Staff & Faculty Room Bookings – Academic Spaces & General Tips

Contents

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 Academic Spaces** but the general information in this document can be helpful with booking spaces managed by other departments within the Room Booking 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.

- Academic Space can be booked no earlier than 90 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 late August)

- **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 (90 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.

Portal							
⌂ Home	**My bookings**						
☰ My bookings	Date filter						
☰ New booking	Upcoming bookings						▾
🔍 Rooms	Status filter						
	All						▾
	☐ By occurrence						🔍
	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.

How to request a SINGLE OCCURRENCE or RECURRING room booking through "New Booking":

1.   Go through the left panel heading called "New Booking".
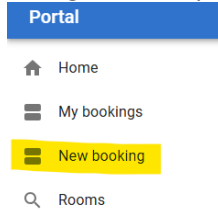
2.   You can select the Booking Type and Room Criteria from the drop-down menus. In most cases, it is recommended to leave the Room Criteria blank to show as many rooms as possible.
- If you are looking for rooms in a specific area, you can use the criteria to select the location/buildings you would like a room in.

3.   Input the time range your booking can fall between.
- To book a room for a 30-minute meeting on Aug 28th, anytime between 9am and 12pm, select the time range of 9am – 12pm and the duration of 30 minutes. This will show options for 30-minute meetings 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.

4.   Next, select the date from the calendar. You can see in the example below we have chosen August 28th:

5.   Once you've selected the date, the Results will show below the calendar with which rooms are requestable at the time you have selected. If you selected a wide timeframe and a smaller booking time, there will be multiple booking options as per the second screenshot.

Example for a 30-minute booking at an exact time:

Time range: 11:30 AM   🕐   to   12:00 PM   🕐

Duration: 0:30   ▾

ⓘ Select a date to continue.

August 2025 ▾   <   >

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

🟢 Self service   🟡 Requires approval
⬜ Unavailable   🔵 Selected

⚪ Recurring

Results

11:30 AM TO 12:00 PM 🟡

Example with a wider timeframe for a 30-minute booking:

Time range: 11:30 AM   🕐   to   01:30 PM   🕐

Duration: 0:30   ▾

ⓘ Select a date to continue.

August 2025 ▾   <   >

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

🟢 Self service   🟡 Requires approval
⬜ Unavailable   🔵 Selected

⚪ Recurring

Results

ⓘ Select the desired start time.

☐ 11:30 AM 🟡   ☐ 11:45 AM 🟡   ☐ 12:00 PM 🟡   ☐ 12:15 PM 🟡   ☐ 12:30 PM 🟡   ☐ 12:45 PM 🟡   ☐ 1:00 PM 🟡

For **RECURRING** booking requests **follow steps A through G**. *For single occurrence bookings, continue with the numerical steps below.*

A. *Select the "Recurring" slider:*

B. *Input your recurring information (see below for more info)*

C. *You can select daily, weekly, or monthly recurring options. Usually, rooms do not allow yearly recurring bookings.*
D. *You can select how often the booking request recurs (every 1 day, every 3 days, every month, every 2 weeks, etc)*
E. *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"?*
F. *You can expand the "occurrences" to see which dates your booking will occur on to confirm you've inputted the correct information.*
G. *Once you are happy with the dates, select APPLY and continue with step 6 below.*

6.   Select the start time you want to see results for and view the lists of rooms, switch between times to see different options. The below example shows we are looking at the available options for 11:30am - 12:00pm. Click on the room to open the requesting form or click on the "Room Details" at the right to see more information about the room (like a photo in most cases).

- A pop up will appear if you click the room to tell you that you need to confirm the details to make the request, hit Continue.

Results

☑ 11:30 AM TO 12:00 PM 🟡

ℹ Select the desired room.

🔍

Building ↑	Building ID	Room ID	Description	Capacity	Contact	Characteristics	Additional information
Bata Library	BL	106.6	Classroom	41	roombookings@trentu.ca	Accessible, Accessible Monitor, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Height Adjustable Lectern, Lectern Computer, Projection Screen, Seminar, Telephone	Room details
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	K1	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar	Room details
DNA Building	DNA	B106	Seminar Room	30	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Seminar, Telephone, Tiled, Window	Room details
DNA Building	DNA	B105	Seminar Room	30	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Seminar, Telephone, Tiled, Window	Room details
DNA Building	DNA	B102	Seminar Room	44	roombookings@trentu.ca	Accessible, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Moveable Chairs, Moveable Tables, Telephone, Tiled, Whiteboard	Room details

Pop-up:

You must complete the confirmation page to confirm the request for this room: DNA B106 (Seminar Room).

CANCEL   CONTINUE

7.   Complete the required information, different rooms have different required information. See example below:

Booking confirmation

Select OK to submit this request.

🟡 Requires approval

Booking type
Classrooms - PTBO Campus (Classrooms)

Number of attendees:

— 0 +

* The quantity must range between 1 and 1000

Other information

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

Minimum length not met (Need 5 more characters).

Room information

Campus
SEB

Building
DNA

Room
DNA B106 (Seminar Room)

CANCEL   SUBMIT

8.   Hit Submit once you're done. This submits your request to the booking administrator for review. *Remember, last-minute bookings are not always possible, please plan ahead!*

9.   You should get an 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 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.
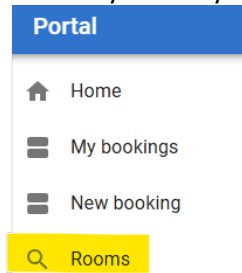
2. You can select the location of the room or leave it selected on ALL. If you select a building under location, only rooms in that building will show. In the example, we have chosen the DNA building:

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.

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 view a WEEKLY calendar of the selected room.

Example of where to find calendar button when on the list of rooms page:

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

4. 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).
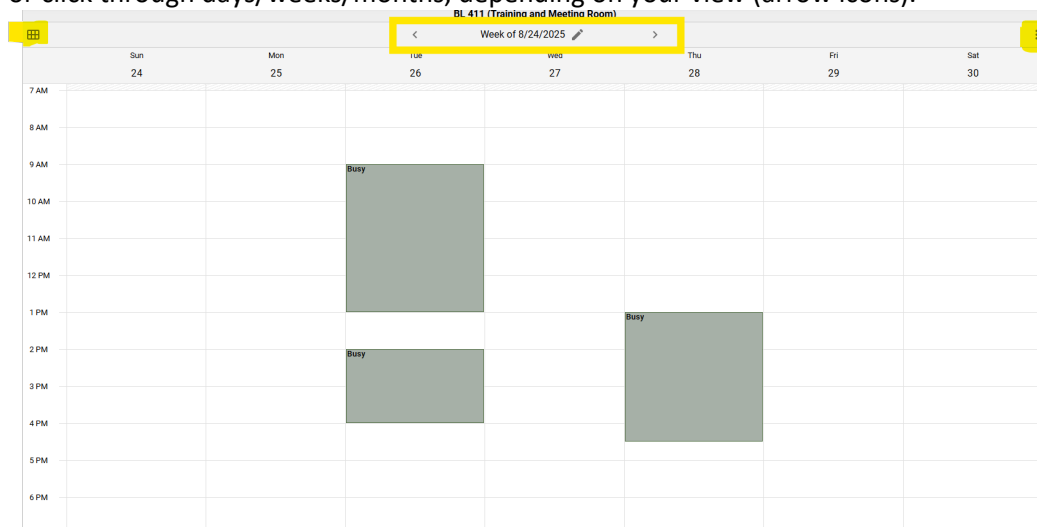
5. You can click on a timeslot on the calendar to create a new booking. The new booking request information can be filled out following the same instructions as "How to request a SINGLE OCCURRENCE or RECURRING room booking through New Booking" in this guide.