



A GUIDE TO:

# Booking Calendar

To use a meeting space at The HUB you need to book your time on the COBOT “Booking Calendar”. This is a shared calendar that all HUB Members can see, and is publically shown on the display screens at The HUB to assist other members in knowing availability.

**NOTE:** To book meeting space Members must have pre-purchased “Booking Passes” through their COBOT account (see the HUB’s “A Guide To: Booking Passes” to learn how to complete this step).

*Ready to make a booking? Follow the 3 simple steps below...*

## STEP 1:

Go to [www.cobot.me](http://www.cobot.me) and sign into your account, you will see the screen below. Click on “Booking Calendar” on the top navigation bar:

MEMBERSHIP   INVOICES   **BOOKING CALENDAR**   HELP DESK   COWORKERS   TIP JAR

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Plan: HUB Staff Membership [Edit Plan Details »](#)

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Next invoice [Preview Invoice »](#)  
Feb 19 2018  
0.00 CAD

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Booking Passes [Buy Booking Passes »](#)

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0h left for making bookings.

You can view the amount of time remaining per resource when you reserve it in the [Booking Calendar](#).

## STEP 2:

Depending on your chosen preference, the calendar will show in 3 different ways: “Day”, “Week”, or “Month”. You can click on your preference at the bottom of the calendar.

The screenshot shows a web interface with navigation tabs: MEMBERSHIP, INVOICES, BOOKING CALENDAR (selected), HELP DESK, COWORKERS, and TIP JAR. Below the tabs is a 'Resources' list: Algonquin..., Boardroom, Cafe (Eveni..., Muskoka R..., and Phone Booth. The main area is a calendar for Feb 2018, showing days from Sunday to Saturday. Each day has a list of bookings with times and resource names. At the bottom, there are three view options: Day, Week, and Month. A red arrow points to the 'Month' option. To the right of the calendar are buttons for 'My Bookings' and '+ New Booking'. A 'Show Today' link is also present.

Next, double click on the day of your choosing directly on the calendar (Note: By creating a new booking in this way, COBOT will automatically know which day you are intending to book).

## STEP 3:

A pop-up window will appear, providing you a form to fill in. Here are a couple of items to be aware of:

- Be sure to adjust the “AM” / “PM” option in second “From” field.
- When you choose a room under “Resource”, it will provide you a description of the room
- Providing a “Title” is not required
- “Comments” are only seen by you and the HUB Administrator

Once the form is complete, click “Book Now” at the bottom right.

**Check to make sure your booking reads correctly in the calendar!**

The screenshot shows a 'New Booking' form. At the top, it says 'Feb 17 2018, 01:00 pm - 02:00 pm'. The form has the following fields:

- 'From \*': A date field with '17/02/2018' and a time field with '01:00 PM'.
- 'Duration \*': A field with '1' in the first box and '0' in the second box, followed by 'h'.
- 'Resource \*': A dropdown menu with the text 'Select a resource'.
- 'Title': A text input field with the placeholder text 'e.g. Team Meeting'.
- 'Comments': A large text area.

At the bottom right, there is a blue 'Book Now' button. To the left of the form, there is a 'Cancel' link. The background shows a blurred view of the calendar interface.

**Extra Information:**

- If a Member tries to book a meeting on the booking calendar, however has no booking passes, an error will pop up. (Note: From that error message a link is provided to directly purchase passes using Pay Pal).
- Editing a booking is easy. Simply click on the booking directly on the calendar and click "Edit". This however will not allow you to delete a booking.
- Deleting a booking can be done if completed a few days prior to the booking. After this time, please contact The HUB Manager to delete. There is a cancellation fee for bookings of half day or more if deleted within 48 hours of the scheduled booking.