## Book a group study room



- 1. Go to https://araacnz.libcal.com/reserve/
- 2. Select your location, either City campus or Timaru campus:

Location	City Campus Library	~
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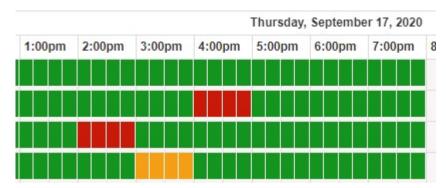
3. Select the date you want, either using the Calendar or the arrows:

Thursday,	Sep	oter	nber	17,	2020
🛗 Go To Date	<	>			

4. Select which room you want to book. You can see more information about each room and a map of its location by clicking the 'Info' button:

Info	L204 Opihi (Capacity 4)
Info	L206 Orari (Capacity 4)
Info	L209 Rakahuri (Capacity 6)
Info	L210 Waiau (Capacity 6)

5. Select the time you want to book. Available timeslots show in green, existing bookings in red, and the time you have selected in yellow:

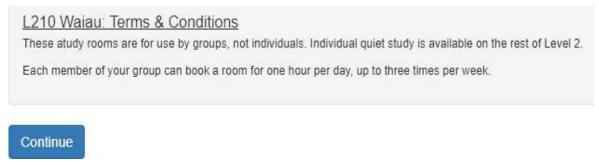


6. Click 'Submit Times':



### Kā tautoko ako Academic Support Services

7. Accept the Terms and Conditions of the booking by clicking 'Continue':



8. Enter your name and your Ara student/staff email address (other email addresses are not accepted), then click 'Submit my Booking':

Full Name *	Any	Student				
Email *	abc123@arastudent.ac.nz					
	Enter @arastudent.ac.nz and @ara.ac.nz addresses only					
	Submit my Booking					

If your booking is not successful, you will see a red error message. If it is successful, you will see this message:

# Thank you!

The following reservations were made: City Campus Library L210 Waiau: 10:00am - 11:00am, Wednesday, September 16, 2020 You will receive an email confirmation at abc123@arastudent.ac.nz. I

Make Another Booking

#### Notes:

- Each group member can book for ONE hour per day.
- Each group member can book THREE hours per week, across all study rooms.
- You can make bookings up to two weeks in advance.

# For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via Asklive
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : <u>library@ara.ac.nz</u>