

Here is the link to the Room Booking Web page.

Please follow the steps on the web page to have the room you require booked for your event.

<https://umanitoba.ca/registrar/request-book-room-campus>

Or - Here is the link to the Astra web page:

<https://ca.aaiscloud.com/UManitoba>

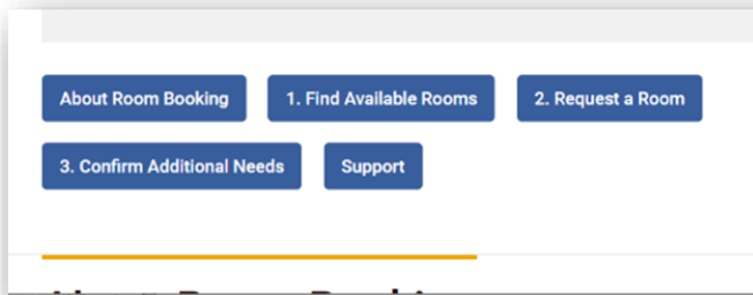
No Username & No Password needed to view the public calendars.

Before you start:

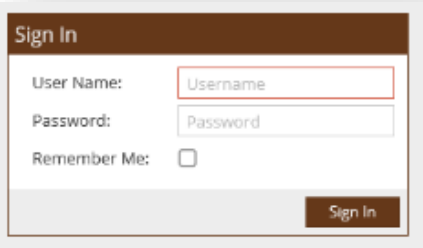
- Use Chrome or Firefox – DO NOT USE INTERNET EXPLORER
- Always delete your browsing history before you go into Astra the first time

STEPS AND TIPS FOR USING SCHEDULING GRID/ ASTRA

1. “The first step is to find a room and make sure that it is available for the date and time you will need it for your event. On the home page for the U of M room booking web page you will find all the five blue box’s you can click on. You will need to click on “1. Find Available Rooms” first. Then follow the next steps.

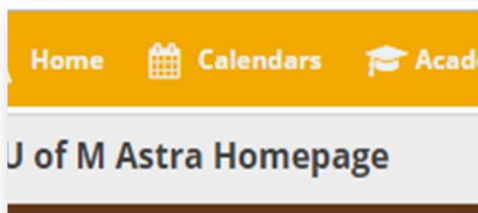


2. This “Sign In” box will appear but you don’t need to use this to view the Public Calendars. Move on to the next step.

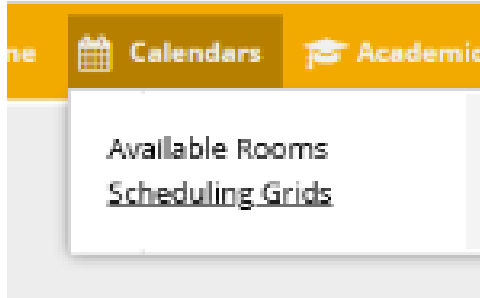


No Username & No Password needed to view the public calendars. Simply follow the steps below:

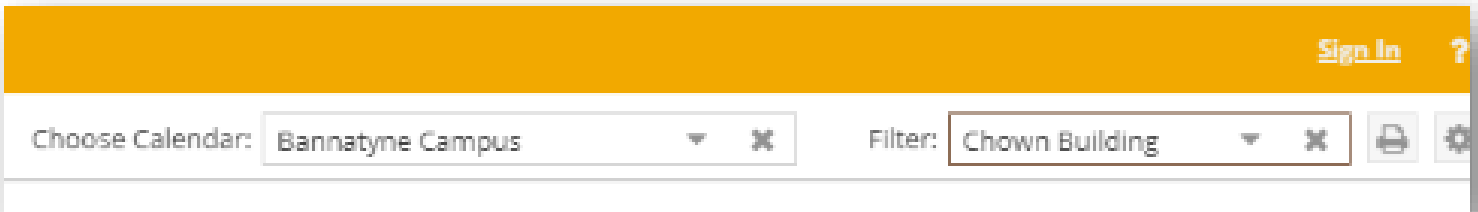
3. Click on “Calendars” tab



4. Under the calendar tab click on “Scheduling Calendars” – always use the Scheduling Grids as it tends to be more accurate



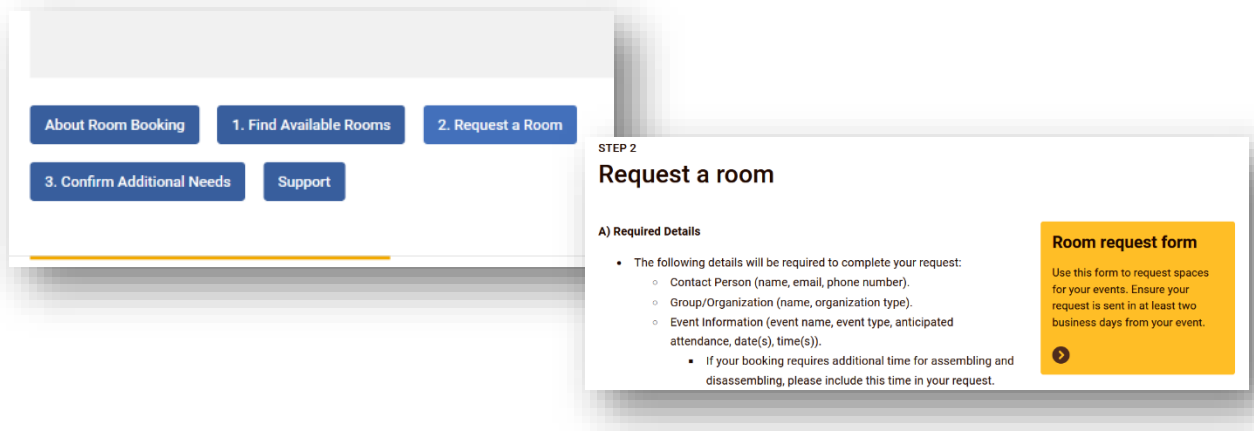
5. On top right side of page:
 - a. Choose Calendar- Select – “Bannatyne Campus”
 - b. In the Filter box Select the building the room is located or if you are unsure you can select “All buildings & Rooms”
 - c. Then you will be able to view all the rooms that are availability and the one that are already booked. So you will know if the room you are requesting is available to be booked or not.



6. **Very Important:** After you have selected the date of your event from the calendar icon, always remember to click on **“Update Results”** button beside the date in the top left side of the page to update the calendar page



7. After you have checked to make sure the room you require is available then you need to fill out and submit the online room booking form. On the room booking web page there are 5 blue boxes. Click on “2. Request a Room” on the next page Click on the gold box” Room Request form”. This will open the room booking request form and you will need to complete the form and submit it. Once you submit it the form will be sent to the room booking group/coordinator(s) that book the room you requested.



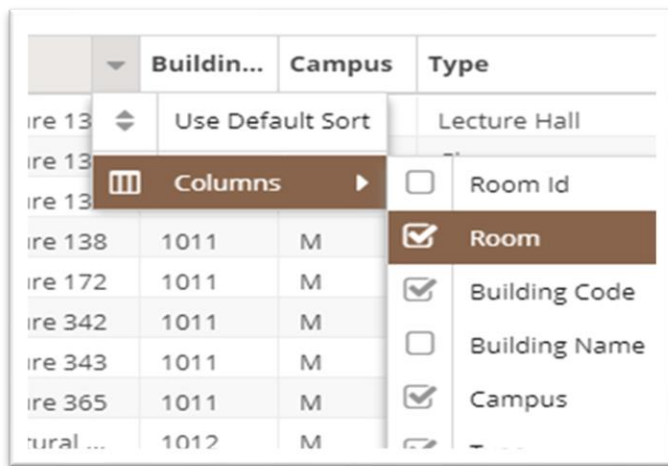
Below is the link to the online room booking form:

https://webapps.umanitoba.ca/student/records/room_booking_request/index.php

Note: External groups may be charged for the room/rooms booked. To make sure you are not considered as an external group please always use your personal U of M email address on the room booking form. Group or generic email address are not used in Astra, it must be your personal U of M email address.

Tip: To make the calendar easier to read you can go to the first column “Room” click on the drop-down arrow and then go to Columns. Then in that next drop-down menu you can deselect everything except for “Room” it should be the only box that has a checked mark in it.

In the “Room” column the first number beside the circle with the dot in the centre is the building number and the second number is the room number.



Example of the scheduling grids below, the heightened colors mean the following:

Light blue is a Lecture

Purple is an Event

Yellow is a tentative booking

Red mean room not available for booking

Tip: Partition Conflict: This happens when there is a room that can be divided into two separate space, and one part of that room is already booked. It then makes the other part/portion not available for booking or only a part/portion of that room is then available to be booked.

Tip: By hovering over the small square box next to the room (e.g., Chown A206), a box will appear with a picture (not all rooms have a picture available) and details about the room. You can also click on the “View Room Details” for more information on that room. This is also where you would find out if there are any restrictions to the room, like when the room is accessible.

1457 A206

Room Details: Chown A206 (Conference Room)

[View Room Details](#)

Room Type: Conference room
Capacity: 12
Layout: Conference
Campus: B
Description: Card access is required after hours - ro

Feature	Quantity
smart board	
whiteboard	2

Other important information and helpful tips and links you may need:

TIP: If you require a space for an event occurring within the next two business days (48 hr.), your request will need to be sent directly to the building contact. We require an email, so please send us the event name, date, start & end time along with your contact information. The email must be sent to the room booking email address not personal email addresses. This will ensure your request is processed on time. This is one of the only exceptions to using the online form.

TIP: When you are requesting a “Recurring Meeting” here is a tip to let us know if it is to be weekly, bi-weekly, or monthly. Since we do not have a spot on the form to indicate this, please add it to the event name. (Example: Monthly Office Meeting or Weekly Office Meeting)

TIP: Please be advised that the furniture that in the Brodie Atrium LL **must be integrated into the bookings of your event and will not be moved out /cleared away by physical plant.** Only slight modifications may be made (i.e., re-arranging of tables and chairs can be done) this will need to be arranged for as per the usual process though physical plant/caretaking services. The only exceptions to this rule are for the following Rady Faculty of Health Sciences Dean approved Annual events - Convocation/Inauguration, Winnipeg School Division Science Fair and Canadian Student Health Research Forum.

TIP: on the room booking form under “Technology/Room Features:” Please do not add AV or set up request in this space. We **do not** make those arrangements for you. You must contact those department and submit a request with them separate from the room booking form.

TIP: Please note on the online room booking request form it has a note below the words “Date and Time” you have the option of “Single Meeting”, “Recurring Meeting” or “Multiple Meeting”. Depending on which one you choose you will need to select different options past this point on the form. We are only sent the information that has the red asterisk (*) beside it. So, for example is if you are requesting multiple meeting dates you will need to enter all your required dates and times in the Additional Date Request Info box. Do not use the Start Date/End Date or the Start Time/End Time fields (DO NOT use any of the drop-down options in this section). Those are only used for Single or recurring meetings.

Bannatyne Event Set up Request Form (tables & chairs): Bannatyne/Caretaking/Physical Plant/T: 204-789-3792
http://umanitoba.ca/facilities/sites/facilities/files/2022-10/Event_Set_Up_Request.pdf

Important Note: Always add an extra couple of hours to the start of your event for Caretaking to do your set-up for the event. Also please make sure to submit your set up request at least a week in advance of your events.

Other important Contact:

For Catering: Jen Power| Aramark| Operations Manager, Multi unit| Canada West
Brodie Centre, University of Manitoba
121-727 Brodie Centre, Winnipeg, MB, R3E 3P5
T: 204 779 1365 C: 204 918 7877
Email: power-jennifer@aramark.ca

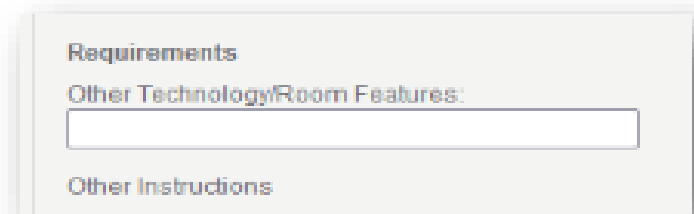
If you are booking a room afterhours or on the weekend, please email security services to advise them of the date, room & time: Security.schedule@umanitoba.ca

AUDIO VISUAL AND CLASSROOM TECHNOLOGY NEEDS
<https://umanitoba.ca/computing/ist/teaching/avbannatyne.html>

TIP: We do not make any arrangements for your AV or Room Feature needs. That is your responsibly to make Those arrangements.

Contact your room booking coordinator if you have any other questions.

NOTE: If you are looking to book a room in the **Neil John Maclean Health Sciences Library** their rooms are not booked through Astra please use the following Link: <https://umanitoba.ca/libraries/health-sciences-library/facilities>



The image shows a screenshot of a web form with three sections: "Requirements", "Other Technology/Room Features:" followed by a text input box, and "Other Instructions".