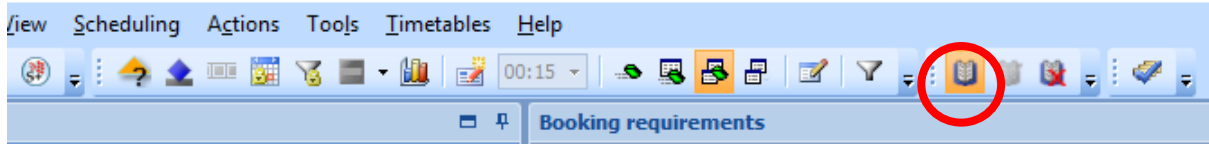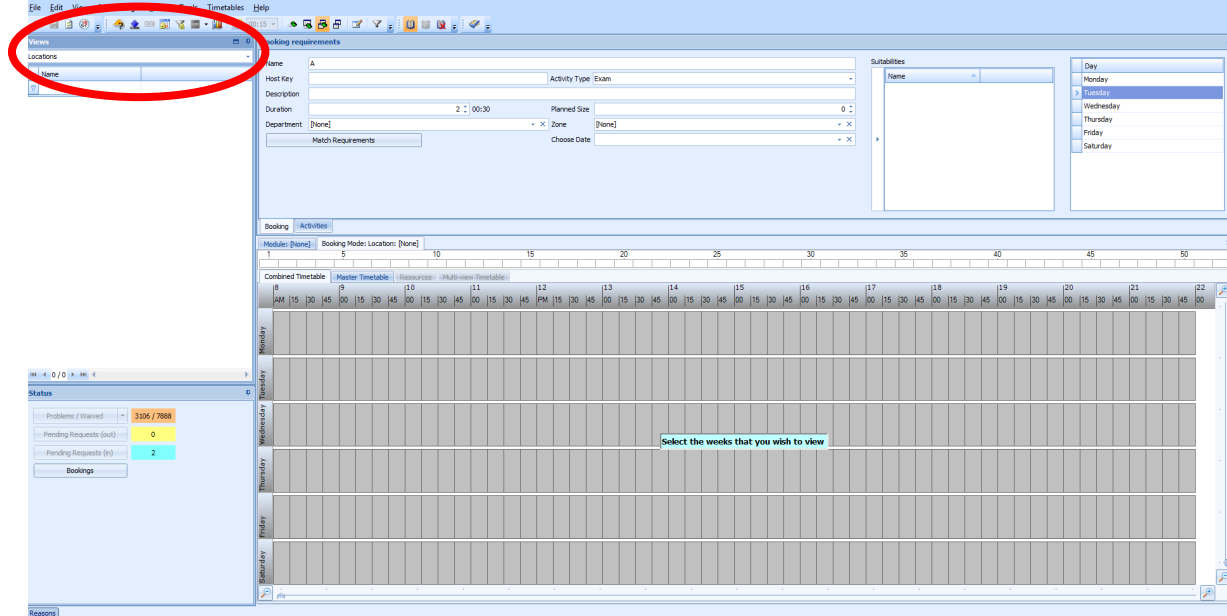# How to Make a Room Booking in Syllabus+

1. Click on Booking Mode.

2. Booking Requirements Screen will open. Select Location in the Views Pane

3. Complete the Booking Requirement screen as follows:
   Name: (The name must contain a contact name)
   Host Key: Leave blank
   Activity Type: Select Meeting from the drop down menu
   Description: As per name
   Duration: In blocks of 15 minutes (e.g. 4 = 1 hour)
   Planned Size: No of people that will be attending (This number will be used to show you available locations)
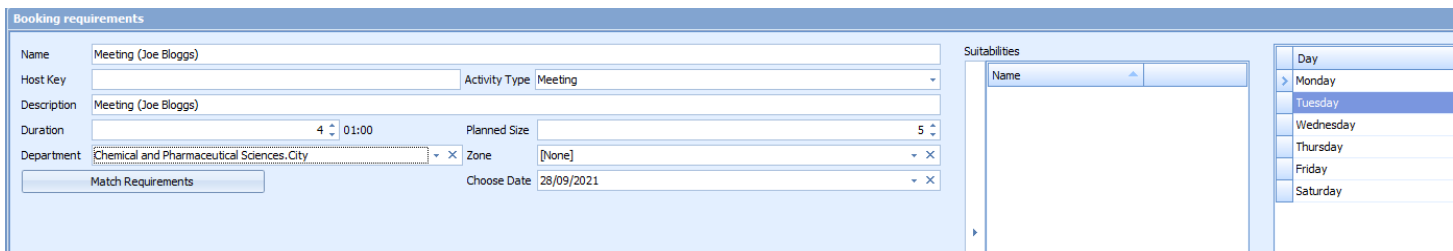   Department Name: Select your department from the dropdown menu
   Zone: Optional (if you require a specific zone – please complete)
   Choose Date: Select the date
   In the Day list, you can select all the days within the week that you require the room for.

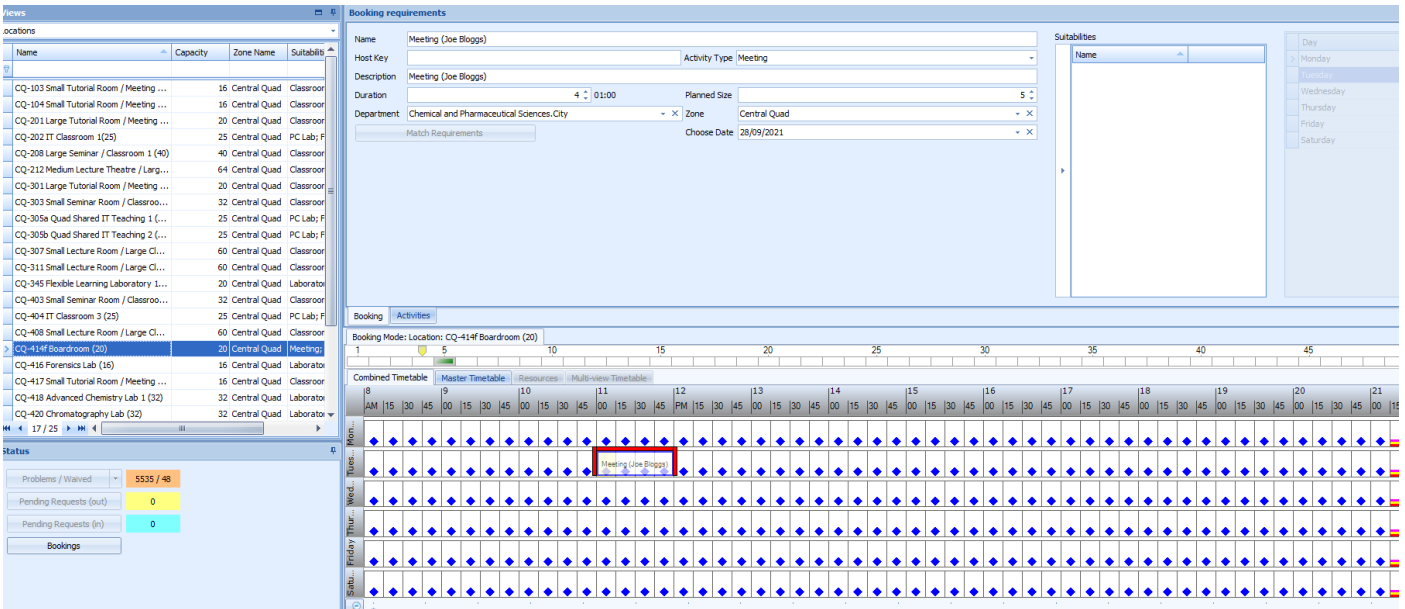   Click on Match Requirement to see available locations.

4. Right click on the time to schedule the booking, the suitable and available locations will automatically populate in the views pane.
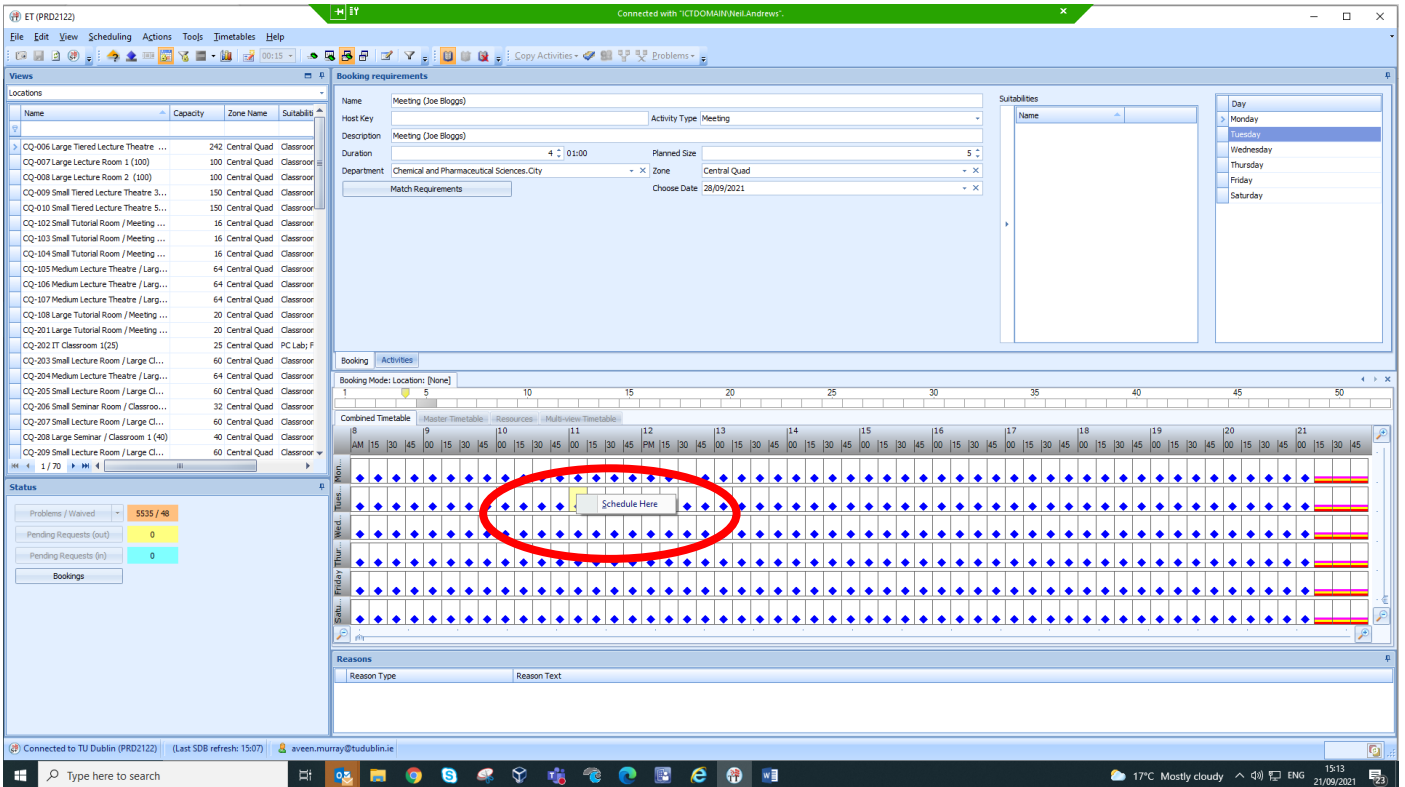
5. Select the Location you require by clicking on it in the Views Pane.

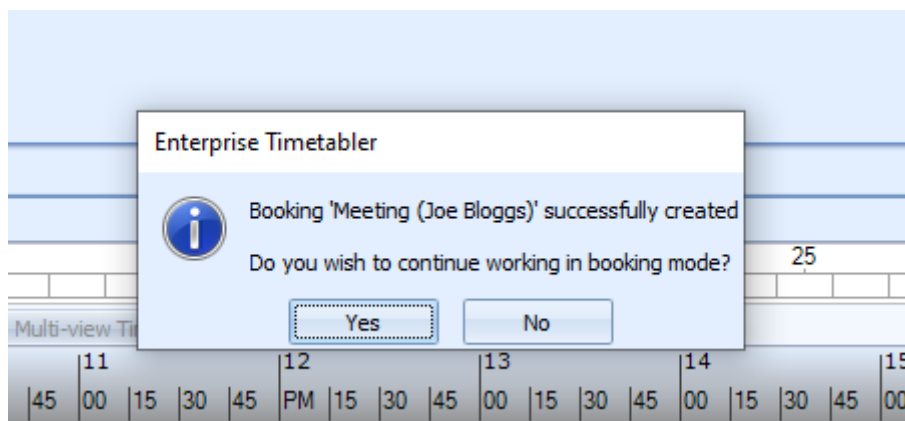6. Your booking will now show in the Graphical view

7. If you are happy with your booking, click on confirm booking

8. If you wish to delete your booking, click on delete booking

9. Once you confirm your booking, you will get the following message

10. To continue booking, click on Yes

DON'T FORGET TO WRITEBACK (SAVE)