Room', and 'Additional details'. Under 'Booking details', there are fields for 'Booking type' (Classrooms - PTBO Campus), 'Date' (3/5/2026), 'Duration' (0:30), 'Start time' (10:00 AM), and 'End time' (10:30 AM). A toggle labeled 'Show more booking options' with a question mark icon is circled in yellow. At the bottom are 'BACK' and 'CONTINUE' buttons.

3. If you are looking for rooms in a specific area, you can use the room criteria to select the location/buildings you would like a room in.
4. Input the **time range** your booking can fall between and the **duration** of your booking.
 - To book a room for a 30-minute meeting on Aug 28th, anytime between 9am and 12pm: Select Aug 28th, the time range of 9am – 12pm and the duration of 30 minutes. This will show options for 30-minute meetings starting at various times within the range of 9am-12pm.
 - To book a 30-minute meeting at precisely 9am-9:30am, input the time range 9am-9:30am and duration 30 minutes.
 - In the screenshot below you can see “**Show more booking options**” is circled. If you toggle this **ON**, a different view will appear with more options (recurring bookings & room filters). If you leave it off, the room options will appear at the next steps. **Recurring options are only available if you toggle “Show more booking options” ON.**
 - When “Show more booking options” is **ON**, the date selection is made in the next step.

This screenshot shows the 'New booking' portal with 'Show more booking options' toggled ON. The 'Booking details' section now includes a 'Search for availabilities between' section with 'Start time' (10:15 AM) and 'End time' (10:45 AM). A yellow box highlights the 'Show more booking options' toggle, which is now green and ON. To the right, there are sections for 'Recurrence' (with a 'Recurring' toggle) and 'Room filters' (with a search icon and an 'Open room calendar view' button). The navigation menu and tabs remain the same.

5. **General TIP:** You should get email confirmation once your booking is processed (i.e. approved, pending or declined). You can also always see the status of your requests under the “My Bookings” heading on the left navigation panel.

Creating a non-recurring (one-time) booking at a specific time: for March 13th at exactly 9am-9:30am in a classroom space.

1. Input your information and select **Continue**.

New booking

Booking details

Booking type: Classrooms - PTBO Campus

Date: 3/13/2026

Duration: 0:30

Start time: 9:00 AM

End time: 9:30 AM

Show more booking options ?

BACK CONTINUE

1. The rooms that are available appear on the next screen, select one and hit **Continue**.

New booking

Booking details Room Additional details

Available rooms requiring approval

Selected	Building	Room	Type	Capacity	Contact	Characteristics	Description	Additional information
☒	Bata Library	BL 103	Film Theatre	64	roombookings@trentu.ca	Accessible Monitor, Data Projector (HDCP compliant), HDMI Laptop Input, Height Adjustable Lectern, Lectern Computer, Microphone - Wireless (local only), Projection Screen, Sound System, Telephone, Tiered		Room details
☐	Champlain College North	CCN I2	Seminar Room	11	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar, Window		Room details
☐	Champlain College North	CCN G4	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Overhead Projector, Projection Screen, Seminar, Telephone, Window		Room details
☐	Champlain College North	CCN I1	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Fixed Desks, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Overhead Projector, Projection Screen, Seminar, Telephone, Window		Room details
☐	Champlain College North	CCN K1	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer,		Room details

BACK CONTINUE

Booking Summary

Booking type: Classrooms - PTBO Campus (Classrooms)

Duration: 0:30

Time: 9:00 AM - 9:30 AM

Date: 3/13/2026

Room: BL 103 (Film Theatre) ⓘ

Requires approval

2. Fill out the information in the next screen and **Submit** your booking for approval.

New booking

Booking details Room Additional details

Select OK to submit this request.

Number of attendees:

* The quantity must range between 1 and 1000

Additional time requirements

Your booking will be submitted to Central Room Bookings

Additional information

Group Name and Event Description. Students requesting study space must include relevant course code---

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Minimum length not met (Need 5 more characters).

BACK SUBMIT

Booking Summary

Booking type: Classrooms - PTBO Campus (Classrooms)

Duration: 0:30

Time: 9:00 AM - 9:30 AM

Date: 3/13/2026

Room: BL 103 (Film Theatre) ⓘ

Requires approval

3. Once you hit submit, a pop-up confirmation will appear, and you'll see the tentative booking in the "My Bookings" tab.

Booking confirmation

Request saved successfully. (Request #RB030845)

This booking is now awaiting approval.

OK

Creating a non-recurring (one-time) booking anytime between certain hours:

1. Toggle **ON** the “Show more booking options” and input the duration of the booking (30 mins) and the timeframe you are looking to book between (anytime between 10:30am and 2pm). Use the **Room Filters** to adjust room capacity needs. Click **Continue**.

2. A Calendar will come up, select a date and click **Continue** to see which timeslots have rooms with availability.

3. In the list, select the time and room you want, click **Continue**.

Selected	Building	Room	Type	Capacity	Contact	Characteristics	Description	Additional information
☒	Bala Library	BL 103	Film Theatre	64	roombookings@trentu.ca	Accessible Monitor, Data Projector (HDCP compliant), HDMI Laptop Input, Height Adjustable Lectern, Lectern Computer, Microphone - Wireless (local only), Projection Screen, Sound System, Telephone, Tiered		Room details
☐	Champlain College North	CCN I2	Seminar Room	11	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar, Window		Room details
☐	Champlain College North	CCN I1	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Fixed Desks, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Overhead Projector, Projection Screen, Seminar, Telephone, Window		Room details
☐	Champlain College North	CCN K1	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar		Room details
☐	Champlain College West	CCW C3	Seminar Room	15	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar, Tile		Room details
☐	Champlain College West	CCW A1	Seminar Room	17	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Overhead Projector, Projection Screen, Seminar, Tile, Window		Room details

4. In the next screen, fill out the required information. Once you hit submit, a pop-up confirmation will appear, and you'll see the tentative booking in the “My Bookings” tab.

Booking confirmation

Request saved successfully. (Request #RB030845)
This booking is now awaiting approval.

OK

Creating a recurring booking:

1. For **RECURRING** booking requests from the “**New Booking**” tab, toggle the “Show more booking options” **ON**.

The screenshot shows the 'New booking' form. Under the 'Booking details' section, the 'Show more booking options' toggle is turned on (indicated by a blue circle around the toggle switch). The form also shows 'Booking type' set to 'Classrooms - PTBO Campus', 'Duration' set to '0:30', and 'Search for availabilities between' with 'Start time' at '10:30 AM' and 'End time' at '12:00 PM'. There are 'BACK' and 'CONTINUE' buttons at the bottom.

2. Toggle the “**Recurring**” option **ON**, a pop-up will appear with selections you can make.

The screenshot shows the 'New booking' form with the 'Recurring' toggle turned on (indicated by a blue circle around the toggle switch). The form also shows 'Booking type' set to 'Classrooms - PTBO Campus', 'Duration' set to '0:30', and 'Search for availabilities between' with 'Start time' at '10:30 AM' and 'End time' at '12:00 PM'. There are 'BACK' and 'CONTINUE' buttons at the bottom.

The screenshot shows the 'Recurring' pop-up form. It has a 'Start date' field set to '3/13/2026'. Below it, there are tabs for 'DAILY', 'WEEKLY', 'MONTHLY', and 'YEARLY'. The 'WEEKLY' tab is selected. Under 'Every 1 week(s) on', there is a calendar grid with 'F' (Friday) highlighted. Below the calendar, there are two options: 'End after 10 occurrence(s)' and 'End by 3/27/2026'. The 'End by' option is selected. To the right, there is a table titled 'Occurrences' showing the dates of the recurring bookings: Friday 3/13/2026, Friday 3/20/2026, and Friday 3/27/2026. The table is circled in pink. At the bottom, there are 'CANCEL' and 'APPLY' buttons.

- A. In the pop-up you can select **daily**, **weekly**, or **monthly** recurring options. Usually, rooms do not allow yearly recurring bookings.
 - B. You can select how often the booking request recurs (every 1 day, every 3 days, every month, every 2 weeks, etc)
 - C. You can select when the recurring booking will run until. Is it going to run for 10 occurrences or is it going to run until the specified date you list under “end by”?
 - D. You can see the “occurrences” circled in pink in the screenshot, to see which dates your booking will occur on to confirm you’ve inputted the correct information.
 - E. Once you are happy with the dates, select **APPLY**.
 - F. *In the screenshot example above, we are making weekly bookings for every Friday starting on March 13th using the end by March 27th option. You could also use the end after _3_ occurrences option to get the same result.*
3. You can use **Room Filters** on this screen to filter rooms of a certain capacity as well. Click **Continue** once you have all your settings chosen.

4. A calendar will appear with the dates you've selected highlighted, click **Continue** if correct. If incorrect, go **Back** and edit your options.

Availability calendar

March 2026 April 2026 May 2026

Booking Summary

Booking type
Classrooms - PTBO Campus

Duration
0:30

Time range
10:30 AM - 12:00 PM

Start date
3/13/2026

Occurs every week(s) on Friday
until 3/27/2026.

BACK **CONTINUE**

5. Select the **time** you want your booking to start and then the **room** from the list of available rooms. Click **Continue**.

New booking

Booking details Date availability Room Additional details

Room availability

☐ 10:30 AM ☒ 10:45 AM ☐ 11:00 AM ☐ 11:15 AM ☐ 11:30 AM

Available rooms requiring approval

Selected	Building	Room	Type	Capacity	Contact	Characteristics	Description	Additional information
☒	Champlain College North	CCN I2	Seminar Room	11	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar, Window		Room details
☐	Champlain College North	CCN G4	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Overhead Projector, Projection Screen, Seminar, Telephone, Window		Room details
☐	Champlain College North	CCN I1	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Fixed Desks, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Overhead Projector, Projection Screen, Seminar, Telephone, Window		Room details
☐	Champlain College North	CCN K1	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar		Room details
☐	Champlain	CCS	Lecture Hall	120	roombookings@trentu.ca	Accessible, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Hybrid, Lectern Computer,		Room details

Booking Summary

Booking type
Classrooms - PTBO Campus

Duration
0:30

Time
10:45 AM - 11:15 AM

Start date
3/13/2026

Occurs every week(s) on Friday
until 3/27/2026.

Room
CCN I2 (Seminar Room) ⓘ

Requires approval

BACK **CONTINUE**

6. In the next screen, fill out the required information. Once you hit submit, a pop-up confirmation will appear, and you'll see the tentative booking in the **"My Bookings"** tab.

Booking confirmation

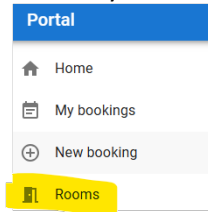
Request saved successfully. (Request #RB030845)
This booking is now awaiting approval.

OK

7. You should get email confirmation once your booking is processed (i.e. approved, pending or declined). You can also see your request under the **"My Bookings"** heading on the left navigation panel.

How to request a **SINGLE (one-time) OCCURRENCE** room booking through “Rooms” (Calendar search view):

1. Go through the "Rooms" option on the left navigation panel. You can search for room availability this way by browsing the calendar view of rooms you're interested in.



2. You can select the **Booking Type** (classrooms, college space, etc) or **location** of the room. You can leave them both **blank** or selected to **ALL** for the most options. If you select a building under location, only rooms in that building will show.

 A screenshot of the 'Rooms' search criteria section. It features two dropdown menus: 'Booking type' and 'Location'. Both are currently set to 'All'. A blue button labeled 'Additional room criteria' with a magnifying glass icon is also visible.

3. If you need a room for many guests, you can input the Minimum Capacity needed under the “Additional Criteria” bar. (i.e. input 100 for a 100-person event, etc) – This will only show large enough rooms for the number of people at your meeting or event. Do not use the “Minimum Area” – this function is not set up on our system.
4. You can also select room characteristics in the Additional Criteria section, if you need a chalkboard for example, select it here. Making characteristic selections here will narrow down options, keep that in mind. You may need to be flexible with your room choices if you are trying to book at peak usage times (M-F during the day).

 A screenshot of the 'Additional room criteria' modal. It contains several input fields: 'Room types' (a dropdown), 'Characteristics' (a dropdown), 'Minimum capacity' (a numeric input field with a value of 0), and 'Minimum area' (a numeric input field with a value of 0). There are also 'CANCEL' and 'APPLY' buttons at the bottom right.

5. You can select the **Calendar View** to view a visual DAILY calendar of the listed rooms. Or you can select a specific room from the list to go to it's Room Page and then view a WEEKLY calendar of the selected room.

 A screenshot of the 'Rooms' search criteria section. The 'Location' dropdown is now set to 'DNA - DNA Building'. At the bottom right, a yellow button labeled 'CALENDAR VIEW' with a calendar icon is highlighted.

Example of where to find calendar button when on the specific room page:

The screenshot shows the 'DNA B102 (Seminar Room)' page. At the top right, there are two buttons: 'NEW BOOKING' and 'CALENDAR'. The 'CALENDAR' button is circled in yellow. Below the buttons, the page is divided into several sections: 'Location' (Campus: SEB, Building: DNA, Floor: <not specified>, Room number: DNA B102), 'Attributes' (Room type: LEC, Area: 0, Pavilions: <not specified>, Description: <not specified>), 'Default configuration' (Configuration type: <not specified>, Capacity: 44, Description: <not specified>, Characteristics: Accessible - Accessible entrance, Flatscreen TV (HDCP compliant) - Flatscreen TV monitor, HDMI Laptop Input - Lecturn with a laptop input adapter, Lectern Computer - internet/TrentNet - login required, Moveable Chairs - Chair on castor wheels, Moveable Tables - Table on castor wheels, Telephone - Classroom telephone available, Tiled - Tiled Floor, Whiteboard - Whiteboard), and 'Image gallery' (two images of the room).

6. Here is an example of a weekly calendar for a room. The options on the **right and left** change the calendar view. The **options in the middle** allow you to select specific dates (Pencil icon) or click through days/weeks/months, depending on your view (arrow icons).

The screenshot shows a weekly calendar for 'DNA B102 (Seminar Room)' for the week of 3/9/2026. The calendar displays a grid of timeslots (11 AM to 10 PM) across the days of the week (Mon to Sun). Green blocks represent booked timeslots, and black blocks represent unavailable timeslots. The interface includes several controls circled in yellow: on the left, view toggles for 'DAILY', 'WEEKLY', 'MONTHLY', and 'SCHEDULE'; in the middle, a header bar with 'DNA B102 (Seminar Room)', the current week 'Week of 3/9/2026', and navigation arrows; on the right, buttons for 'CALENDAR', 'LIST', and 'OPTIONS'.

7. You can click on a timeslot on the calendar to create a new booking. The new booking request information can be filled out following the same instructions as [“How to request a SINGLE OCCURRENCE or RECURRING room booking through New Booking”](#) in this guide.