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 and sign into your account, you will see the screen below. Click on "Booking Calendar" on the top navigation bar:

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.

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!

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.