To book a Biology ‘prioritised’ room

- Check availability by viewing Timetabling Gateway
- Book a room by logging on to Planon via the ‘Book all other Biology Rooms’ button on the web page
- Go to ‘Book a room’
- Go to ‘Book a prioritised room’
- You will see a list of any bookings you have made.

You can request a booking in 2 ways

Either use this box:

- Click ‘Search’

Or

- Click ‘Make a new booking’ button at the bottom of page
- This will bring up a form:

  - Date you want to book
  - Has to be completed so put 10
This will bring up a list of all Biology prioritised rooms. Availability is shown by a light blue box and a booking is shown by a dark blue line.

Click the light blue boxes to make a booking

Complete the form & click OK

This will be sent to the University room booking team who will confirm when the booking has been made.