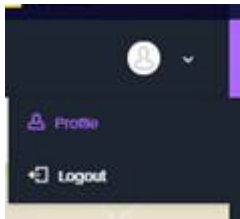


Please be advised that you have now been granted a “Room Requestor” access login to the Room Booking system that has been deployed at your < *Department/Faculty* >.

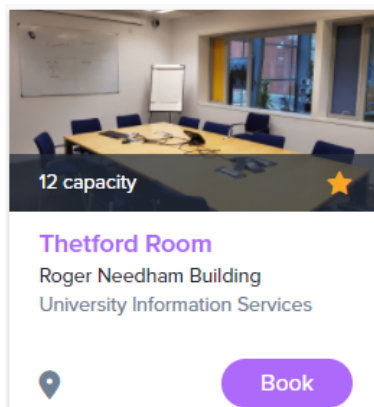
1. The link below will take you to the login screen:  
<https://booker.eventmapsolutions.com/>
2. Please use the ‘**Login via ADFS**’ link to login into the system, your username is [CRSID@cam.ac.uk](mailto:CRSID@cam.ac.uk) & then your **Raven** password.
3. Upon your first successful login it is recommended that you navigate to your profile (top right):



4. Then set your default building to the < *Your Building* >, this will then ensure that rooms on your home screen are always the most appropriate:

A screenshot of a 'Location' settings page. The title 'Location' is at the top. Below it is a section for 'Default Location' with an upward arrow icon. Underneath, it says 'view and edit your default location'. There is a dropdown menu currently showing 'Roger Needham Building'. Below the dropdown is a purple 'Confirm' button.

5. You may also find it useful to mark all the rooms in the < *Your Building* > as **favourites** so you can check their availability at a glance via a calendar view. You can make a room a favourite by clicking on the **star** icon



Further information regarding the system can be found here:  
<https://www.uis.cam.ac.uk/initiatives/room-booking>

Which contains a full user guide, FAQs & other useful information.

The new Room Booking Service is part of the is part of the improvements work being headed up by Graham Virgo, for more information see [www.educationspace.cam.ac.uk](http://www.educationspace.cam.ac.uk)

If you have any issues please don't hesitate to contact me or the Room Booking team using the [roombookingsystem@uis.cam.ac.uk](mailto:roombookingsystem@uis.cam.ac.uk) e-mail address.

Kind Regards,  
Rob Smith (Service Manager)  
Chris Thornhill (Programme Manager)