Room Booking Requests

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Getting started

Celcat Access

Room booking requests must be made through the Room Booking Wizard on Celcat. You can access Celcat using the link provided below and the link is also available on the Timetable & Room Bookings page on the QMU website.

Link to Celcat – https://timetable.qmu.ac.uk/celcatlive/#

You do not need to be logged on to the QMU Network to access Celcat, although it is recommended that you use a desktop computer or laptop to access Celcat as it is not optimised for touch screen devices.

Logging into Celcat

1. When you open Celcat in a browser window, you will see the below pop up
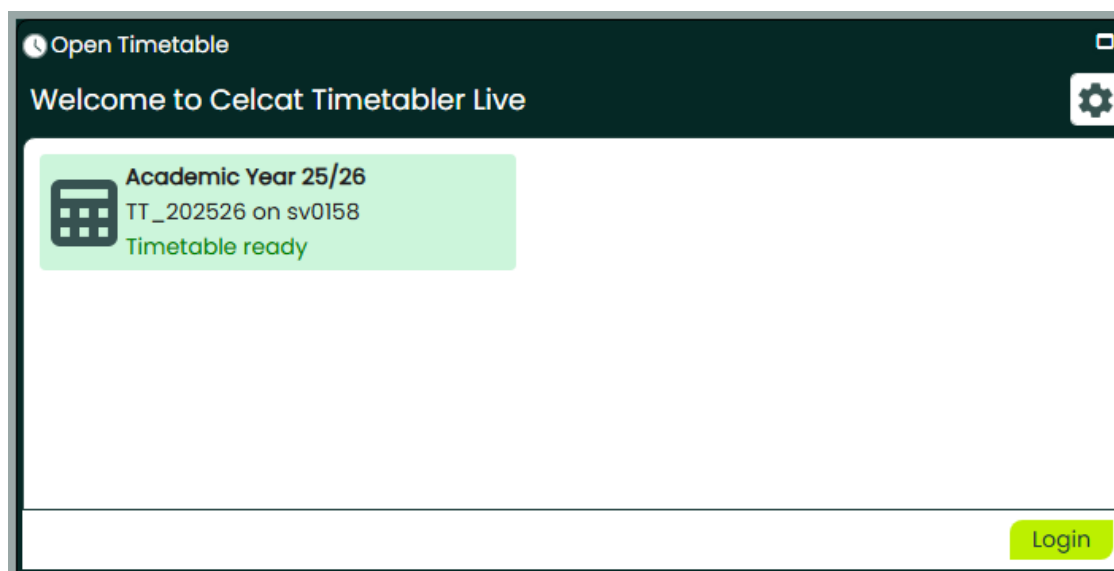
2. Select the current academic year timetable and click *Login* or double click the timetable

Please note – Even if you can see an entry for the next academic year, you will not be able to access this timetable. It is visible because the Space & Timetabling team have begun timetabling for the new academic year but it is not available until it is released by the team prior to teaching starting.

3. In the *Timetabler Security* pop up window, enter your username and password and click *OK*
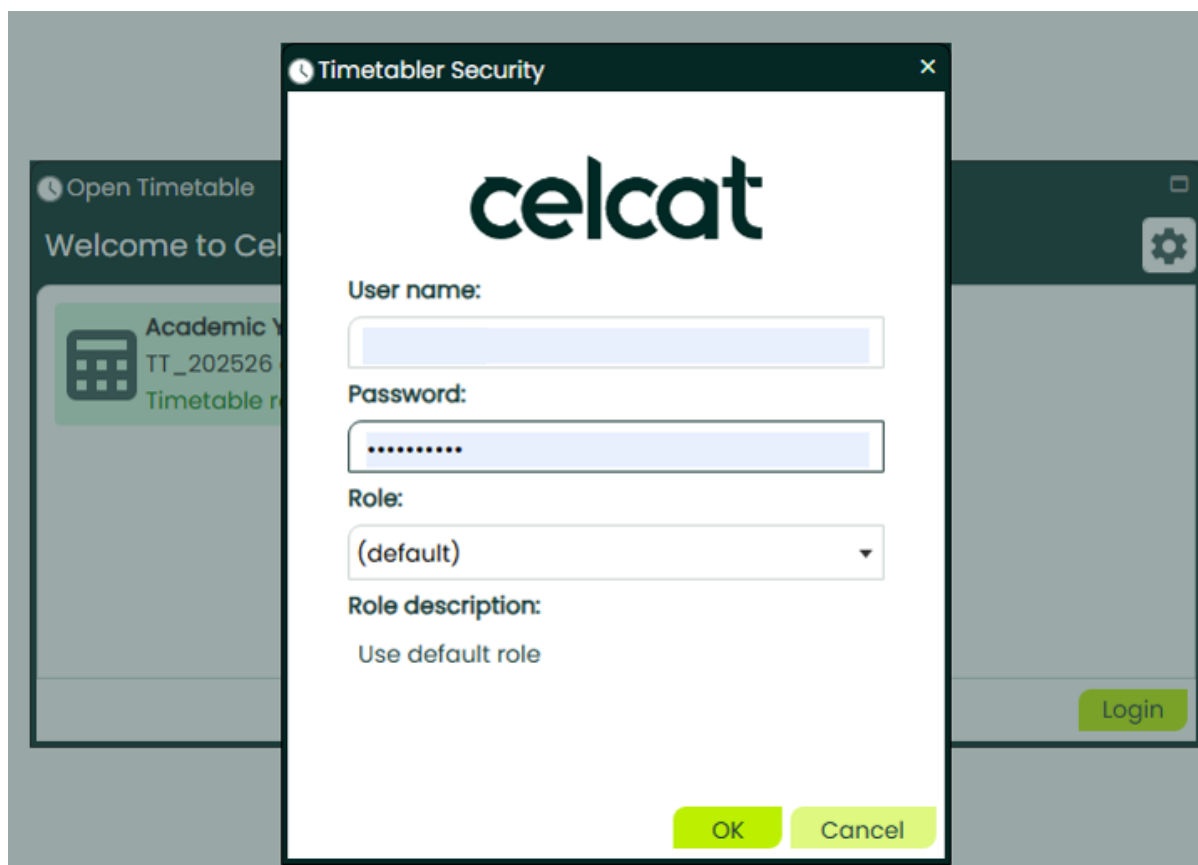
Please note – Your username and password should be the same as your standard QMU login details. If you are unable to login (and you are trying to access the correct academic year timetable), please contact the **Room Bookings team** and we can help.

Celcat Room Booking Wizard

Opening Celcat Room Booking Wizard

1. The Room Booking Wizard window should open automatically when you login. If the window doesn't appear automatically, select the *Room Booker* tab and click on the *Room Booker Wizard* icon
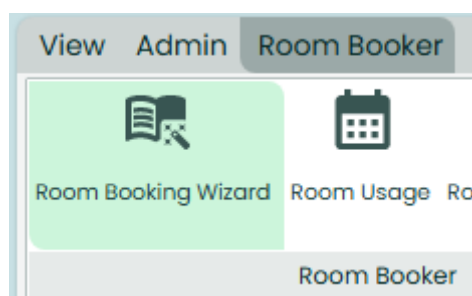
2. On the *Welcome* page, you have three options for booking a room:
    i. **I need to find a room** – You know when you need a room booked and want to see which rooms are available at that time

ii. **I know the room I want, but need to find a time** – You want a specific room and need to find a time when that room is available

iii. **I know both the time and room I want** – You want a specific room and know when you want to book the room

iv. **I want to browse my requests** – You want to view bookings you have already requested. Accepted requests cannot be amended here

3. Select the option you want to use to search and click *Next*

Please note – If you select option three but the room doesn't appear for booking, this means the room is not available at the time you are requesting. Options one and two give you the most choices of rooms or times.
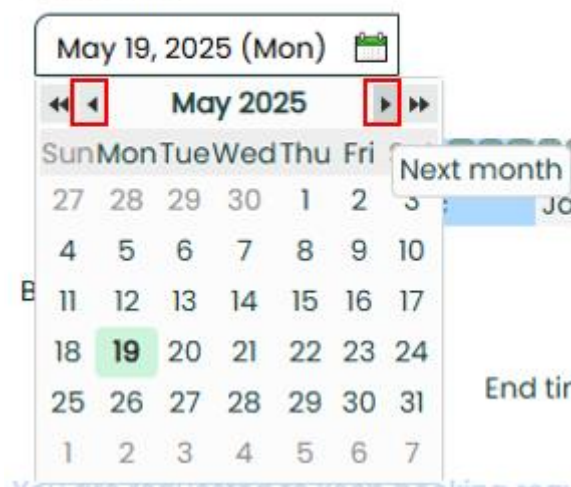
Using Celcat Room Booking Wizard

Selecting date

1. On the *Time* page, click on the calendar icon next to the *Start Date* to open the date selection calendar. You can use the single arrows to change month

Booking Date:

Start date:

May 19, 2025 (Mon)

Sun	Mon	Tue	Wed	Thu	Fri
27	28	29	30	1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

◀◀ ◀   **May 2025**   ▶ ▶▶

Next month

Ja

End tir

2. Select the date you want to book a room for

Selecting multiple weeks

If you want to book a room at the <u>same time, day and duration</u> for several weeks, you can do this at this stage. The bookings must be exactly the same (for example, every Monday 9am-10am for three weeks), you are simply adding extra weeks to the original request.

You are also unable to make a booking with multiple weeks and amend weeks individually, the bookings remain linked so you can only amend or cancel the block of bookings as one.

1. To select multiple weeks, use the *Weekly repeats* bar. The week of the date you selected as the start date will show as dark blue, simply click on the relevant light blue week boxes to select additional weeks. Below shows three weeks selected

Weekly repeats:

| Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | S |

2. If you don't want consecutive weeks, you can see the week start date by hovering the mouse over each light blue week box. (Red box indicates which week box was hovered over. Date displayed in US format of month/day/year)

Weekly repeats:

| Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | S |

6/9/25
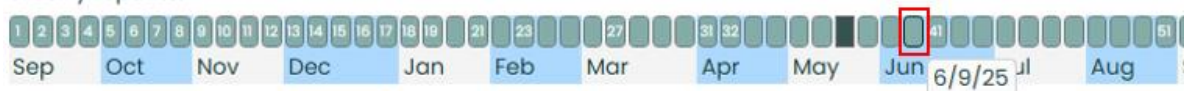
3. Selecting multiple weeks will limit the number of rooms available to you, as there will likely be more rooms available some weeks but not all weeks

Selecting booking times

Select a start and end time for your booking request

> **Please note** – Bookings in teaching rooms (seminar rooms / lecture theatres) must start and end on the hour. Booking requests that don't start and end on the hour may be rejected. Non-teaching room bookings can start and end at any time.
>
> Staff can book a room up to 90 days in advance. Students can book a room up to 14 days in advance and only in blocks of up to three hours.

Specify Room Criteria

On the *Room Criteria* page you can add details to tailor the types of rooms you are searching for. The minimum information you need to provide is the room capacity to indicate how many people you need a room for.

1. Enter how many people you need the room for under *Room capacity*

2. If you want a specific type of room, click the *Type* button to open the room type pop up (not selecting a room type will give you all available rooms)

3. From the list of room types, select which type of room you would like to search for and click *OK*

4. Then click *Next*

Choose a room

The *Search Results* page will give you a list of the rooms available that match your search criteria. If there are no rooms listed, there are no rooms available at that day/time or that are the type of room you have searched for. To find a room, click

Back and amend your search criteria to a different day/time or remove the room type (if added) to show available rooms.

1. If there is a room suitable for you, click on the line to highlight it and click *Next*

Request Details

On the *Request Details* page, you can enter more information about your request.

1. Adding detail to the *Booking Request Title* is mandatory for requesting a room booking. Enter a title that gives information on what the booking is for – for example, 'Group work' / 'Individual study' / 'Staff team meeting' / 'Meeting with xxxxx'.

Please note – the booking title you enter will appear on the large timetable screens around campus and on your timetable or Outlook calendar. If it is not clear what your booking is for, the Space & Timetable team may contact you for clarity.

2. Both the *Requester* and *Email address* fields should be automatically populated, but if not please complete these fields.
3. You can add notes to the *Request notes* field if you want to add more detail to your request

Please note – The *Request notes* field is not for requesting changes to the room layout or alterations. Any requests made in this field will not be actioned. Please contact the Helpdesk with any room layout or alteration requests.

4. If you want, you can add participants to the request – this will send the booking confirmation to them too once the request has been approved. Click

the Student ![icon] or Staff ![icon] icon depending on who you want to add and search for them using their last name (staff) or student number (student).

5. Click on the box next to their record to select them and click *OK*

6. Ensure that the box is ticked for *Send Invitations* so that the other participant receives confirmation of the booking. You can remove the person by clicking the red circular icon at the end of their line if you no longer want them added to the booking.

7. When you have completed all the details, click *Next*

Event Details

Click *Next*

Finish

On the *Finish* page, if you want to make any changes to your request then click *Edit*. If you're happy with your booking request, click *Finish*.

You will see a pop up stating your booking has been requested and you will receive an email with details of the booking you have requested.

Please note – at this point your request is not approved or guaranteed. Booking requests need to be reviewed and approved by the Room Bookings team before the booking is confirmed. The Room Bookings team work a standard working week, and will not review requests over the weekend.

Room Booking Confirmation

Once your room booking request has been reviewed and approved by the Room Bookings team, you will receive a confirmation email with details of your booking.

In some instances, the Room Bookings team will need to contact you for further information or queries. If this is the case, your booking request will not be approved until you have provided more information.

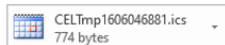# Viewing and Cancelling your Booking Request

View your Booking Requests

1. To view your active and confirmed room booking requests open Celcat and close the Room Booking Wizard if open
2. Click *Room Booker* and click the *Room Bookings* icon
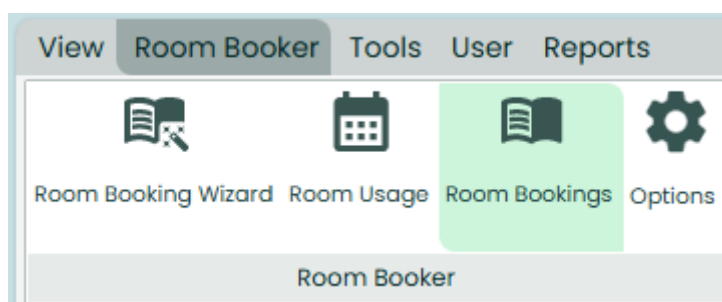
3. Ensure you are seeing all of your room booking requests by clicking *Room Booker* and *Show* – both *My Booking Requests* and *Past Requests* should be selected

4. You can filter your room booking requests by clicking on *Room Booker* and *States* – you can then select which type of room booking you want to view. Having all states selected will show you all room bookings
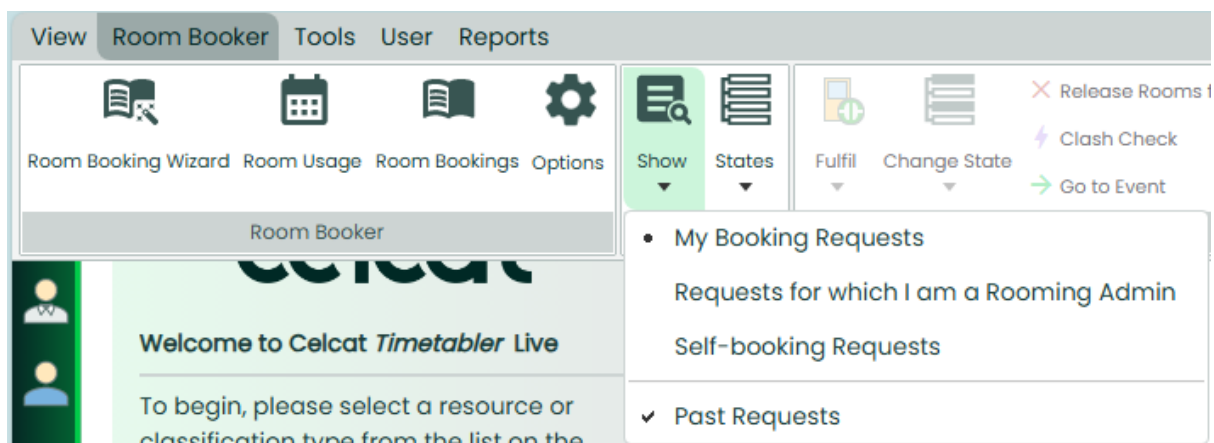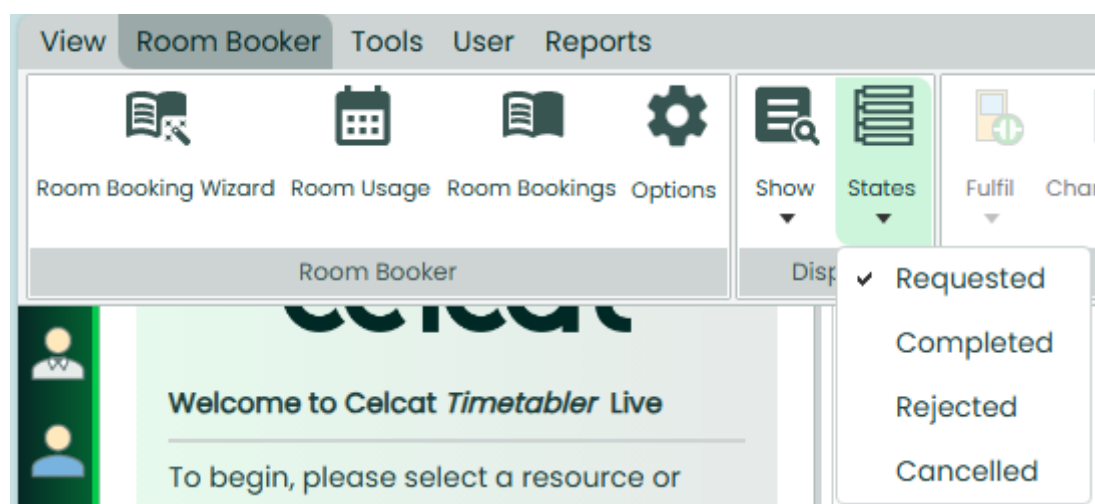

5. In the Booking Requests window, you can see your booking reference number, title of your event, the date/time requested, room requested, and the status of your booking

Cancel a Room Booking Request

You can cancel room booking requests made by you through the Booking Requests window.

1. Select the room booking you want to cancel from the list in the Booking Requests window so it is highlighted in green

2. Click *Room Booker*, click *Change State*, and then click *Cancel*
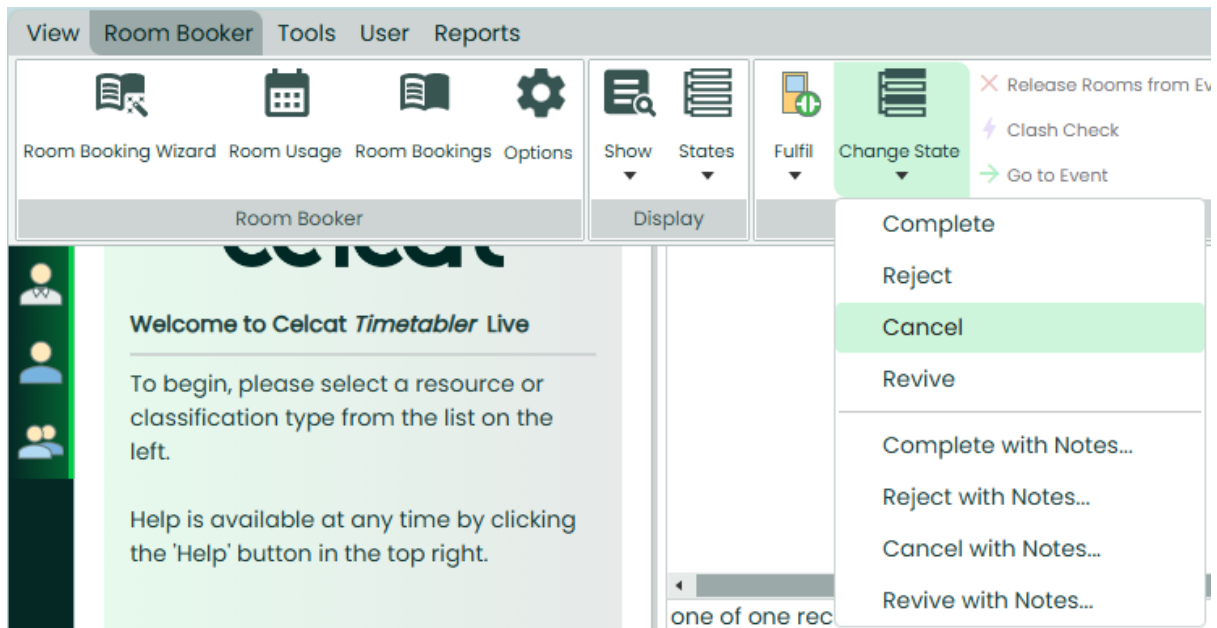
3. You will then get an Event Treatment pop up window, select *Retain events* and click *OK*
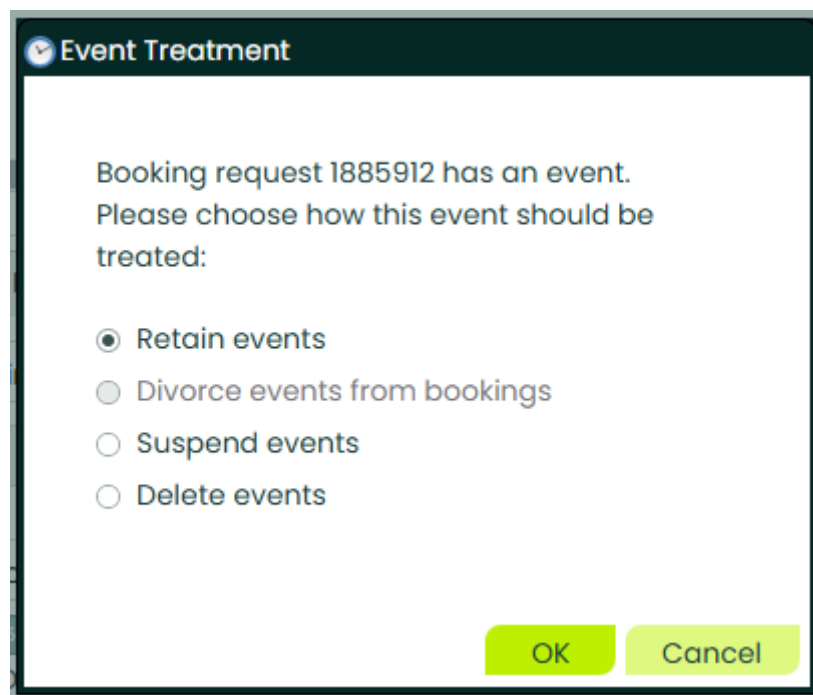
4. The status of your room booking will then be marked as Cancellation requested and you will receive an email with your cancellation request

⟲ Reply ⟲ Reply All ⟲ Forward

Wed 05/03/2025 15:41

roombookings@qmu.ac.uk
Booking reference 1861893

To ▓▓▓▓▓▓▓

CELTmp1916652102.ics
779 bytes

The status of booking reference 1861893 has been changed to Cancellation requested.

Time: Wednesday 05 March 2025 15:00-16:00
Location: 2170 - Seminar Room
Notes:

5. Once your room booking has been cancelled by the Room Bookings team, you will receive an email confirming your cancellation.

⟲ Reply ⟲ Reply All ⟲ Forward
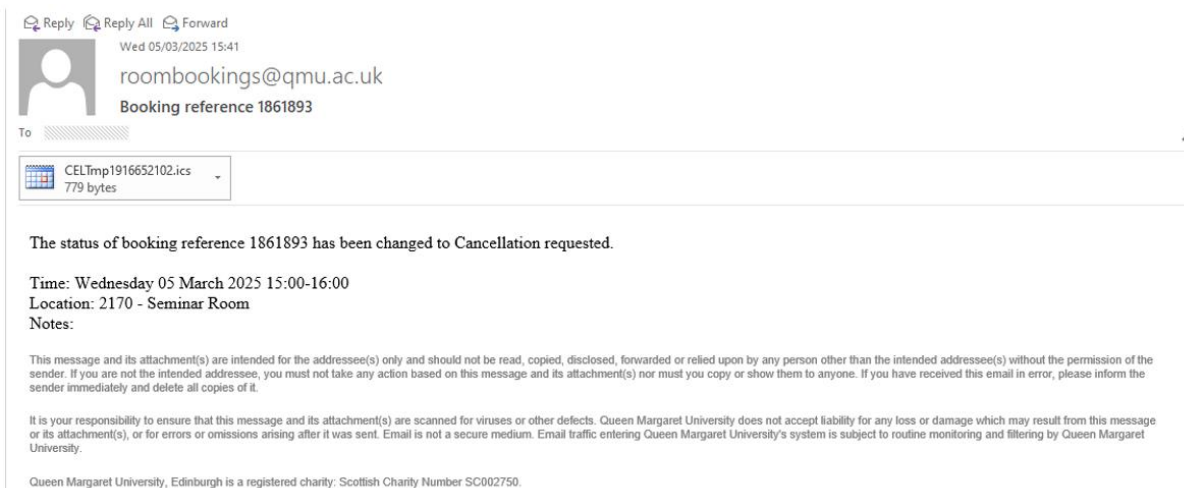
Wed 05/03/2025 15:51

roombookings@qmu.ac.uk
Booking reference 1861893

To ▓▓▓▓▓▓▓

CELTmp365499056.ics
775 bytes

The status of booking reference 1861893 has been changed to Cancelled.

Time: Wednesday 05 March 2025 15:00-16:00
Location: 2170 - Seminar Room
Notes:

Please note that your booking has been Cancelled this means you CANNOT use the room you requested. Please contact the [Room Bookings team](#) for more information if required.

6. Once you have received both emails, your booking has been cancelled and the room is no longer available for you to use.

Frequently Asked Questions

I can't login to Celcat, what should I do?

If you have tried your usual QMU username and password, and you are trying to access the current academic year (not the next academic year if it is visible), and you are unable to login please contact the Room Bookings team - RoomBookings@qmu.ac.uk and we will assist you.

I can't find an available room, can the Room Bookings team help me?

Unfortunately there are periods where the room availability is very limited. If you have tried to find a room, and have been flexible on when or where, and there are no rooms available then the Room Bookings team are not able to help. All standard rooms that can be booked are available on Celcat.

Can I book a room out with the timeframe I'm allowed?

If you would like to enquire about a recurring booking (i.e. for a club or society meeting) you can contact the Room Bookings team to discuss this. For standard bookings, you will need to wait until the date you want to request a room is within the allowed timeframe.

I requested a specific room but it has been changed

Occasionally, the Room Bookings team may need to change they room allocated to your room booking request due to teaching or commercial commitments. Any rooms change will be of a similar specification but timetabled teaching is given priority over all other requests for space.