

Meeting Room Booking System - User Guide

Getting Started

1. Go to the RedStone website at www.redstonebc.com and click on **client login**.
2. Enter your Company Login Name and Password.

RedStone
Business Centres

All you need for business

Log Out Home

MEETING ROOM BOOKING SYSTEM

Welcome to RedStone Meeting Room Booking System. Please Login below with Your Company Login Name, Office number and Password provided.

LOGIN

Company Login Name:

Password:

Click on the Client Login Option

Then click on the Login button

1. Select which meeting room you wish to use (or parking space at Aylesbury).
2. Select the Date you wish to book your meeting.
3. Select a start time for the meeting.
4. Select the duration of your meeting.
5. Make any important notes for the meeting.
6. Enter the email address you would like your booking confirmation to be sent to.

Terms and Conditions

Kingfisher Exchange – Meeting Room

- The meeting room is available to book Monday-Friday, 9.00am-6.00pm, on a first-come-first-served basis.
- Each office is entitled to two hours free use per week, which is non-transferable to another week, this allowance is only applicable to resident clients.
- Use of the meeting room in excess of two hours within a one week period is charged at £7.50 per half hour.
- The meeting room can be booked in half-hour blocks.

I agree with these terms and conditions

When you have entered all the information you require, make sure that you remember to agree the terms and conditions option by clicking in the box, failure to do so will result in you not being able to complete your booking.

Once the Terms and Conditions have been agreed click on the submit button:

Your meeting will be displayed as follows:

RedStone
Business Centres

All you need for business

Log Out Home

25/10/2008

New Booking

Editing the meeting notes

You can edit your meeting notes by clicking on the edit option (in blue) available in the bottom right-hand corner of the booking.

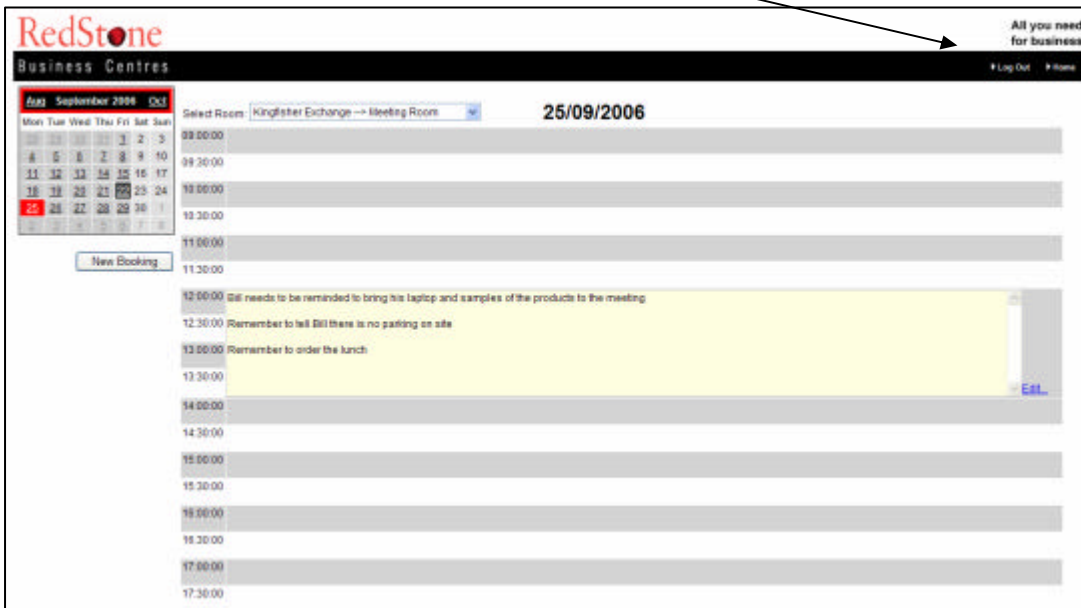
When you have entered all the information you require, make sure that you remember to agree the terms and conditions option by clicking in the box, failure to do so will result in you not being able to complete your booking.

To complete the changes click on the submit button:



After your meeting has been booked, you can create additional meetings by clicking **New Booking** Or if you have finished making bookings click on the **Log Out** option

New Booking

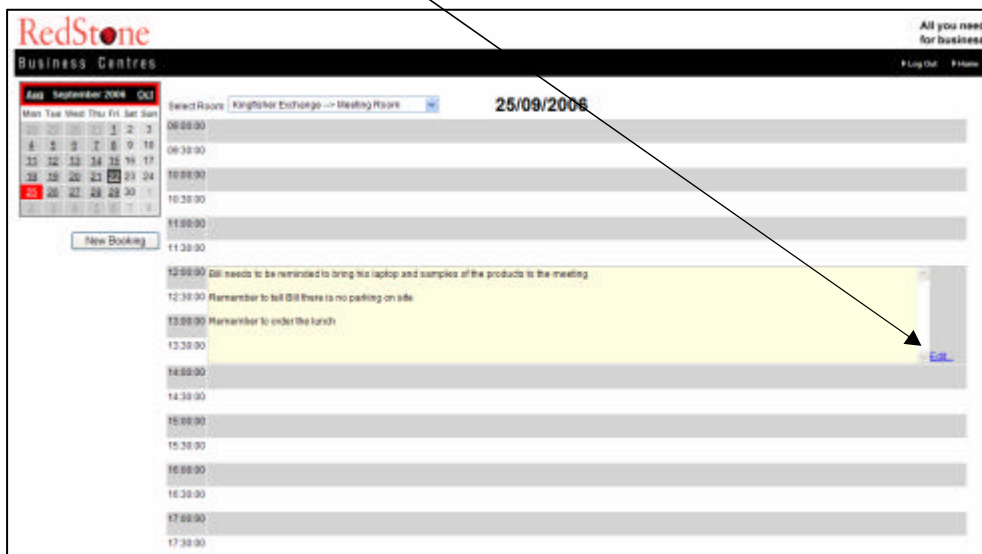


You will receive a confirmation email to the email address used at the time of booking.

How do I delete a meeting I have booked?

To delete a meeting you must firstly login.

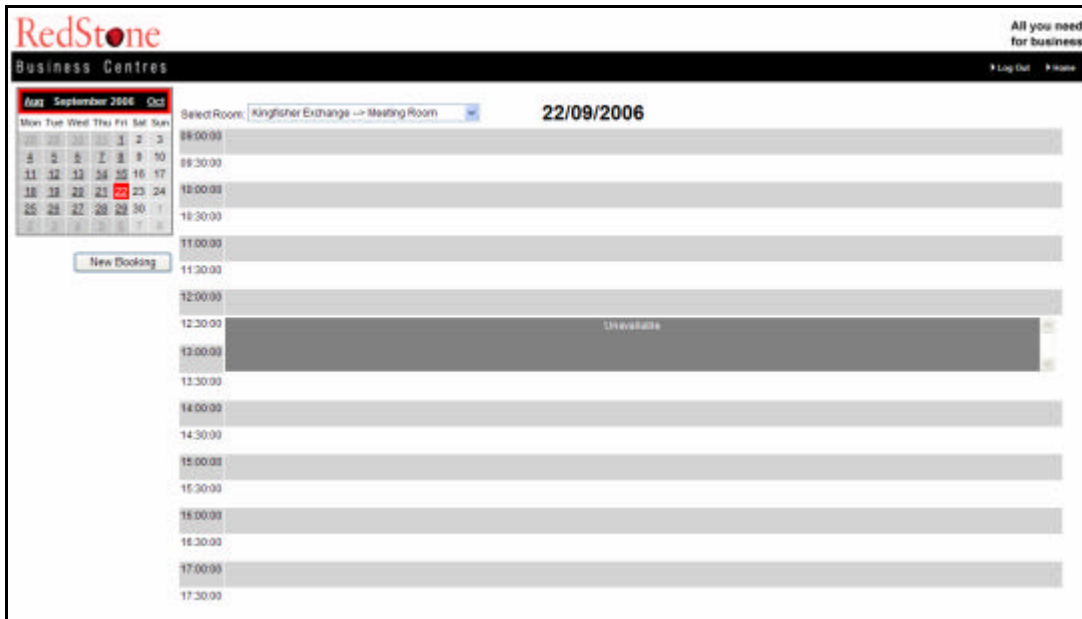
Then, select the date of your meeting from the Calendar, and finally click on the [Edit](#) option.



You will receive a confirmation email to tell you the meeting has been cancelled.

How will I know if a time has already been taken?

When you go to the date you want to book, the screen will look like this if it has already been booked



If you have any problems, or you have forgotten your login, name or password; please contact the Administrator on 01296 468 510 or email: aylesbury@redstonebc.com

Frequently asked questions

How do I register my company to use the Booking System?

All companies currently in possession of a RedStone Business Centre office suite are automatically registered; you will have been assigned a Company Login Name and Password.

If you are unsure or have forgotten these details contact your administrator on 01296 468 510 or email aylesbury@redstonebc.com

External Meeting room clients will be sent their Company Login Name and Password.

Who can make or cancel a booking?

Any member of staff who has access to your Company's Login details can make, amend or cancel bookings on-line.

Up to what time can I make a booking?

Bookings can be made, subject to availability, up to 30 minutes before the start time of the meeting.

How will I know the booking has been made or cancelled?

You will receive a confirmation email to the email address supplied at the time of making the booking.

Up to what point can I cancel a meeting?

Meetings can only be cancelled up to midnight the day before your meeting and not on the actual day.

Will I be charged if I cancel the meeting?

Cancellation fees will not be charged if the meeting is cancelled up to midnight the day before your meeting, but full payment will be required after that, except if within the two hours per week free allocation.

How will I be charged for the meeting room bookings?

Your bookings will be included in your monthly invoice.