

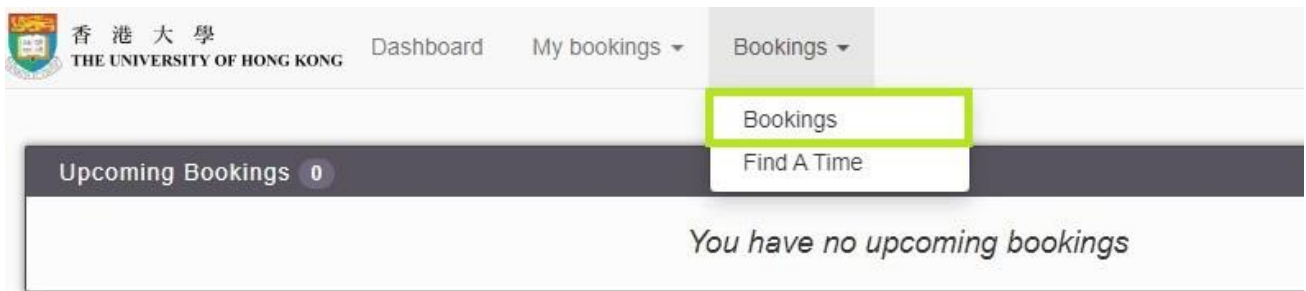
# HKU Facilities Booking System (HKUFBS)

## User Manual

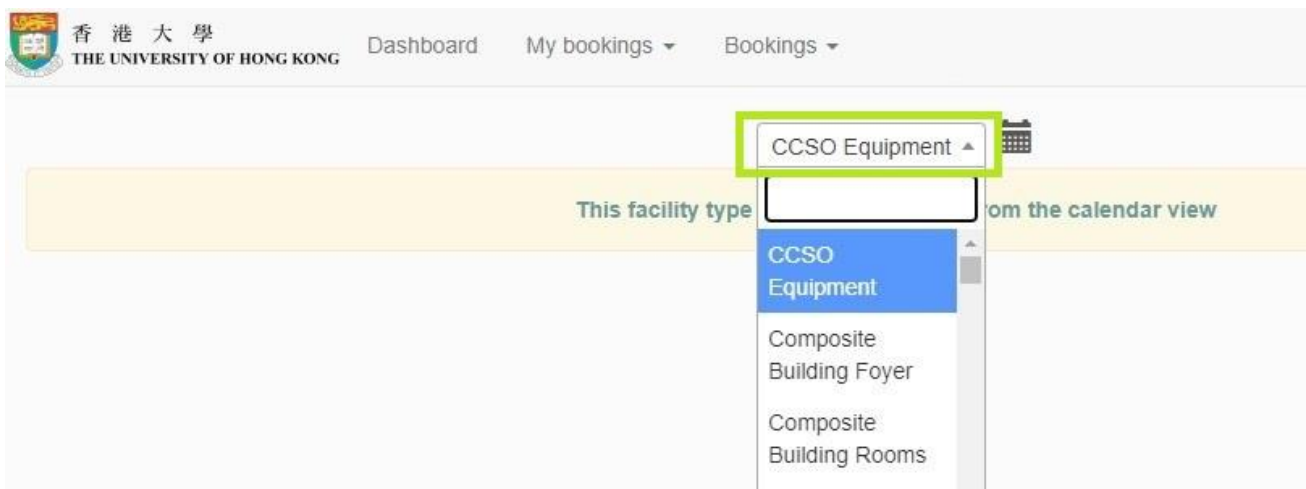
for campus facilities managed by the Co-curricular Support Office (CCSO)

### Submit New Booking Request

1. Login HKU portal via [HKU Facility Booking System \(HKUFBS\)](#)
2. In case an executive committee member did not register his/her portal email with CCSO, please contact CCSO at [cocso@hku.hk](mailto:cocso@hku.hk). CCSO will update the record in one working day.
3. Click “Bookings” from the menu

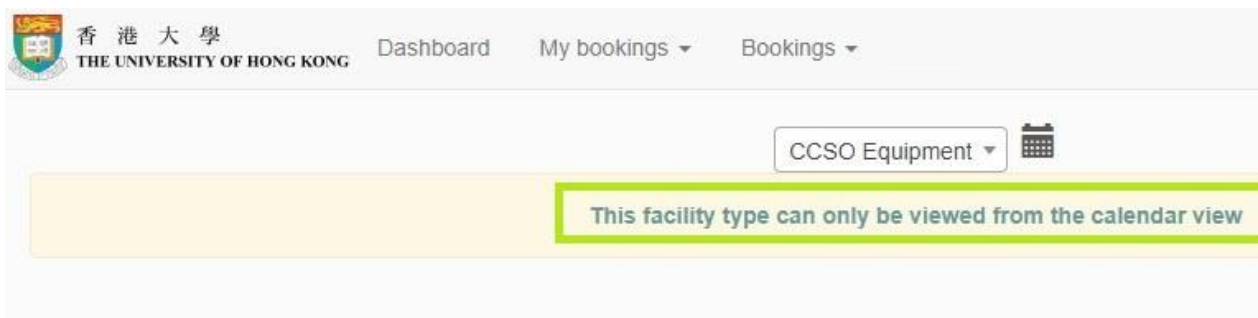


4. Select the facility type to submit booking request



5. For facility type “CCSO Equipment”

- 5.1. Click “This facility type can only be viewed from the calendar view”



## 5.2. Select the equipment to be reserved and the calendar to create booking

The screenshot shows the CCSO booking system interface. At the top, there is a navigation bar with the University of Hong Kong logo, 'Dashboard', 'My bookings', and 'Bookings' menus. The main area displays a calendar for July 2022. A dropdown menu titled 'Change Calendar' is open, showing a list of equipment options: 'CCSO Equipment', 'CCSO - Ballot Box', 'CCSO - Cable Cover', 'CCSO - Flood Light', 'CCSO - Folding Table', and 'CCSO - Iron Weight'. The 'CCSO Equipment' option is currently selected. Below the calendar, there are buttons for 'Open', 'Blocked', 'Booked', and 'My R'. There are also buttons for 'Past' and 'Restricted'. At the bottom right, there are buttons for 'Month', 'Week', and 'Day'. A 'Create Booking' button is highlighted with a green box, along with 'View Day' and 'Cancel' buttons.

## 5.3. Fill in the booking period

## 5.4. Click “Change+” for adding other equipment in the same booking request

## 5.5. Indicate activity name in “Title of Booking”

## 5.6. Indicate student society, nature of activity and equipment quantity in “Description of booking”

## 5.7. Upload supporting document if needed

## 5.8. Create the booking

The screenshot shows the 'New Booking' form in the CCSO booking system. The form is divided into several sections. At the top, there is a navigation bar with the University of Hong Kong logo, 'Dashboard', 'My bookings', and 'Bookings' menus. The main area displays the 'New Booking' form. The 'Begin' and 'End' fields are highlighted with a green box, showing the date '28/07/2022' and time '12:00 AM'. Below these fields, there is a 'Manage Facilities' section with a 'Change' button highlighted in green. The 'Title of booking\*' field is highlighted with a green box. The 'Description of booking\*' field is highlighted with a green box. The 'Attach File (2 MB max)' section is highlighted with a green box, showing a 'Choose File' button and the text 'No file chosen'. On the right side, there is a 'Participant List' section with an 'Add' button and a text input field. Below this, there is a text area for the booking description. At the bottom right, there is a reCAPTCHA section with an 'I'm not a robot' checkbox and a 'Create' button highlighted in green.

6. For facility type “Composite Building Foyer” or ”Composite Building Rooms”

6.1. Click an available timeslot to create booking

6.2. Fill in the booking period

6.3. Click “Change+” for adding other foyer / room in the same booking request

6.4. Indicate activity name in “Title of Booking”

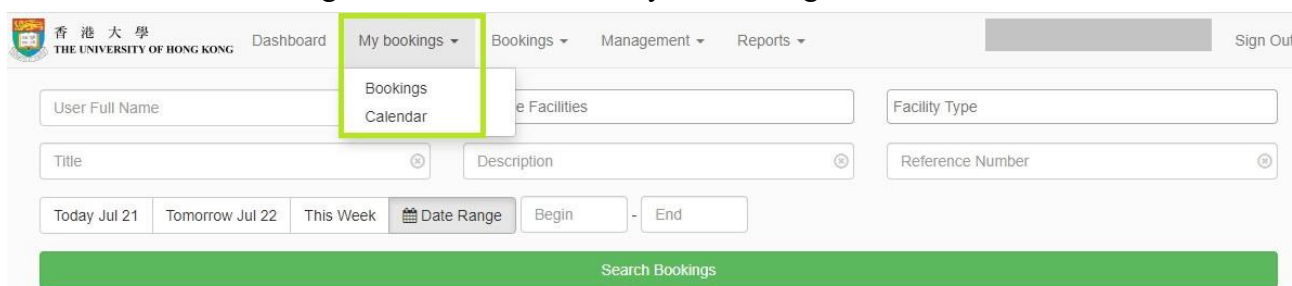
6.5. Indicate student society and nature of activity in “Description of booking”

6.6. Upload supporting document if needed (e.g. activity plan for booking of foyer)

6.7. Create the booking

## View Booking Record

7. Click “My Bookings” from the menu.
8. Click either “Bookings or “Calendar” to view your booking



The screenshot shows the top navigation bar of the University of Hong Kong's booking system. The 'My bookings' dropdown menu is highlighted in green, showing 'Bookings' and 'Calendar' options. Below the navigation bar, there are search filters for 'User Full Name', 'Title', 'Description', 'Facilities', 'Facility Type', and 'Reference Number'. There are also date range selection options: 'Today Jul 21', 'Tomorrow Jul 22', 'This Week', and 'Date Range' with 'Begin' and 'End' fields. A green 'Search Bookings' button is at the bottom.

## Remark

9. Only executive committee members of current session of the registered student societies are eligible to make booking requests.
10. To amend/cancel bookings, please send email to [ccsobook@hku.hk](mailto:ccsobook@hku.hk) at least one working day in advance within office hours (9:30am to 5:30pm, Monday to Friday).

Co-curricular Support Office, The Registry  
September 19, 2022