

# **CAULFIELD SYNDICATE ROOMS**

**BOOKING REGULATIONS  
&  
BOOKING INSTRUCTIONS**

# MPA SYNDICATE ROOM BOOKING REGULATIONS

Please read these rules carefully before making syndicate room bookings. Contravention of these rules will mean that your booking gets removed. The procedures are here in order to make the booking system as fair as possible to all students, considering the high demand for study space.

1. Syndicate rooms are available for **Monash postgraduate group study** only & all group members contact details must be added to the calendar booking entry.
2. Students can book **one room per time slot** for a **maximum of 2 hours per day, per group** and bookings must not exceed 10 hours per week.
3. Rooms must not be booked more than four weeks in advance.

***MPA staff reserve the right to remove any bookings at their discretion and without notice.***

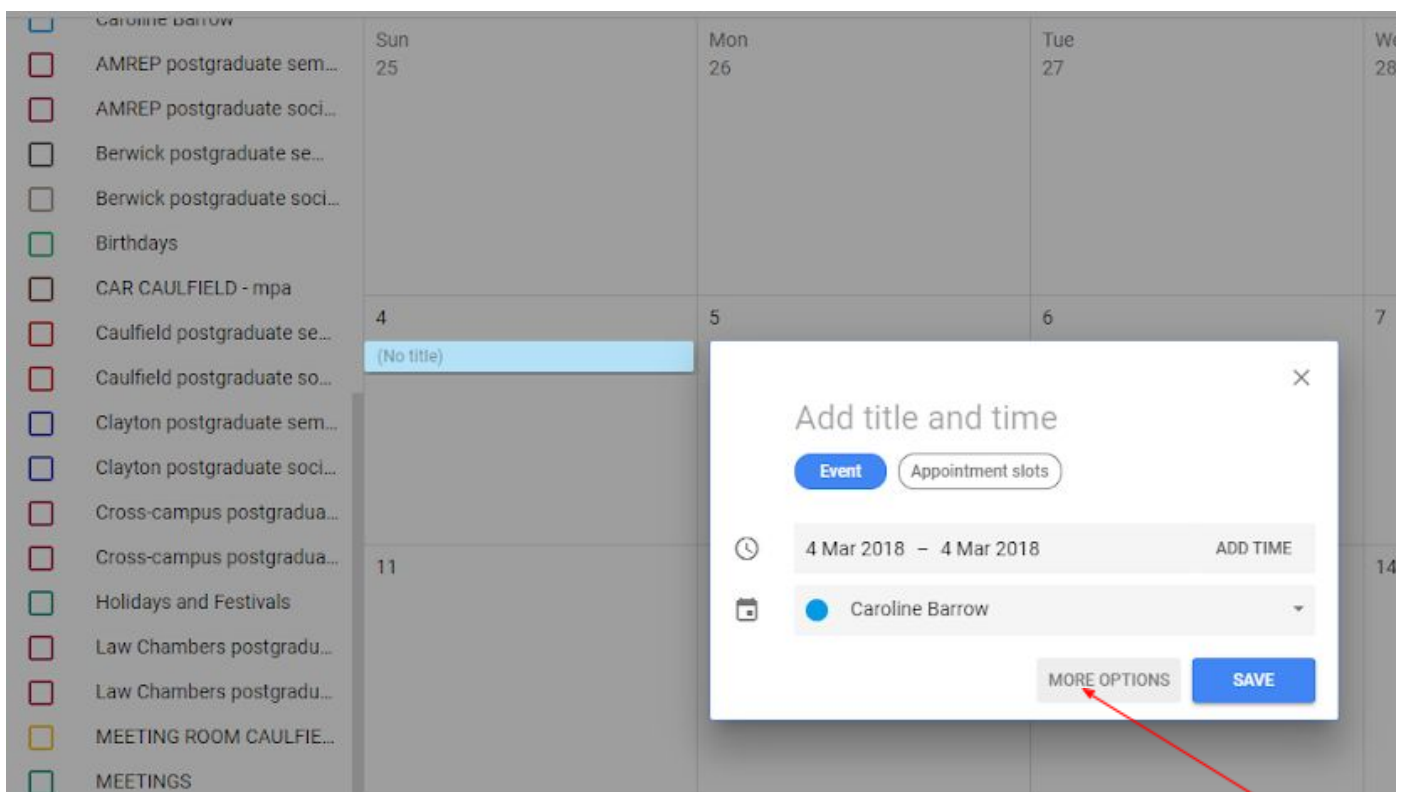
***The mpa does not take any responsibility for personal items left in the syndicate rooms or other postgrad spaces. We therefore advise that you do not leave anything unattended.***

If you have any issues regarding syndicate rooms, please contact our mpa receptionists at [bookingsheriff@monash.edu](mailto:bookingsheriff@monash.edu)

Syndicate Rooms can be booked online via your personal calendar. Instructions in the subsequent pages.

# HOW TO BOOK SYNDICATE ROOMS

1. **Go to your calendar** (you can access it via the tiles in 'my monash' or via your monash gmail through the 'apps' icon (little squares in the top right-hand corner).
2. **Select the date and time** you'd like to book by clicking on your calendar - and click 'more options' in the pop-up window, which will allow you to edit the 'event'.



3. **Select 'rooms'** in the event edit screen (image overleaf)
  - A list will appear below with building names
  - To book a syndicate room in building 'H', expand the building H list in the drop down menu.
  - To book a room in building C, expand the building C list in the drop down menu.
  - Select your room and fill in the necessary details. (title, invite guests, save)
  - If the buildings or rooms are not listed, then it means they are not available. You can view unavailable rooms by selecting 'include unavailable rooms' although you won't be able to book them - because they are unavailable. Unavailable rooms will have a line through them.

×

Add title

SAVE

4 Mar 2018

to

4 Mar 2018

All day
 Doesn't repeat ▾

**EVENT DETAILS** FIND A TIME

📍 Add location

📄 Add conferencing ▾

🔔 ADD NOTIFICATION

📅 Caroline Barrow ▾ ● ▾

📁 Free ▾ Default visibility ▾ ?

📎 **B** *I* U | ☰ | ☰ | 🔗 ✂

Add description

**GUESTS** ROOMS

🔍 Room name, location or resource

📄 Include unavailable rooms ▾

📍 Building 7N, Gippsland ▾

📍 Building A, Caulfield ▾

📍 Building B, Caulfield ▾

📍 Building C, Caulfield ▲

🗑️ C203D-LMS Train... BUILDING C, CAULFI...  
👤 3

🗑️ C209-Syndicate Ro... BUILDING C, CAULFI...  
👤 3

🗑️ C210-Syndicate Re... BUILDING C, CAULFI...  
👤 3

🗑️ C211-Syndicate Re... BUILDING C, CAULFI...  
👤 3

**Guests can:**

Modify event

Invite others

See guest list

**C210-Syndicate Room 14 (MPA)**

👤 Conference room for 3 people  
📅 BUILDING C, CAULFIELD • FLOOR 2  
📍 MPA  
Building C, Caulfield-2-C210-Syndicate ...

*In this example, you can see that all the building C rooms have a line through them and are therefore unavailable.*

## WHAT ELSE CAN YOU DO WITH THE CALENDARS?

1. **Check for available rooms** under the '[your campus>caulfield](#)' tab on the mpa website.  
Click on the links to each syndicate room number and the calendar for that room will appear showing whether it's busy or not. You cannot book rooms via these links they're just for viewing
2. **Import specific room calendars** into your own google calendar
  - Go to your own calendar
  - On left the hand navigation pane, click the '+' icon, next to the search field
  - Click 'browse resources' in the pop-up list
  - Select the building you want in the central list
  - Click the check-box next to the syndicate room you want to import to your calendar.

Congratulations you now have subscribed to the calendar and can see it from your own. If you subscribe to all the rooms, your calendar will look it's had paintballs thrown at it. To avoid this you can display and hide any calendars using the left-hand navigation panel.