

The HKMU

Online Booking System for Amenities

(OBSA) **USER GUIDE**

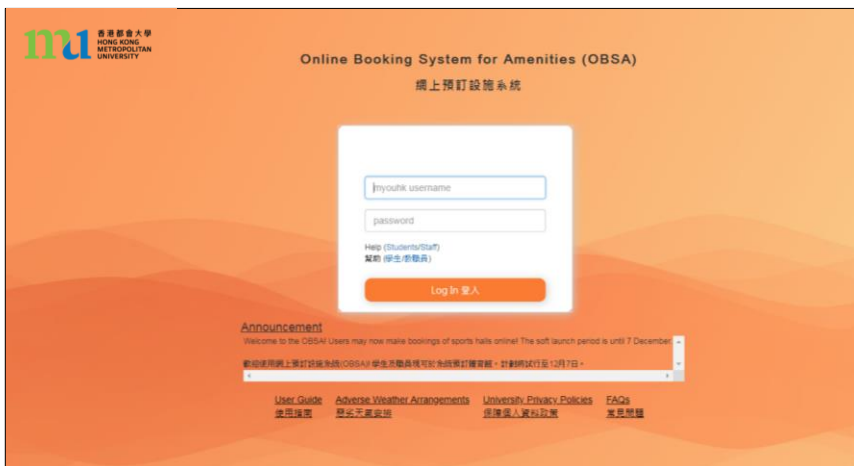
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*for student societies only

1. Sports Halls Module

A. Make Booking

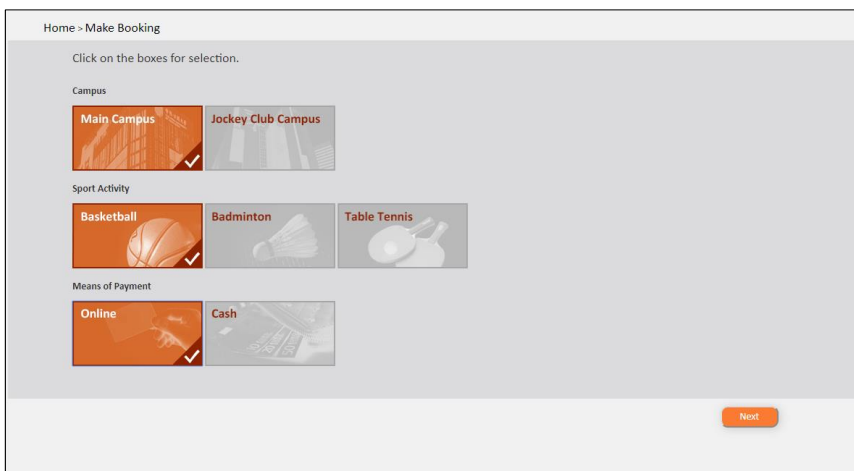
Step 1: Log in with MyHKMU account



Step 2: Select "Sports Halls" module



Step 3: Select "Campus" → "Sport Activity" → "Means of Payment" by order



Step 4: Click on desired timeslot(s). Then, click “Next” button

Location selected: Main Campus
Sport activity selected: Basketball Preview Selection

Means of payment: Online
 Not Available Available Selected Free Timeslot

Date of Use	Court No.	Starting Time of Each Session (each lasts for 60 minutes)												
		09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
2019-01-24 (Thu)	A	X	X	X	X	X	X	X	X	X	X	X	X	X
	B	X	X	X	X	X	X	X	X	X	X	X	X	X
2019-01-25 (Fri)	A	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	X	X
	B	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	X	X
2019-01-26 (Sat)	A	X	X	X	X	X	X	X	X	X	X	X	X	X
	B	X	X	X	X	X	X	X	X	X	X	X	X	X
2019-01-27 (Sun)	A	X	X	X	X	X	X	X	X	X	X	X	X	X
	B	X	X	X	X	X	X	X	X	X	X	X	X	X
2019-01-28 (Mon)	A	09:00	10:00	11:00	X	X	X	X	17:00	18:00	19:00	X	X	X
	B	09:00	10:00	11:00	X	X	X	X	17:00	18:00	19:00	X	X	X
2019-01-29 (Tue)	A	X	X	X	X	X	X	X	X	X	X	X	X	X
	B	X	X	X	X	X	X	X	X	X	X	X	X	X
2019-01-30 (Wed)	A	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	X	X	X	X
	B	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	X	X	X	X
2019-01-31 (Thu)	A	X	X	X	X	X	X	X	X	X	X	X	X	X
	B	X	X	X	X	X	X	X	X	X	X	X	X	X
2019-02-01 (Fri)	A	X	X	X	X	X	X	X	X	X	X	X	X	X
	B	X	X	X	X	X	X	X	X	X	X	X	X	X
2019-02-02 (Sat)	A	X	X	X	X	X	X	X	X	X	X	X	X	X
	B	X	X	X	X	X	X	X	X	X	X	X	X	X
2019-02-03 (Sun)	A	09:00	10:00	11:00	12:00	X	X	15:00	X	18:00	19:00	20:00	21:00	X
	B	09:00	10:00	11:00	12:00	X	X	15:00	X	18:00	19:00	20:00	21:00	X

Back Clear All Book Jockey Club Campus Next



Booking Tip: You may reserve BOTH sports halls by clicking “Book XXX Campus” under the booking calendar

2019-02-02 (Sat)	A	X	X	X	X	X	X	X	X	X	X	X	X	X
	B	X	X	X	X	X	X	X	X	X	X	X	X	X
2019-02-03 (Sun)	A	09:00	10:00	11:00	12:00	X	15:00	X	18:00	19:00	20:00	21:00	X	X
	B	09:00	10:00	11:00	12:00	X	15:00	X	18:00	19:00	20:00	21:00	X	X

Back Clear All Book Jockey Club Campus Next

Step 5: Double check booking particulars. Read relevant regulations, check the box and click “Submit” button.

Home > Make Booking > Confirmation of Booking Information

Date of Use	Time	Sport Activity	Court No.	Campus	Amount	Remark
2018-12-06	21:00-22:00	Badminton	2	MC	\$40	\$40
Total					\$40	

1. Please double check the above booking particulars before submission.
 2. Bookings cannot be cancelled once payment is completed.
 3. Please refer to the following website for other rules and regulations of the sports halls:
http://www.cuhk.edu.hk/ivcspn/Schedule?pagename=DUM/TCAdmining&Co-C_AAUB.csp=1385183410530&lang=eng&sch=AAU

I have read and accepted the regulations on use of the sports halls. I understand that if I fail to comply with the hall regulations, the University reserves the right to reject/cancel my booking. In such event, paid fees will be forfeited. I would be responsible for all damages or loss caused to the properties of the University in the course of activity, and would indemnify the University against all expenses incurred.

(The box must be checked in order to submit the booking.)

Back Submit

I. Online credit card payment

Key in credit card information. Do not close the browser before completion of transaction. Please ensure signal reception of mobile devices is satisfactory while online payment is underway.

Hong Kong Metropolitan University
Secure payment

You have 1443 remaining for this payment

Card number*

Expiry month* Expiry year*

Cardholder name*

Security code*

Order details

Fee

TOTAL HKD: \$24.00

Once online payment is completed, **the browser will be redirected back to system page.** Booking is completed. A booking confirmation number will be generated for enquiry purpose.

Home > Make Booking > Booking Submitted

Your hall booking is completed. An email confirmation has been sent to you. **Please print/save the PDF file attached to the email and bring it along when using the halls.**

Date of Use	Time	Booking Ref. No./ Confirmation No.	Sport Activity	Court No.	Campus	Amount	Payment Status
2019-01-01	16:00-17:00	MPH-181233-0001P	Table Tennis	3	MC	\$0	Paid
Total						\$0	

Home



Please contact hall management at 3120 2413 if you are unsure whether your booking is successful.

II. Cash

Selected timeslot will be reserved temporarily. User should go to Shroff Office to settle payment before deadline.

Home > Make Booking > Booking Submitted

The following timeslot is reserved temporarily. To confirm the booking, please settle the corresponding fee by cash at the Shroff Office today/tomorrow (in case today/tomorrow is holiday, the payment deadline will be automatically extended to the next working day). Booking will be released automatically if it is not confirmed by payment before payment deadline. The shroff office is located at A0317, Cheng Yu Tung Building, Main Campus.

Upon successful payment, an email confirmation will be sent to you. **Please print/save the PDF file attached to the email and bring it along when using the halls.**

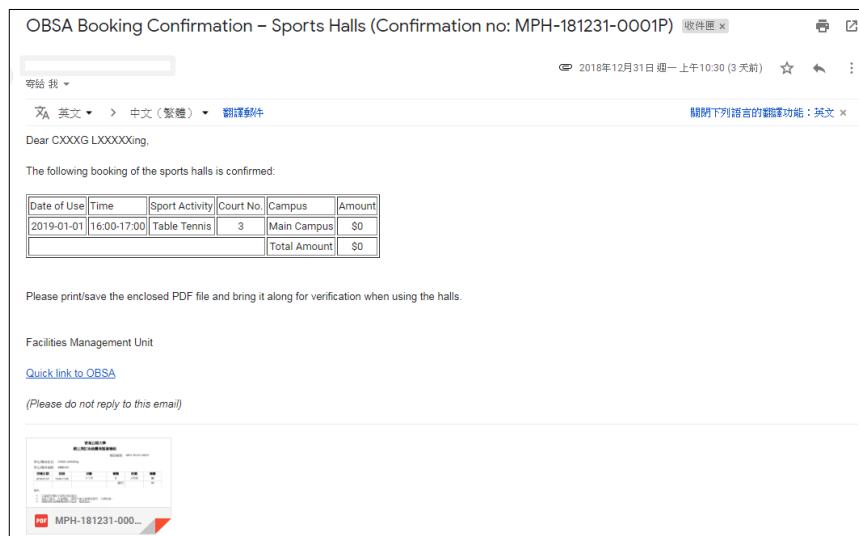
Date of Use	Time	Booking Ref. No./ Confirmation No.	Sport Activity	Court No.	Campus	Amount	Payment Status
2019-01-03	13:00-15:00	MPH-181231-0000	Badminton	1	MC	\$16	Unpaid
2019-01-04	11:00-12:00	MPH-181231-0000	Badminton	3	JCC	\$16	Unpaid
Total						\$32	

Home

Please provide your student/staff number and booking reference number to cashier. **Upon cash payment, booking is completed.**

Upon Completion of Booking

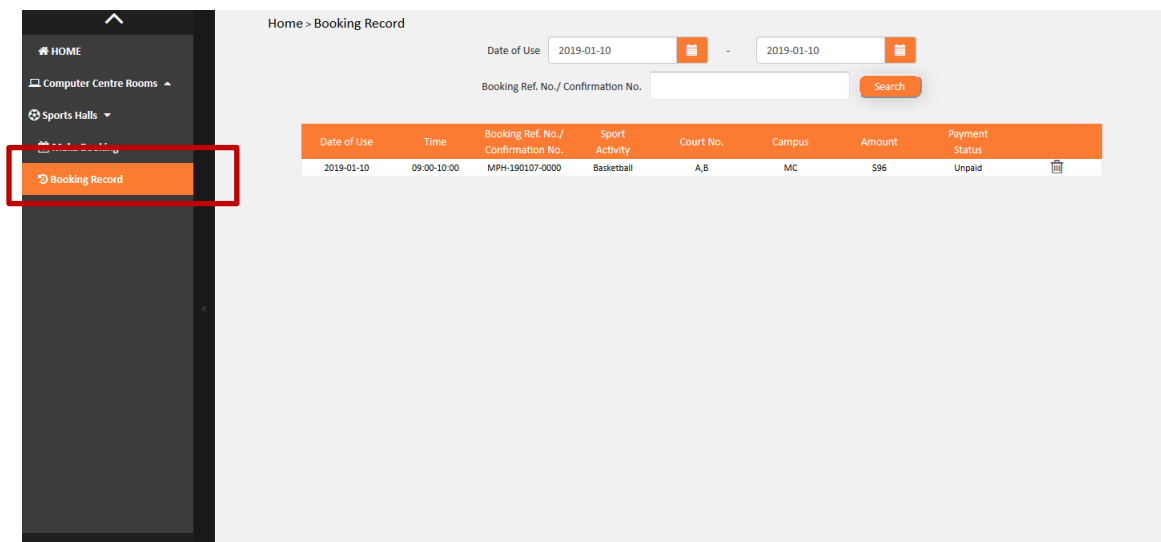
Email will be sent to HKMU email account with sign-in record (PDF format).



Keep a copy (hard or soft copy) of the sign-in record and present it to guard/FFMU (FMO) staff for verification purpose.

B. Cancel Booking (applicable to cash transaction only)*

Locate “Booking Record” tab on menu bar. Retrieve relevant booking by date of use or booking reference number. Click on rubbish bin icon for cancellation.

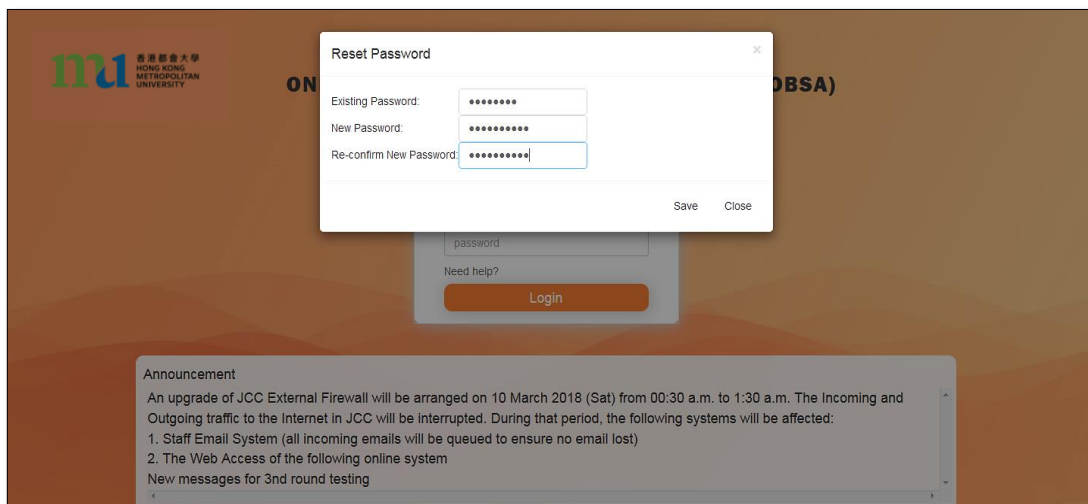


*Note: Confirmed (paid or free) bookings CANNOT be cancelled.

2. Activity Rooms Module (Student Societies Only)

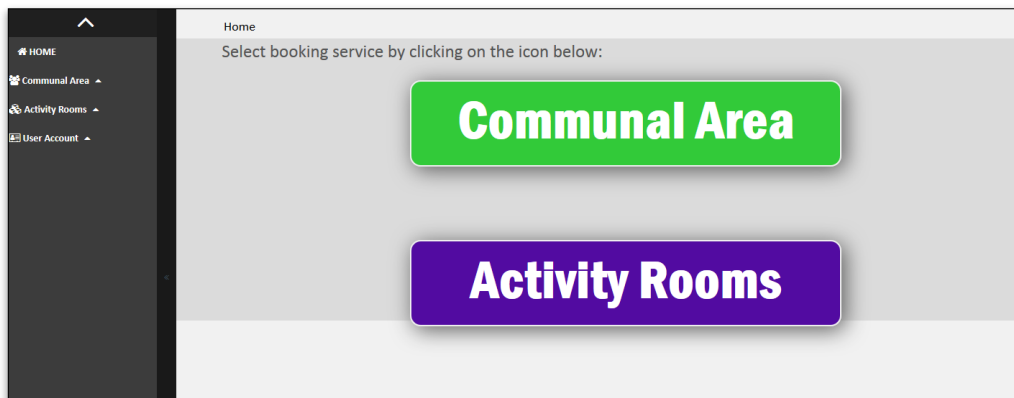
A. Make Booking

Step 1: Log in with student society account (prior registration with FFMO (FMU) required)

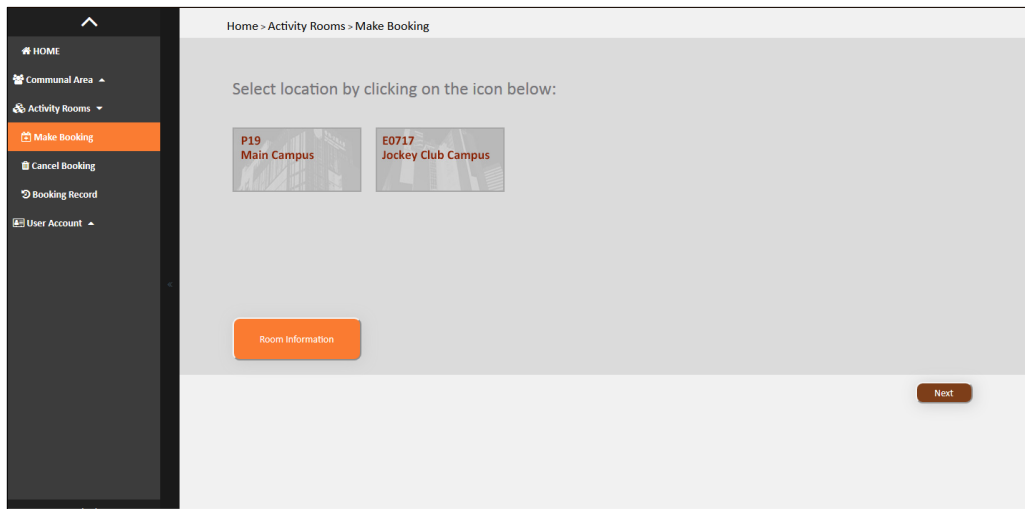


Please use your OBSA student society account and the initial password to log in. You will be requested to change the password upon log in. **Please inform authorized office-bearers of your Society of the new password.**

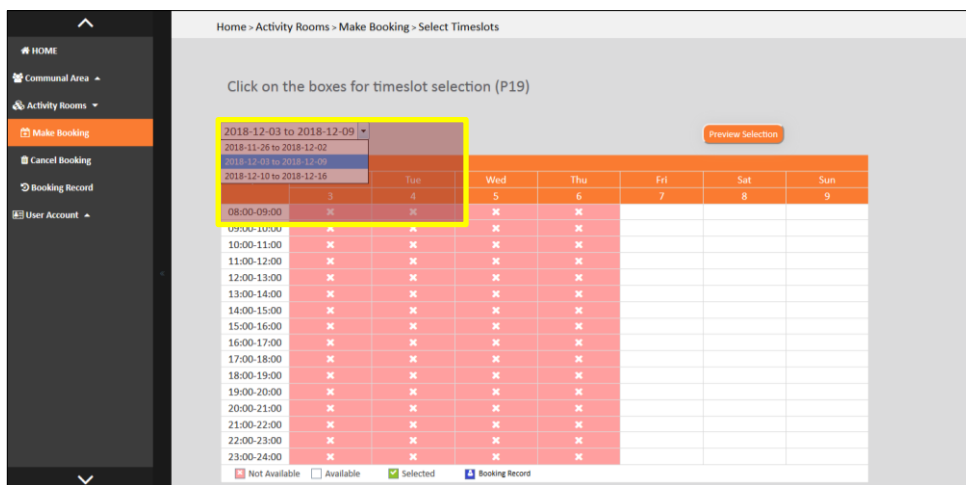
Step 2: Choose “Activity Rooms” module



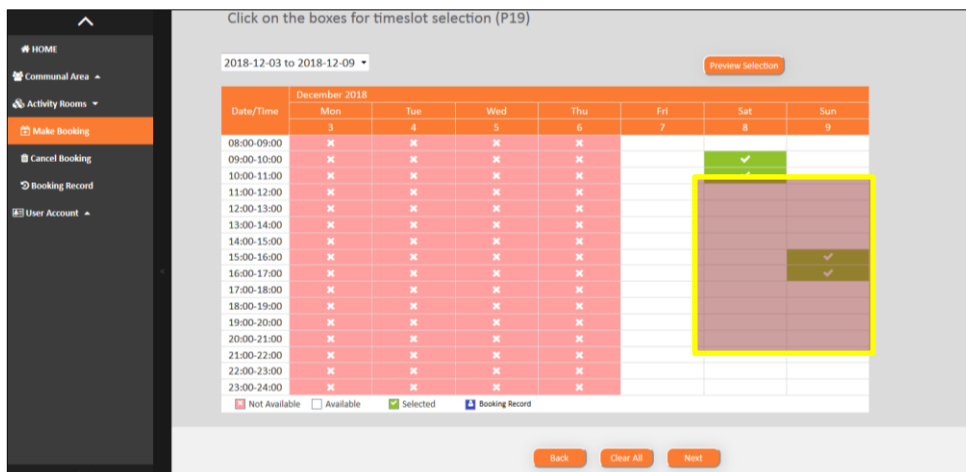
Step 3: Choose campus



Step 4: Select desired week in drop-down bar



Step 5: Click on desired timeslot(s) directly



Step 6: Fill in booking information

Home > Activity Rooms > Make Booking > Booking Information

Booking Information

Name of Society: socabc

Purpose:

Student No.:

Applicant's Name (system-generated):

Is AV equipment required: No Yes

[Back](#) [Preview Selection](#) [Next](#)

Step 7: Double check booking particulars. Read relevant regulations, check the box and click "Submit" button.

Home > Activity Rooms > Make Booking > Confirmation of Booking Information

Date of Use	Time	Venue	Purpose	Applicant's Name	AV Equipment
2019-01-18	22:00-24:00	P19	test	TX0XG 00000X Z0'e'	No

1. Student societies should check if all facilities and equipment in the rooms are in good condition before use. If any damages/defects are found, they should report to security guards at once. Otherwise, they may be held responsible for all damages found. Expenses incurred as a result of repair, replacement of damages/lost equipment or furniture will be reimbursed from users.

2. FMU reserves the right to revoke the activities being carried out in activity rooms if users are found to be violating any of the above rules. Future bookings from the same student society might be suspended.

I have read and accepted the regulations on use of activity rooms.
I understand that if I/My Society fail(s) to comply with any of the regulations, the University reserves the right to revoke approved bookings and might impose a penalty on such misbehavior. I/My Society would be responsible for all damages or loss caused to the properties of the University in the course of the activity, and would indemnify the University against all expenses incurred.
(The box must be checked in order to submit the booking.)

[Back](#) [Submit](#)

Step 8: A booking reference number will be generated for enquiry purpose.

Home > Activity Rooms > Make Booking > Booking Submitted

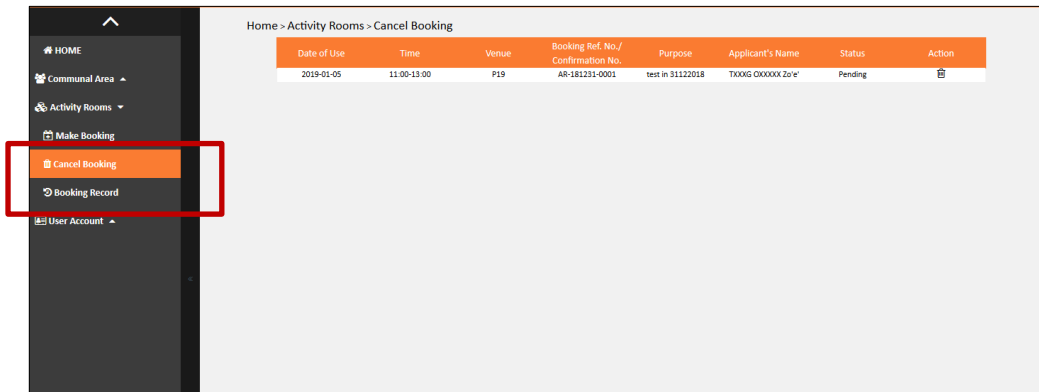
You will be notified by email once the booking is handled by administrator.

Booking Ref. No.	Date of Use	Time	Venue	Purpose	Applicant's Name	Status
<input type="text"/>	2019-01-05	11:00-13:00	P19	test in 31122018	TX0XG 00000X Z0'e'	Pending

[Home](#)

Please be reminded that the booking is not confirmed until approved by administrator. The booking status will be updated once handled.

B. Cancel Booking*



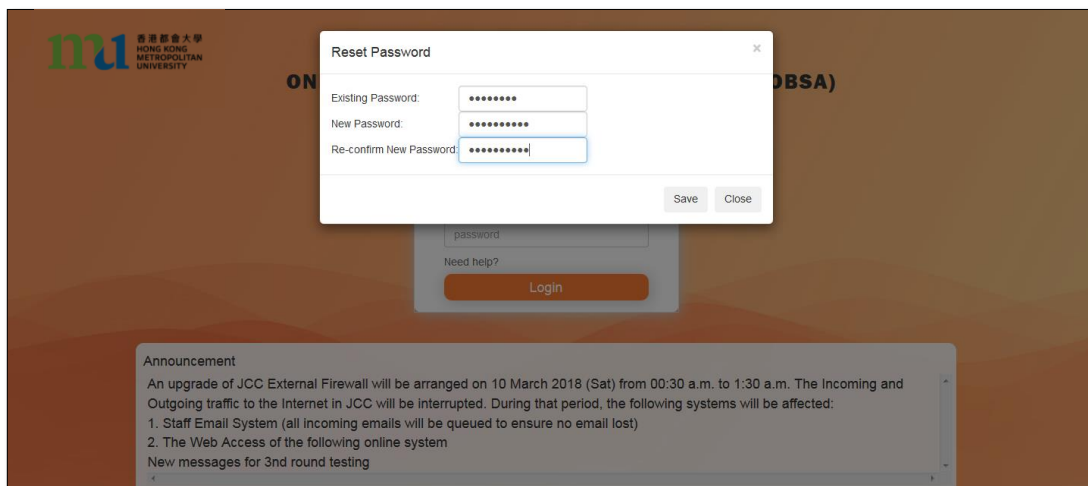
Locate “Cancel Booking” tab on menu bar and retrieve relevant booking. Click on rubbish bin icon for cancellation.

*Note: Approved bookings CANNOT be cancelled.

3. Communal Area Module (Student Societies Only)

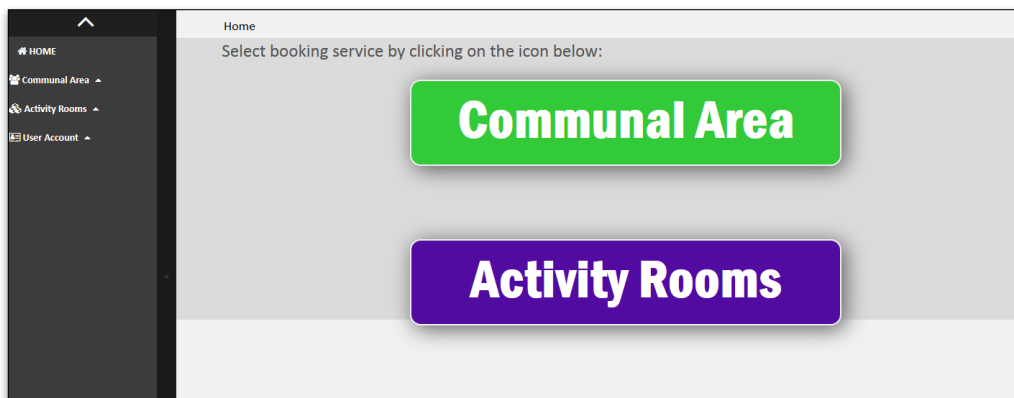
A. Make Booking

Step 1: Log in with student society account (prior registration with FFMO (FMU) required)

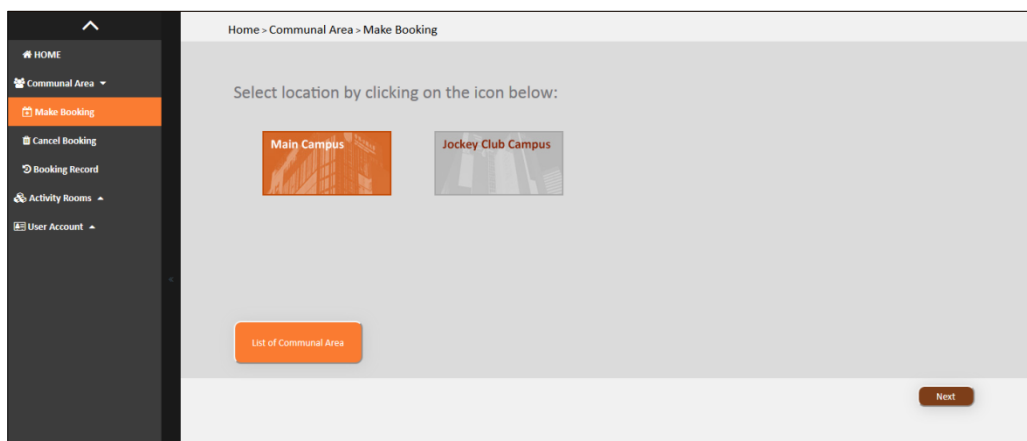


Please use your OBSA student society account and the initial password to log in. You will be requested to change the password upon log in. **Please inform authorized office-bearers of your Society of the new password.**

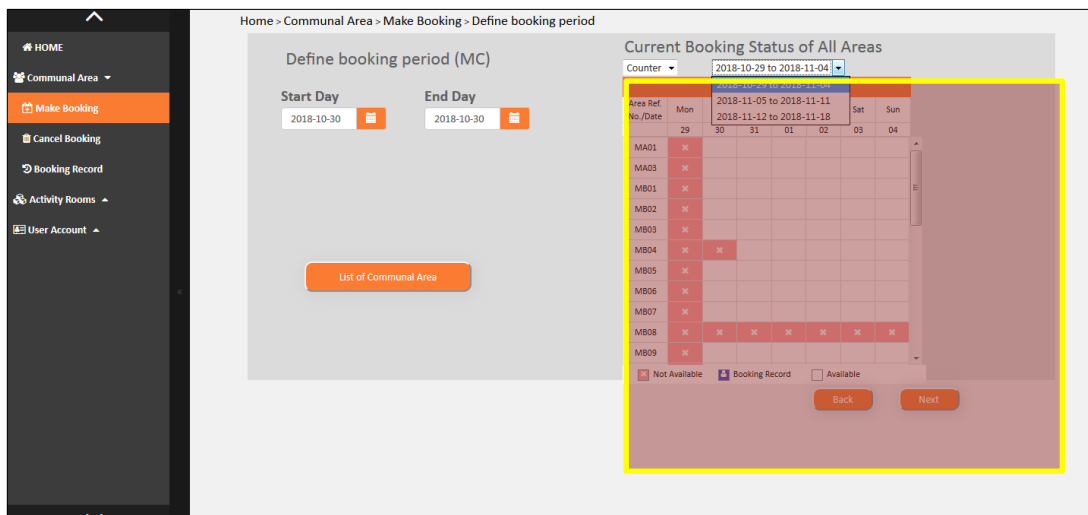
Step 2: Choose “Communal Area” module



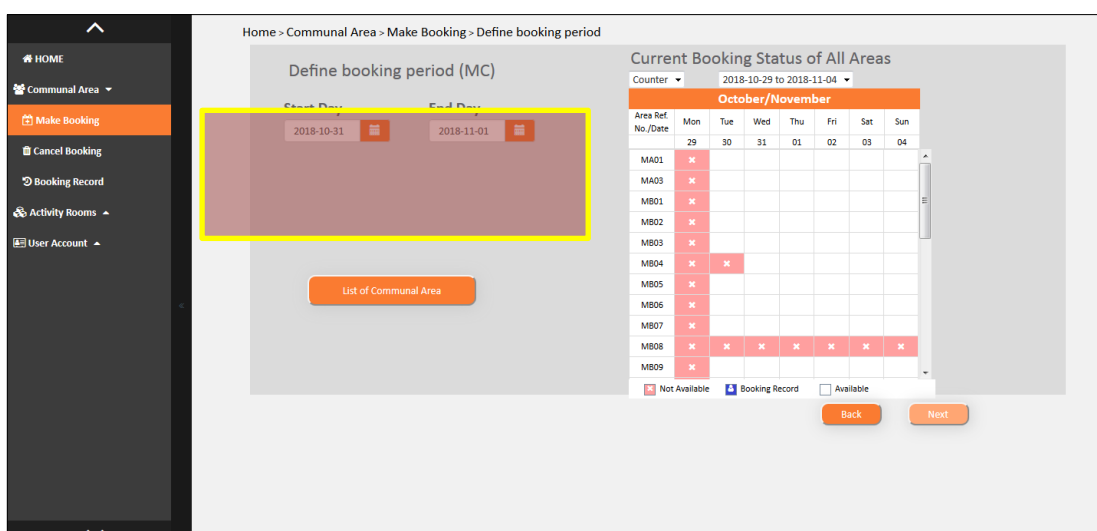
Step 3: Choose campus



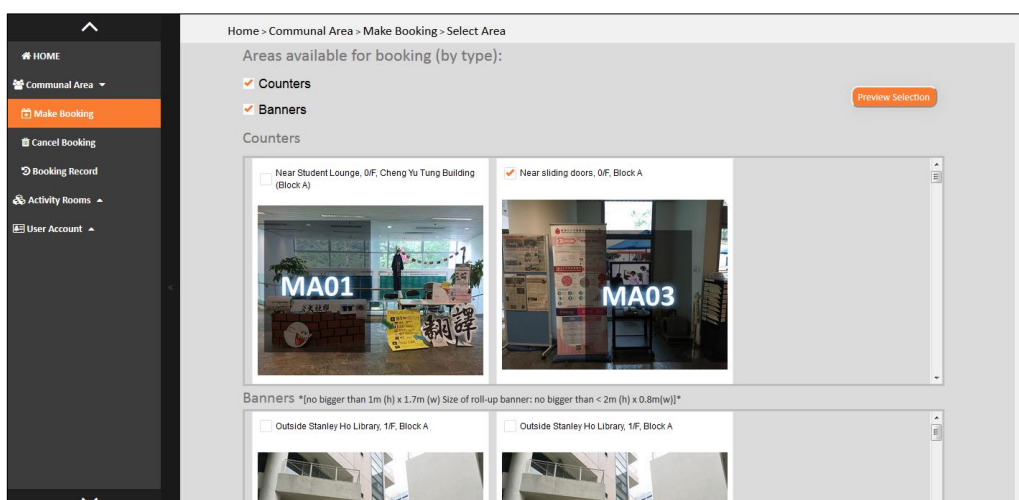
Step 4: Check availability of communal area by week



Step 5: Define booking period in the calendar



Step 6: Select by clicking on desired areas



Step 7: Fill in booking information

Home > Communal Area > Make Booking > Booking Information

Name of Student Society: socabc

Purpose*: Promotion

Brief Summary of Event*: Setting up booth

Student No.*: xxxxxxxx

Applicant's Name (system-generated)*:

Sample of (Roll-up) Banner: (in PDF/JPG format, size ≤2MB)

Please upload PDF/JPEG file of promotional materials if applicable.

Step 8: Double check booking particulars. Read relevant regulations, check the box and click “Submit” button.

Home > Communal Area > Make Booking > Confirmation of Booking Information

Date/Time	Area Ref. No.	Type of Area	Campus	Attachment	Other Booking Details
2018-10-31 - 2018-11-01	MA03	Counter	Main Campus	No	View

Note:

- Please read the "important notes and regulation" on FMU website before submitting this booking
- Communal area users must evacuate all materials at communal area(s) at the end of the booking. Otherwise, items found at the area(s) will be disposed of by FMU without prior notice. In case of cancellation of booking, users should contact FMU as soon as possible, so that the location can be released for other purposes.
- Student users violating any of the above regulations may face cancellation of booking with immediate effect. Baculae futura bookinges may be cancelled.

I have read and accepted the regulations on use of communal areas. I understand that if I/my Society fail(s) to comply with any of the regulations, the University reserves the right to revoke approved bookings and might impose a penalty on such misbehavior. I/My Society would be responsible for all damages or loss caused to the properties of the University in the course of the activity, and would indemnify the University against all expenses incurred.
(The box must be checked in order to submit the booking.)

Step 9: A booking reference number will be generated for enquiry purpose.

Home > Communal Area > Make Booking > Booking Submitted

You will be notified by email once the booking is handled by administrator.

Booking Ref. No./ Confirmation No.	Date/Time	Area Ref. No.	Type of Area	Campus	Other Booking Details	Status
20181031-20181101	2018-10-31 - 2018-11-01	MA03	Counter	Main Campus	View	pending

Please be reminded that the booking is not confirmed until approved by administrator. The booking status will be updated once handled.

B. Cancel Booking*

The screenshot shows a web application interface. On the left is a dark sidebar menu with the following items: HOME, Communal Area, Make Booking, Cancel Booking (highlighted with a red box), Booking Record, Activity Rooms, and User Account. The main content area is titled 'Home > Cancel Booking' and contains a table with the following data:

Date/Time	Booking Ref. No./ Confirmation No.	Area Ref. No.	Type of Area	Campus	Other Booking Details	Status	Action
2018-10-31 - 2018-11-01	CA-181029-0000	MA03	Counter	Main Campus	View	pending	

Locate “Cancel Booking” tab on menu bar and retrieve relevant booking. Click on rubbish bin icon for cancellation.

*Note: Approved bookings CANNOT be cancelled.

Step 4: Fill in booking information.

To book a Group Study Room, the applicant is only required to provide the student ID of 2 group members regardless of the group size. If there are any changes to group members, please update your reservation before claiming rooms. For booking of DIY Studio in the Ho Sik Yee Library (JCC), it is no need to provide student ID of group member(s), if any. When claiming rooms at the Service Counter, all members in the group must present their student ID cards.

The screenshot shows the 'Filling in Booking Information' page. The breadcrumb trail is 'Home > Library Rooms > Make Booking > Filling in Booking Information'. The form contains the following fields:

- Applicant: TXE TXXXXXing
- Applicant HKMUID: 99983961 (with a green checkmark)
- Min. No. of Group Members: 2 (dropdown menu)
- Group Member HKMUID: 99983971 (with a green checkmark)
- Group Member HKMUID: 99983981 (with a green checkmark)

At the bottom of the form are four buttons: 'Back', 'Clear All', 'Preview Selection', and 'Next'.

Step 5: Preview selection.

The screenshot shows a 'Preview Selection' dialog box overlaid on the booking form. The dialog box contains a table with the following data:

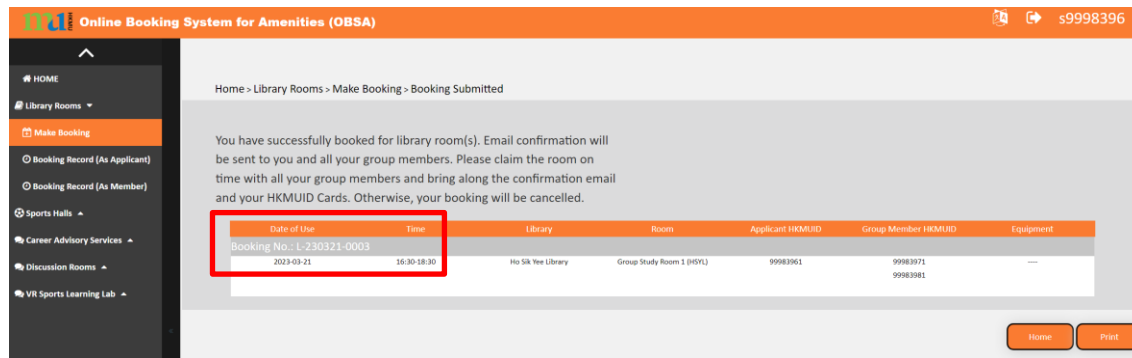
Date of Use	Time	Library	Room	Applicant HKMUID	Group Member HKMUID	Equipment
2023-03-21	16:30-18:30	Ho Sik Yee Library	Group Study Room 1 (HSTL)	99983961	99983971 99983981	---

Below the table, the 'Group Member HKMUID' field is visible with the values 99983971 and 99983981, both with green checkmarks. The 'Preview Selection' button is highlighted.

Step 6: Read the policy of use and check the box to acknowledge agreement. Then click "Submit" button.

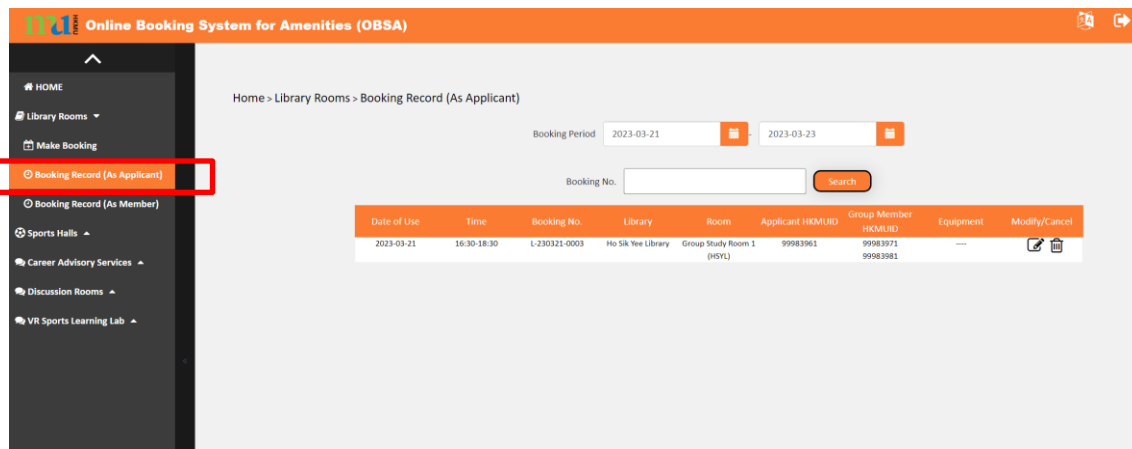
The screenshot shows the 'Confirmation of Booking Information' page. The breadcrumb trail is 'Home > Library Rooms > Make Booking > Confirmation of Booking Information'. The page displays the same table as in Step 5. Below the table is a 'Policy of Use' section with 13 numbered items. At the bottom, there is a checkbox labeled 'I agree to abide by the HKMU Library regulations and conditions and the rules on the use of library rooms.' which is checked. To the right of the checkbox are 'Back' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

Step 7: An acknowledgement message with booking details will be shown. A Booking Number is generated for enquiry purpose. Email confirmation will be sent to all members in the group.

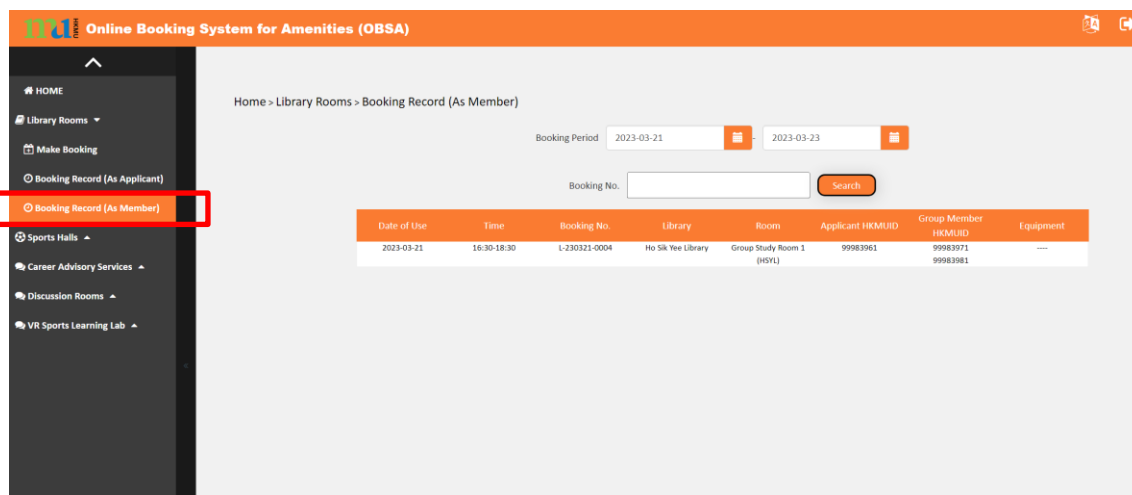


B. View My Bookings

Step 1: Click "Booking Record (As Applicant)" on the booking menu to view your bookings.

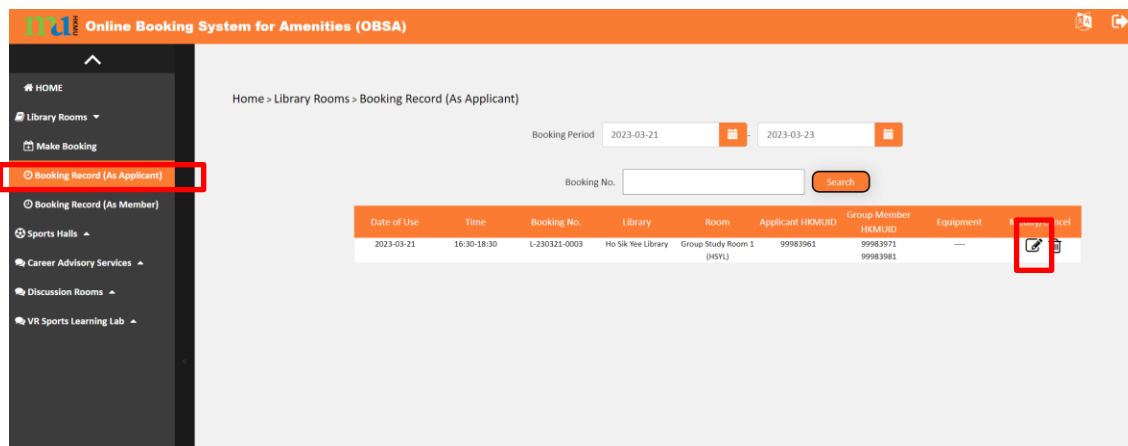


Step 2: If you are a member of a group, click "Booking Record (As Member)" on the booking menu to view your bookings.

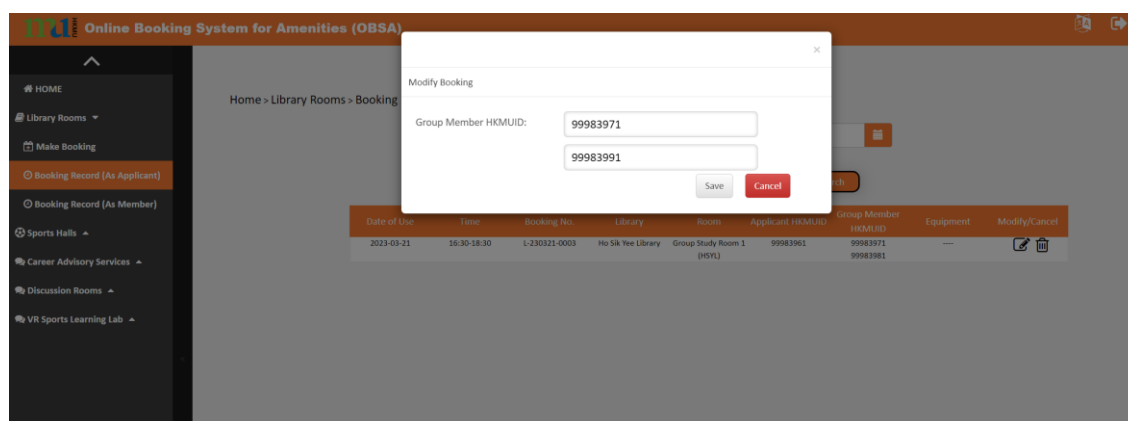


C. Modify Bookings

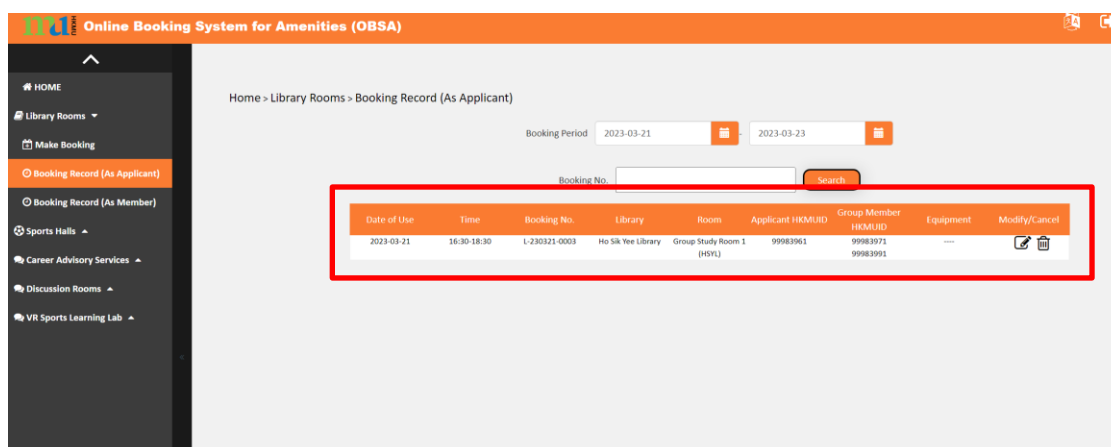
Step 1: **Only the applicant can modify bookings.** Go to “Booking Record (As Applicant)” page and click on modify icon.



Step 2: You may modify the list of group members and equipment, if needed. **To modify date, library, room and timeslots, you have to cancel the original booking and submit a new booking.**

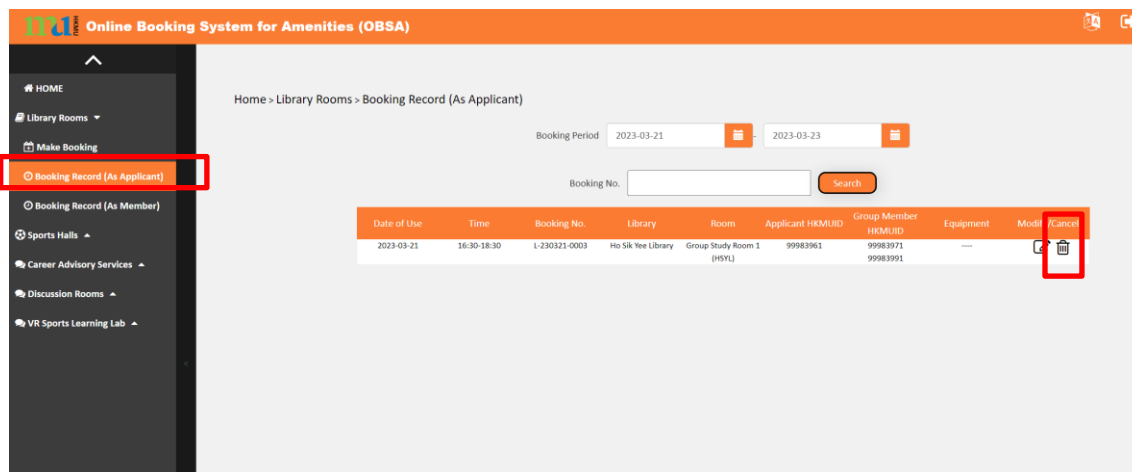


Step 3: Updated booking record is displayed and email notification will be sent to all members in the group.

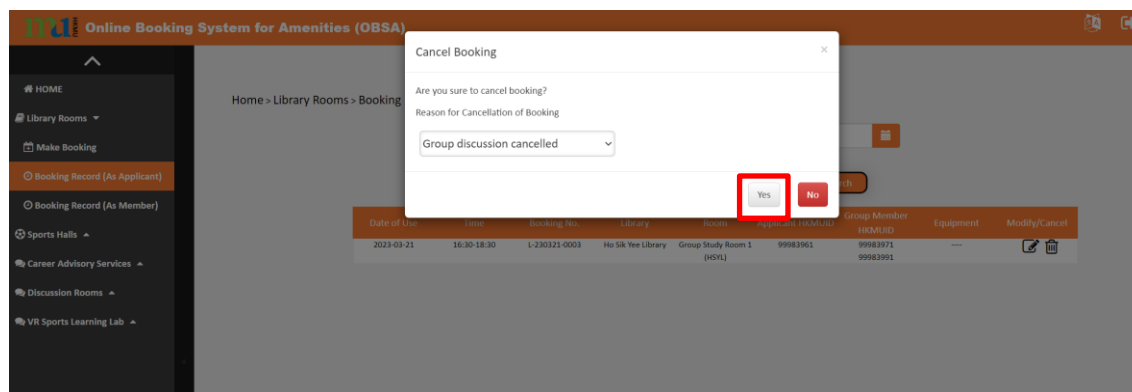


D. Cancel Bookings

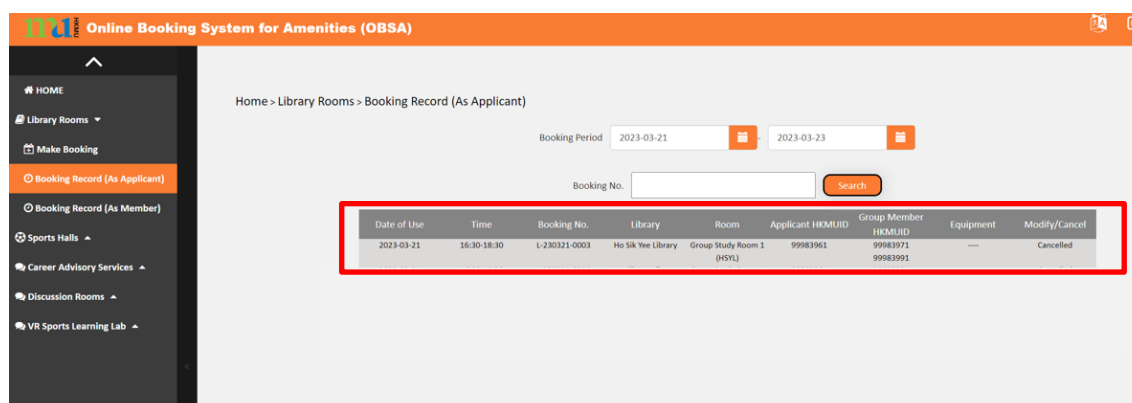
Step 1: **Only the applicant can cancel bookings.** Go to “Booking Record (As Applicant)” page and click on cancel icon.



Step 2: Select the reason for cancellation of booking and click “Yes” button to confirm.



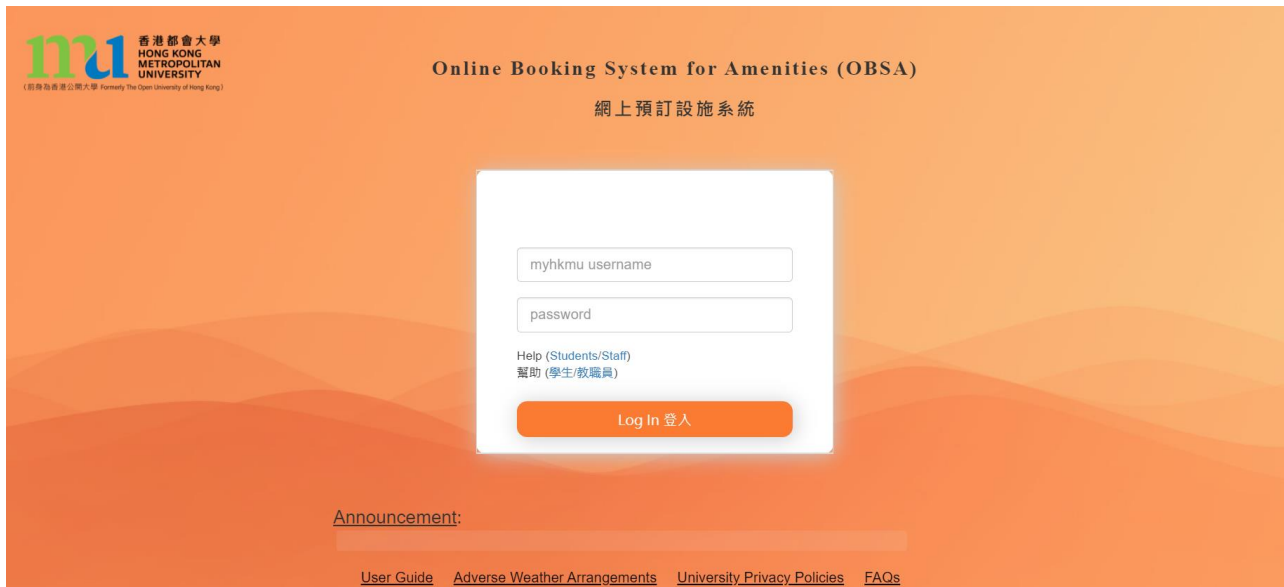
Step 3: Updated booking record is displayed and email notification will be sent to all members in the group.



5. VR Sports Learning Laboratory Module

A. Make Bookings

Step 1: Log in with MyHKMU account.



The screenshot shows the login page for the Online Booking System for Amenities (OBSA) at Hong Kong Metropolitan University. The page has an orange background with a white login form in the center. The form contains two input fields: "myhkmu username" and "password". Below the fields is a "Log In 登入" button. There is also a "Help (Students/Staff) 幫助 (學生/教職員)" link. At the bottom, there is an "Announcement:" section and a footer with links for "User Guide", "Adverse Weather Arrangements", "University Privacy Policies", and "FAQs".

Step 2: Select “VR Sports Learning Laboratory” module.



Step 3: Select date, timeslot, and facility.

Home > VR Sports Learning Laboratory > Make Booking

2021-09-17 | 2021-09-23 | IOH | All

Not Available | Available | Selected

Date	Facility	1	2	3	4	1	2	3	4	
2021-09-17	VR Racing Simulator	1	2	3	4	VR Sports Games	1	2	3	4
10:30-11:30										
11:30-12:30										
12:30-13:30										
13:30-14:30										
14:30-15:30										
15:30-16:30										
16:30-17:30										
17:30-18:30										
18:30-19:30										
19:30-20:30										
20:30-21:30										
2021-09-20	VR Racing Simulator	1	2	3	4	VR Sports Games	1	2	3	4
10:30-11:30										
11:30-12:30										
12:30-13:30										

Step 4: Fill in booking information.

Please submit your student ID card and present your booking confirmation email at the Information Centre (F0917) for registration.

Home > VR Sports Learning Laboratory > Make Booking > Filling in Booking Information

Applicant: TEST TESTING ID 4

Applicant HKMUID: 99980041 ✓

Min. No. of Group Members*: 0

Group Member HKMUID*:

Contact No.*: +852

Back Clear All Preview Selection Next

Step 5: Read the policy of use and check the box to acknowledge agreement. Then click "Submit" button.

Home > VR Sports Learning Laboratory > Make Booking > Confirmation of Booking Information

Date of Use	Time	Campus	Facility	Applicant HKMUID	Group Member HKMUID
2021-09-17	13:30-14:30	IOH	VR Racing Simulator 2	99980061	

I have read and accepted the regulations on use of VR Sports Learning Laboratory. I understand that if I fail to comply with any of the regulations, the University reserves the right to revoke approved bookings and might impose a penalty on such misbehavior. I would be responsible for all damages or loss caused to the properties of the University in the course of the activity, and would indemnify the University against all expenses incurred. (The box must be checked in order to submit the booking.)

I have read and accepted the regulations on use of VR Sports Learning Laboratory. I understand that if I/Member(s) fail(s) to comply with any of the regulations, the University reserves the right to revoke approved bookings and might impose a penalty on such misbehavior. I/Member(s) would be responsible for all damages or loss caused to the properties of the University in the course of the activity, and would indemnify the University against all expenses incurred.
(The box must be checked in order to submit the booking.)

Back Submit

Step 7: An acknowledgement message with booking details will be shown. A Booking No. is generated for enquiry purpose. Email confirmation will be sent to your University email account.

Home > VR Sports Learning Laboratory > Make Booking > Booking Submitted

You have successfully booked the VR Sports Learning Laboratory as below. Please claim the room on time with the confirmation email and HKMU student card of you. Otherwise, your booking will be cancelled.

Date of Use	Time	Campus	Facility	Applicant HKMUID	Group Member HKMUID
2021-09-17	13:30-14:30	IOH	VR Racing Simulator 2	99980061	

Booking No.: VR-210914-0003

Home Print

B. View My Bookings

Click “Booking Record (As Applicant)” on the booking menu to view your bookings.

Online Booking System for Amenities (OBSA)

Home > VR Sports Learning Laboratory > Booking Record (As Applicant)

Booking Period: 2021-09-14 - 2021-09-20

Booking No. [] Search

Date of Use	Time	Booking No.	Campus	Room	Applicant HKMUID	Group Member HKMUID	Status	Action
2021-09-17	13:30-14:30	VR-210914-0003	IOH	VR Racing Simulator 2	99980061		Booked	

Booking Record (As Applicant)

Booking Record (As Member)

C. Cancel Bookings

Step 1: Only the applicant can cancel bookings. Go to “Booking Record (As Applicant)” page and click on cancel icon.

Online Booking System for Amenities (OBSA)

Home > VR Sports Learning Laboratory > Booking Record (As Applicant)

Booking Period: 2021-09-14 - 2021-09-20

Booking No. [] Search

Date of Use	Time	Booking No.	Campus	Room	Applicant HKMUID	Group Member HKMUID	Status	Action
2021-09-17	13:30-14:30	VR-210914-0003	IOH	VR Racing Simulator 2	99980061		Booked	

Booking Record (As Applicant)

Booking Record (As Member)

Step 2: Click “Yes” button to confirm.

Online Booking System for Amenities (OBSA)

Home > VR Sports Learning Laboratory > Booking Record (As Applicant)

Cancel Booking

Are you sure to cancel booking?

Yes No

Booking No. [] Search

Date of Use	Time	Booking No.	Campus	Room	Applicant HKMUID	Group Member HKMUID	Status	Action
2021-09-17	13:30-14:30	VR-210914-0003	IOH	VR Racing Simulator 2	99980061		Booked	

Booking Record (As Applicant)

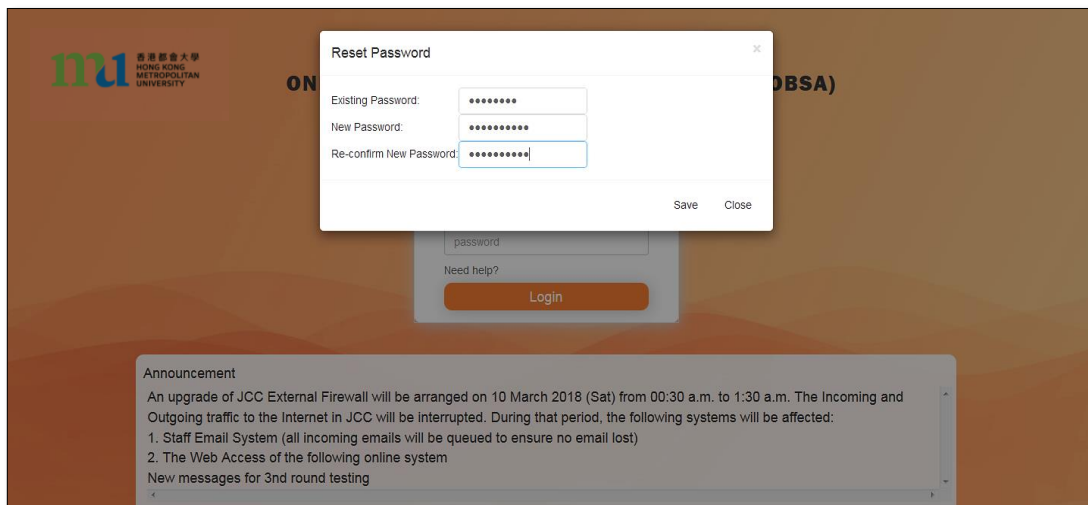
Booking Record (As Member)

Step 3: Updated booking record is displayed and email notification will be sent to you University email.

6. Activity Rooms (F0901, F0902) Module (Student Societies Only)

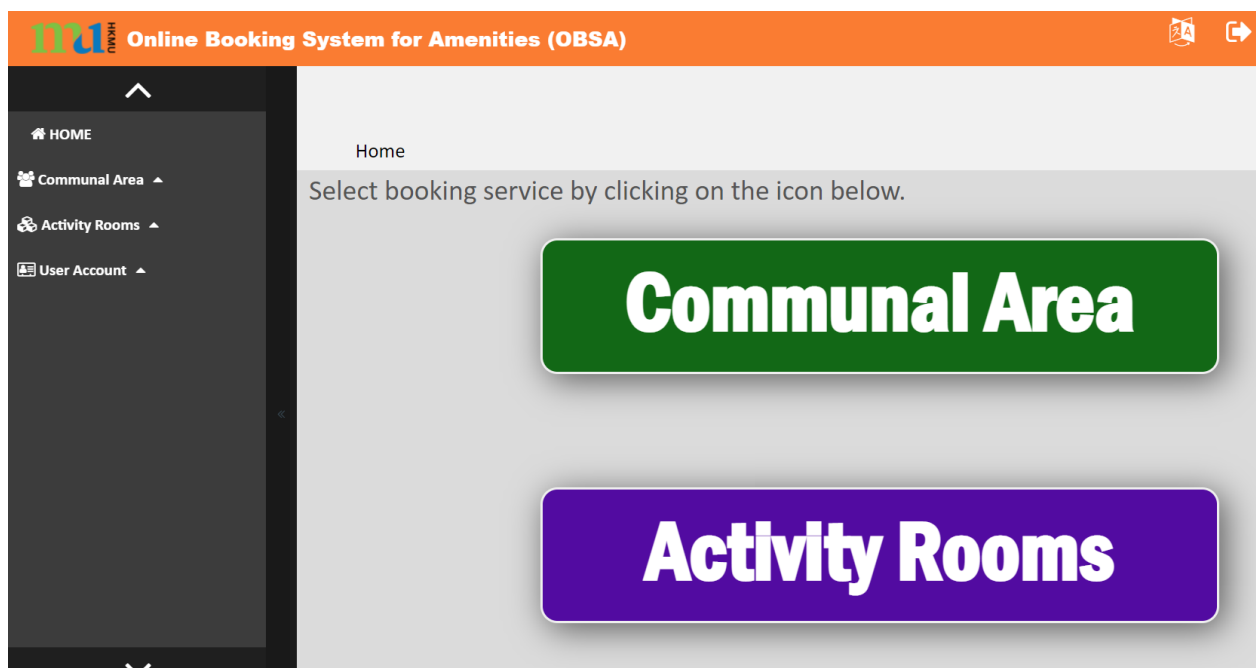
A. Make Bookings

Step 1: Log in with student society account (prior registration with FFMO (FMU) required)



Please use your OBSA student society account and the initial password to log in. You will be requested to change the password upon log in. **Please inform authorized office-bearers of your Society of the new password.**

Step 2: Choose “Activity Rooms” module



Step 3: Choose room

The screenshot shows the 'Online Booking System for Amenities (OBSA)' interface. The breadcrumb trail is 'Home > Activity Rooms > Make Booking'. The main heading is 'Select location by clicking on the icon below.' There are four room selection cards: 'A_G19 (P19) Main Campus', 'E0717 Jockey Club Campus', 'F0901 Multi-purpose Combat Sports Room (A)', and 'F0902 Multi-purpose Combat Sports Room (B)'. The 'F0901' card is highlighted in orange. A 'Room Information' button is located at the bottom.

Step 4: Select desired week in drop-down bar

The screenshot shows the 'Online Booking System for Amenities (OBSA)' interface. The breadcrumb trail is 'Home > Activity Rooms > Make Booking > Select Timeslots'. The main heading is 'Click on the boxes for timeslot selection. (F0901 Multi-purpose Combat Sports Room)'. A drop-down menu is open, showing the selected week '2021-09-06 to 2021-09-12' and other options. A 'Preview Selection' button is visible. Below the drop-down is a calendar grid for the week of September 7-12, 2021, with timeslots from 10:00-10:30 to 14:00-14:30. All slots are marked with an 'x'.

		Tue	Wed	Thu	Fri	Sat	Sun
		7	8	9	10	11	12
10:00-10:30	x	x	x	x	x	x	x
10:30-11:00	x	x	x	x	x	x	x
11:00-11:30	x	x	x	x	x	x	x
11:30-12:00	x	x	x	x	x	x	x
12:00-12:30	x	x	x	x	x	x	x
12:30-13:00	x	x	x	x	x	x	x
13:00-13:30	x	x	x	x	x	x	x
13:30-14:00	x	x	x	x	x	x	x
14:00-14:30	x	x	x	x	x	x	x

Step 5: Click on desired timeslot(s) directly

Home > Activity Rooms > Make Booking > Select Timeslots

Click on the boxes for timeslot selection. (F0901 Multi-purpose Combat Sports Room)

2021-09-13 to 2021-09-19 Preview Selection

Date/Time	September 2021						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10:00-10:30	x	x	x	x	x		x
10:30-11:00	x						x
11:00-11:30	x						x
11:30-12:00	x	✓					x
12:00-12:30	x	✓					x
12:30-13:00	x						x
13:00-13:30	x						x
13:30-14:00	x						x
14:00-14:30	x						x
14:30-15:00	x						x
15:00-15:30	x						x
15:30-16:00	x						x

Step 6: Fill in booking information

Home > Activity Rooms > Make Booking > Booking Information

Booking Information

Name of Student Society:

Purpose:*

Student No.:*

Applicant's Name (system-generated):

Contact No.:* +852

Back Preview Selection Next

Step 7: Double check booking particulars. Read relevant regulations, check the box and click "Submit" button.

Online Booking System for Amenities (OBSA)

Home > Activity Rooms > Make Booking > Confirmation of Booking Information

Date of Use	Time	Venue	Purpose	Applicant's Name
2021-09-14	11:30-12:30	F0901 Multi-purpose Combat Sports Room (A)	testing	CXXT KXXXXXk Alfred

I have read and accepted the regulations on use of activity rooms.
I understand that if I/my Society fail(s) to comply with any of the regulations, the University reserves the right to revoke approved bookings and might impose a penalty on such misbehavior. I/My Society would be responsible for all damages or loss caused to the properties of the University in the course of the activity, and would indemnify the University against all expenses incurred.
(The box must be checked in order to submit the booking.)

Back Submit

Step 8: A booking reference number will be generated for enquiry purpose.

Online Booking System for Amenities (OBSA)

Home > Activity Rooms > Make Booking > Booking Submitted

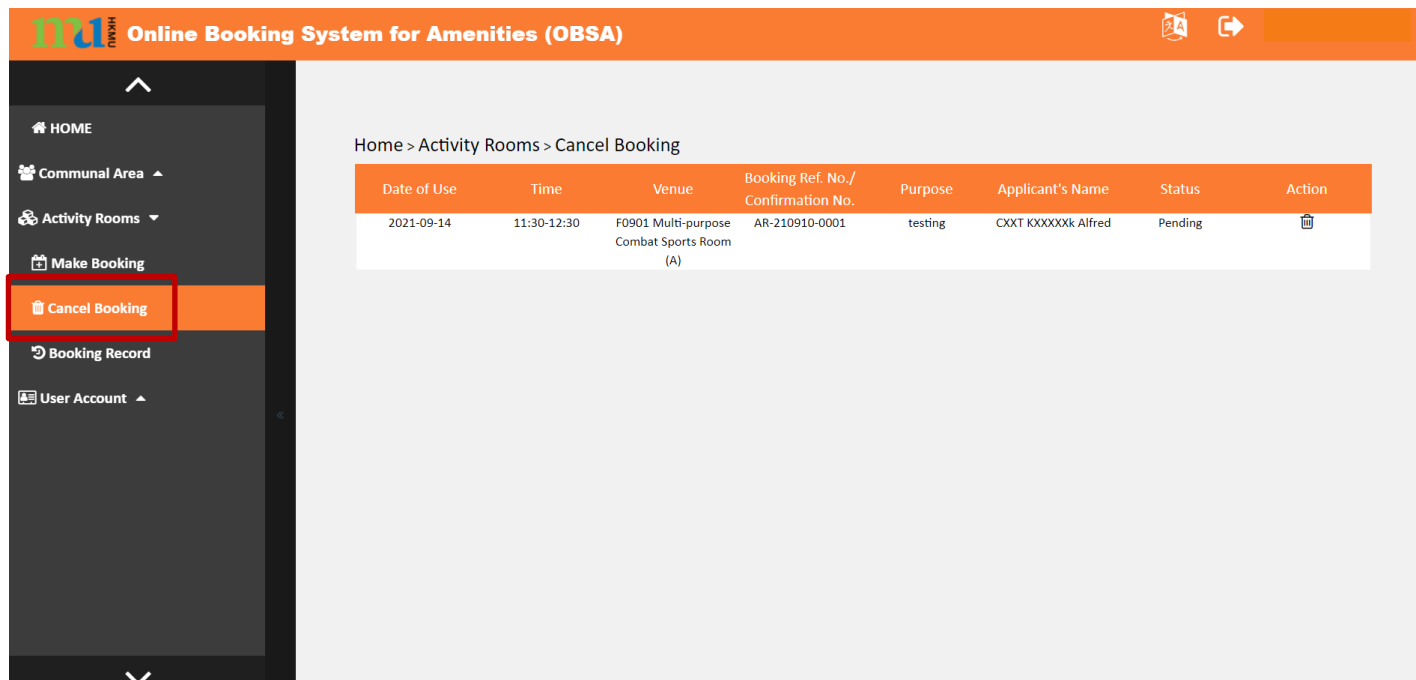
You will be notified by email once the booking is handled by administrator.

Booking Ref. No.	Date of Use	Time	Venue	Purpose	Applicant's Name	Status
AR-210910-0001	2021-09-14	11:30-12:30	F0901 Multi-purpose Combat Sports Room (A)	testing	CXXT KXXXXXk Alfred	Pending


Home

Please be reminded that the booking is not confirmed until approved by administrator. The booking status will be updated once handled. Please present your student ID card together with your booking confirmation email and check in at the Information Centre (F0917).

B. Cancel Booking*



The screenshot shows the OBSA interface. The top navigation bar is orange with the logo and title 'Online Booking System for Amenities (OBSA)'. A sidebar on the left contains a menu with items: HOME, Communal Area, Activity Rooms, Make Booking, Cancel Booking (highlighted with a red box), Booking Record, and User Account. The main content area shows a breadcrumb trail 'Home > Activity Rooms > Cancel Booking' and a table of bookings.

Date of Use	Time	Venue	Booking Ref. No./ Confirmation No.	Purpose	Applicant's Name	Status	Action
2021-09-14	11:30-12:30	F0901 Multi-purpose Combat Sports Room (A)	AR-210910-0001	testing	CXKT KXXXXXk Alfred	Pending	

Locate “Cancel Booking” tab on menu bar and retrieve relevant booking. Click on rubbish bin icon for cancellation.

*Note: Approved bookings CANNOT be cancelled.

- END -