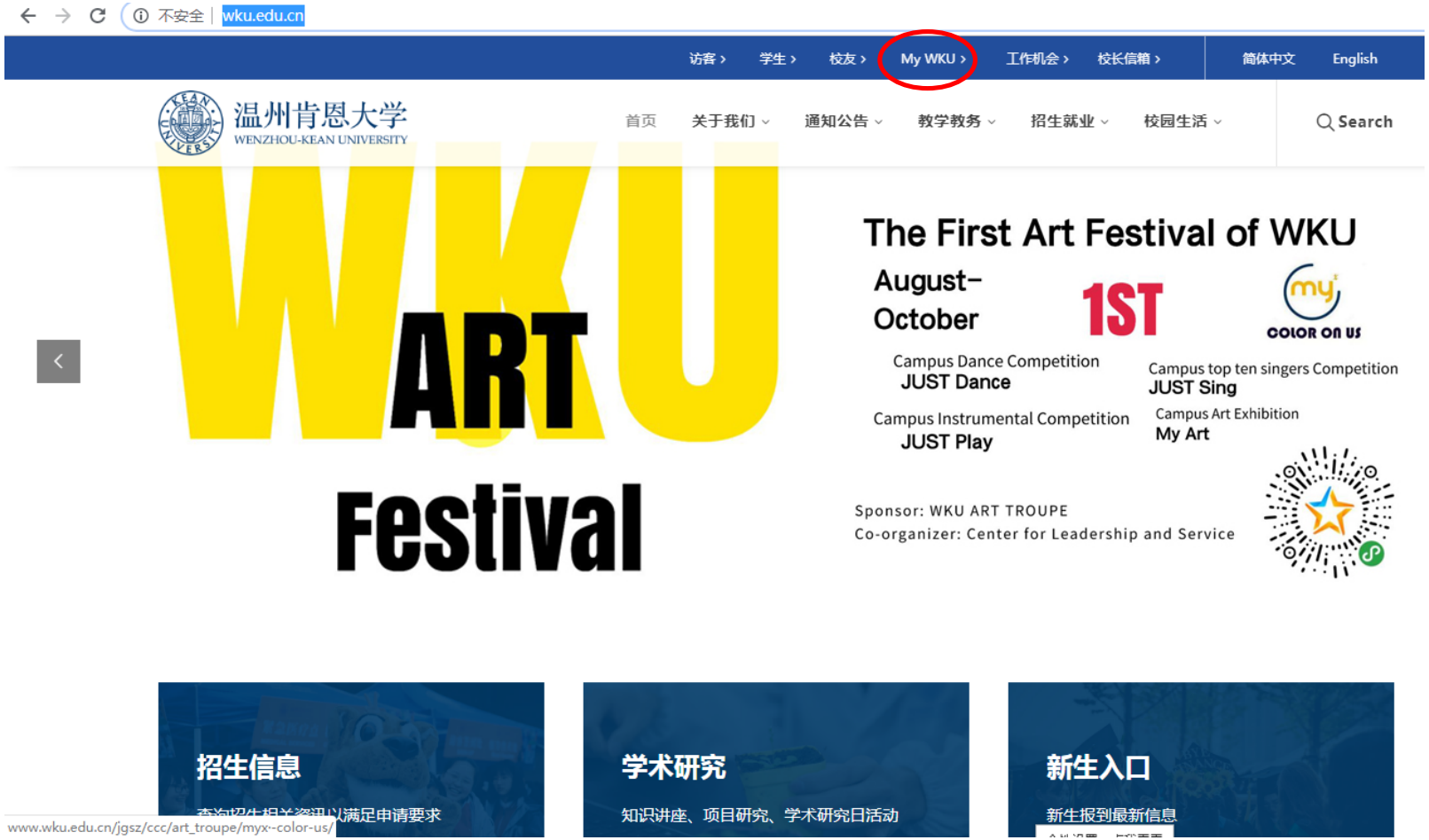
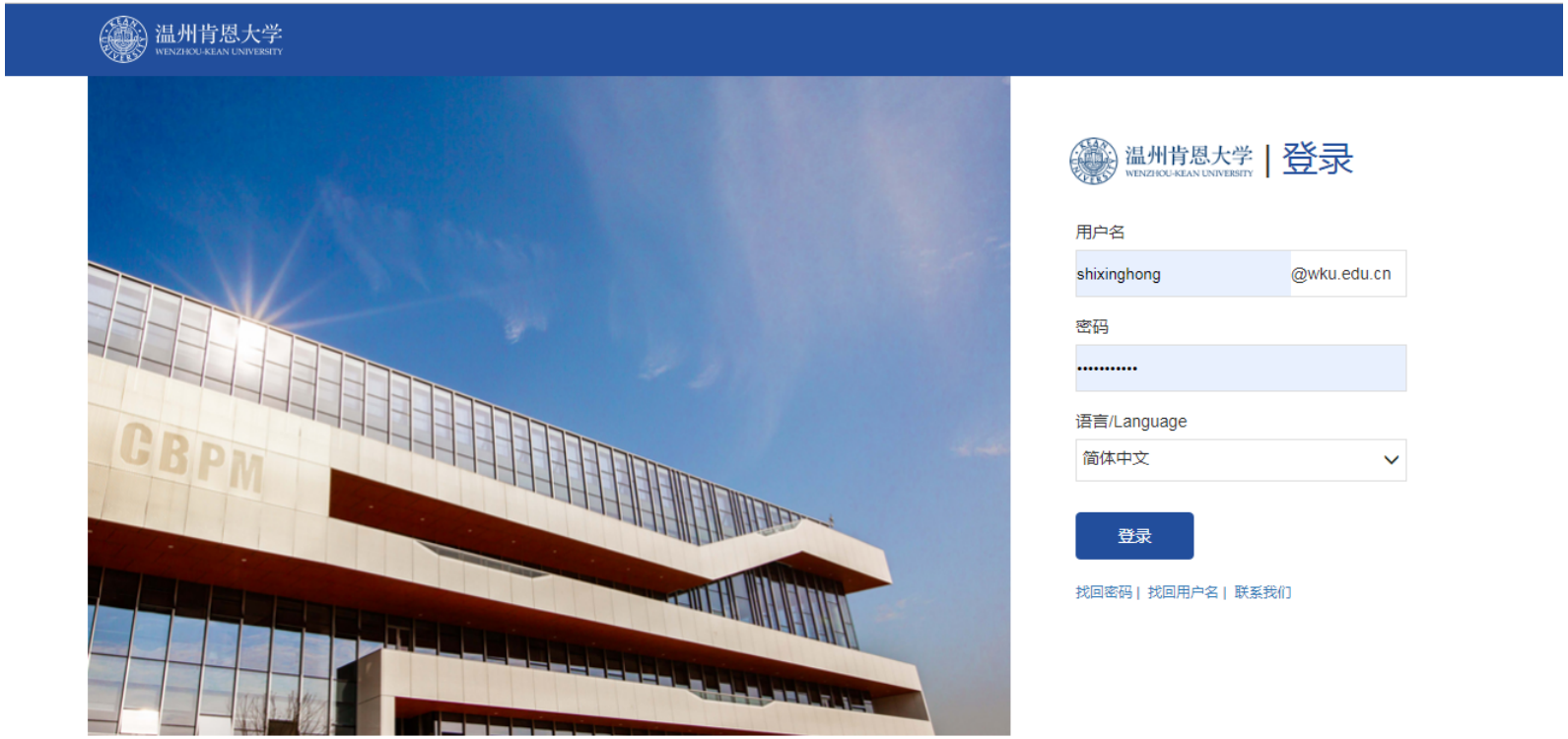
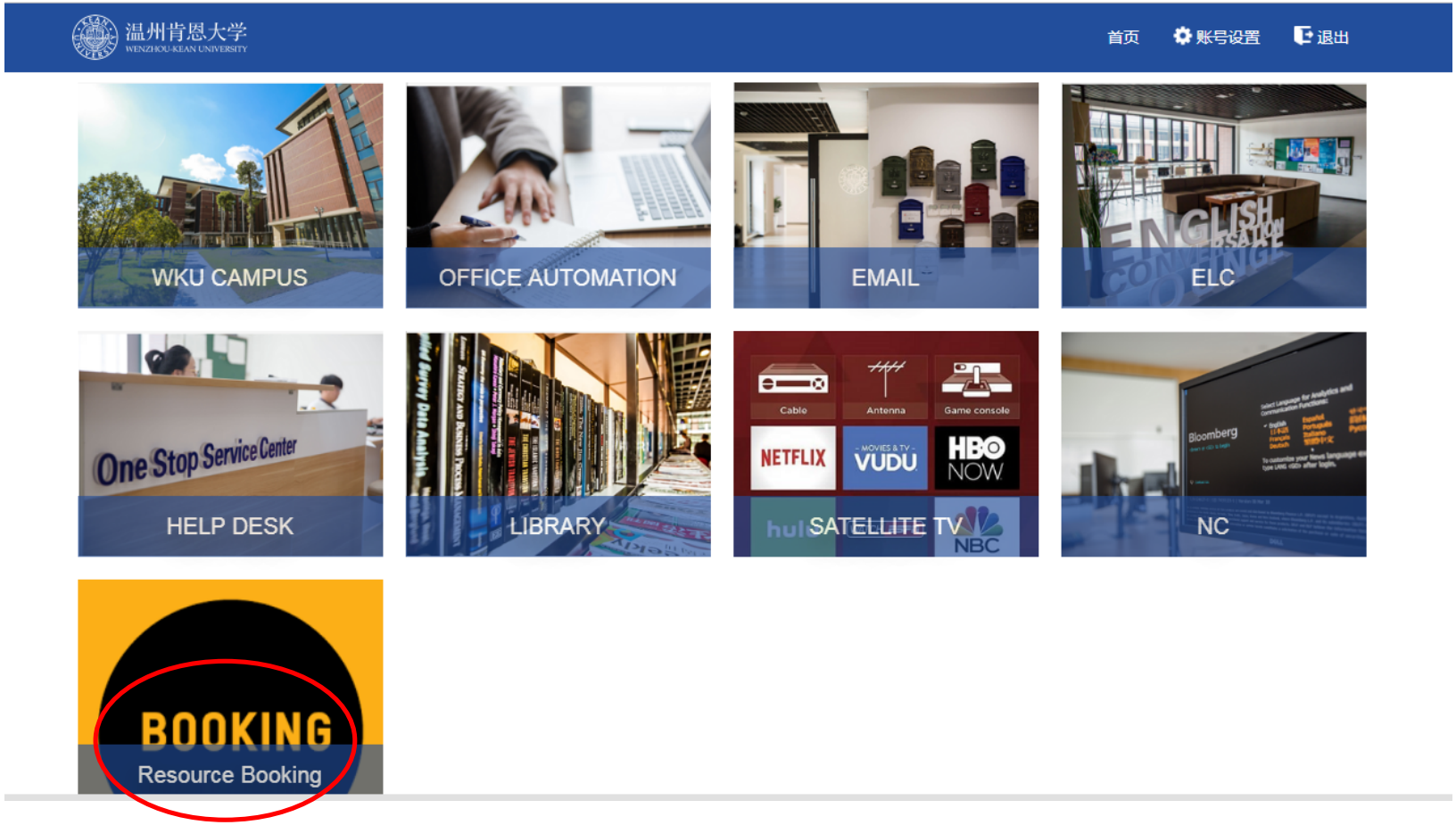
1. http://www.wku.edu.cn/ Please find **My WKU** at WKU website.



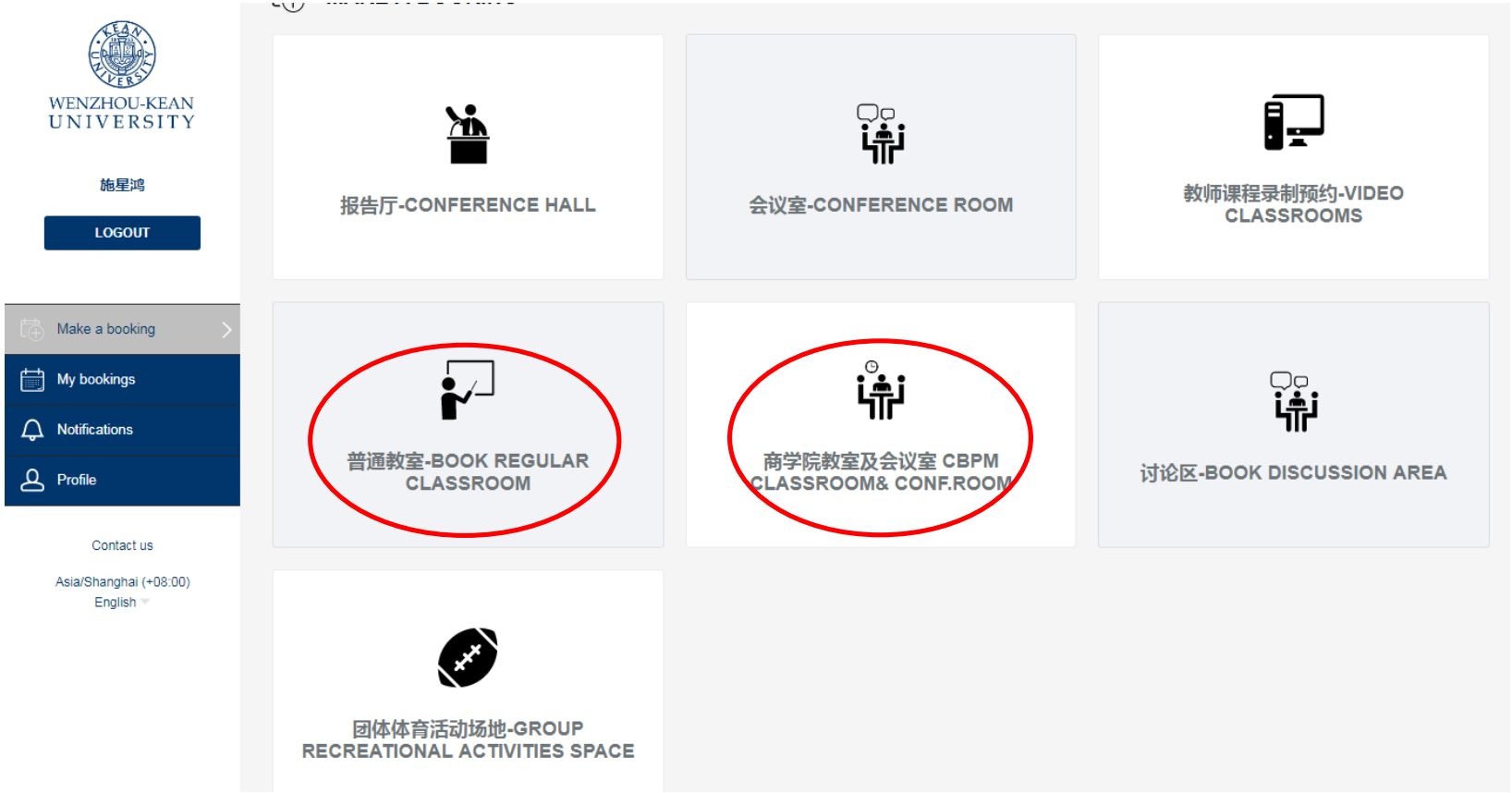
2. Type in your account and password



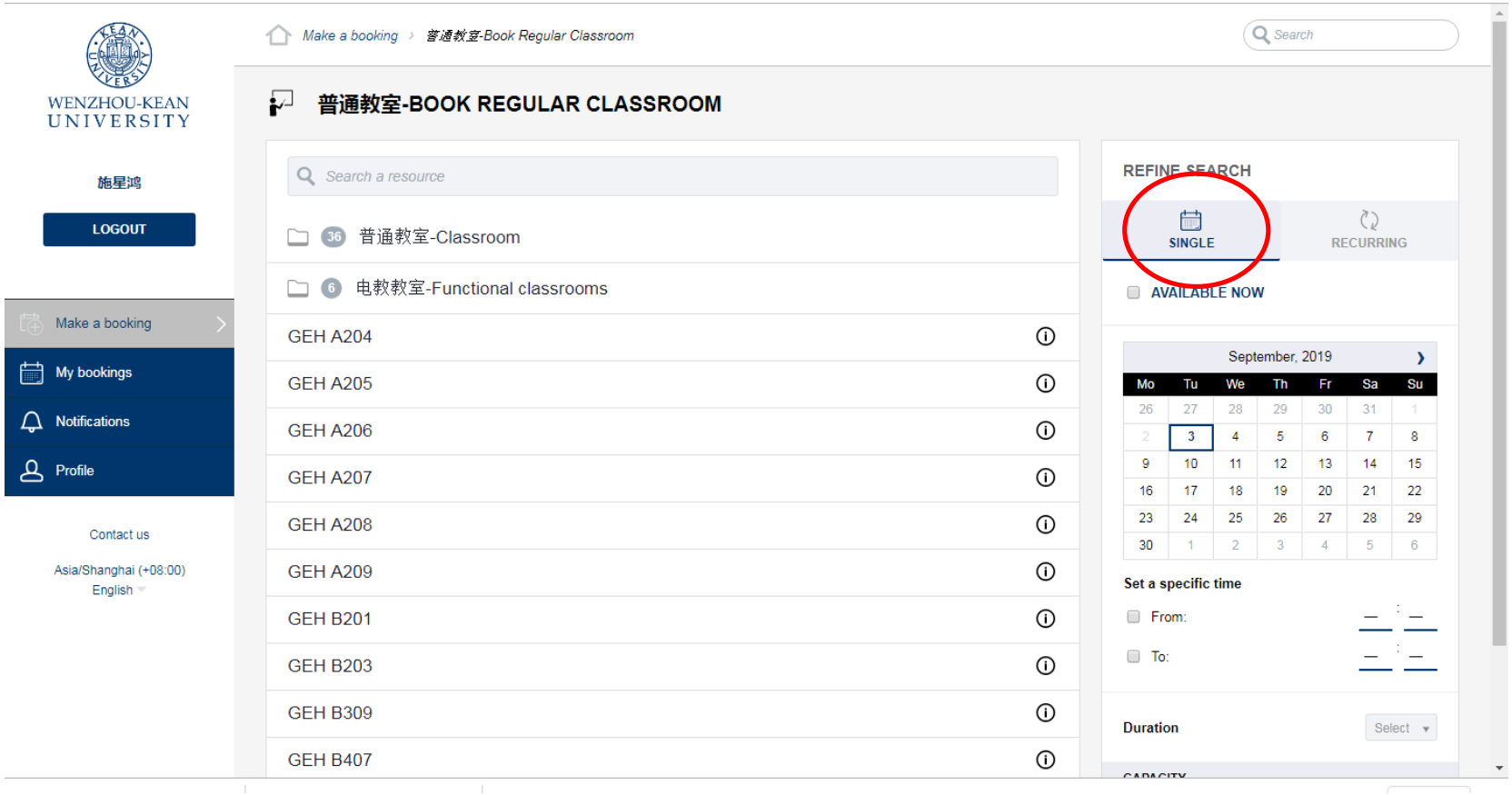
3. Click Resource Booking



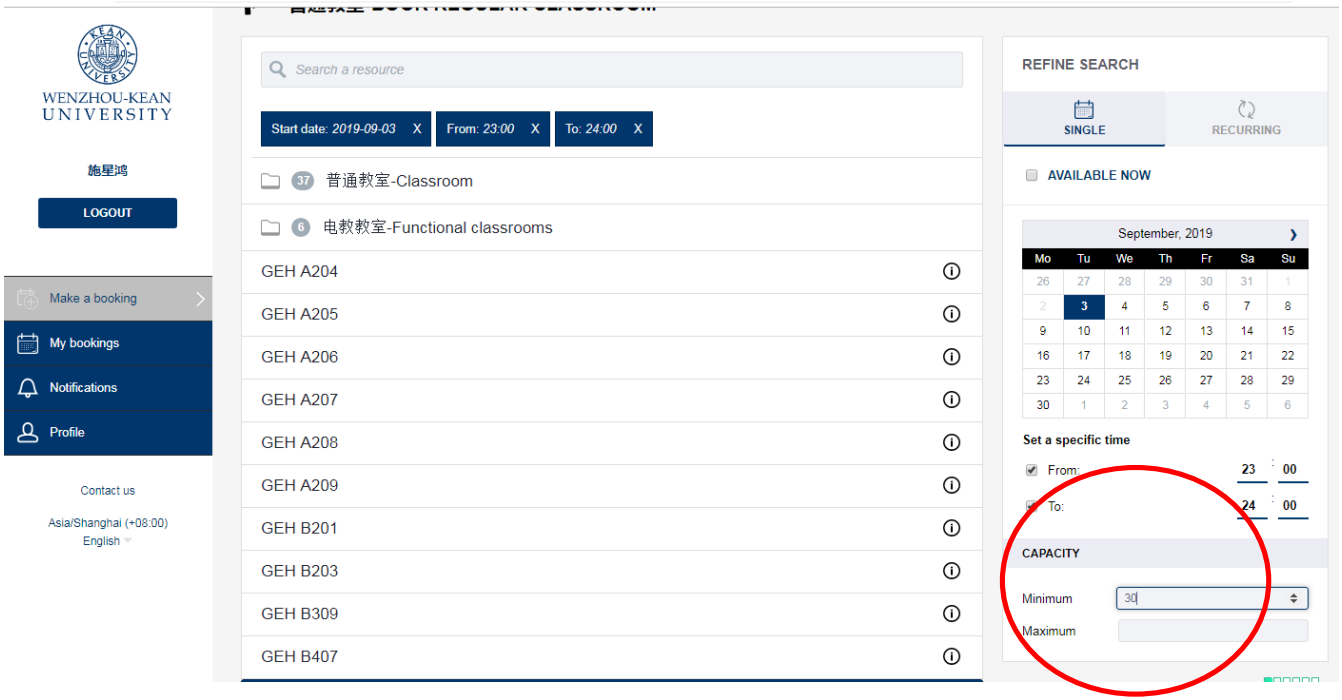
4. Click **BOOK REGULAR CLASSROOM or CBPM CLASSROOM &CONF-ROOM**



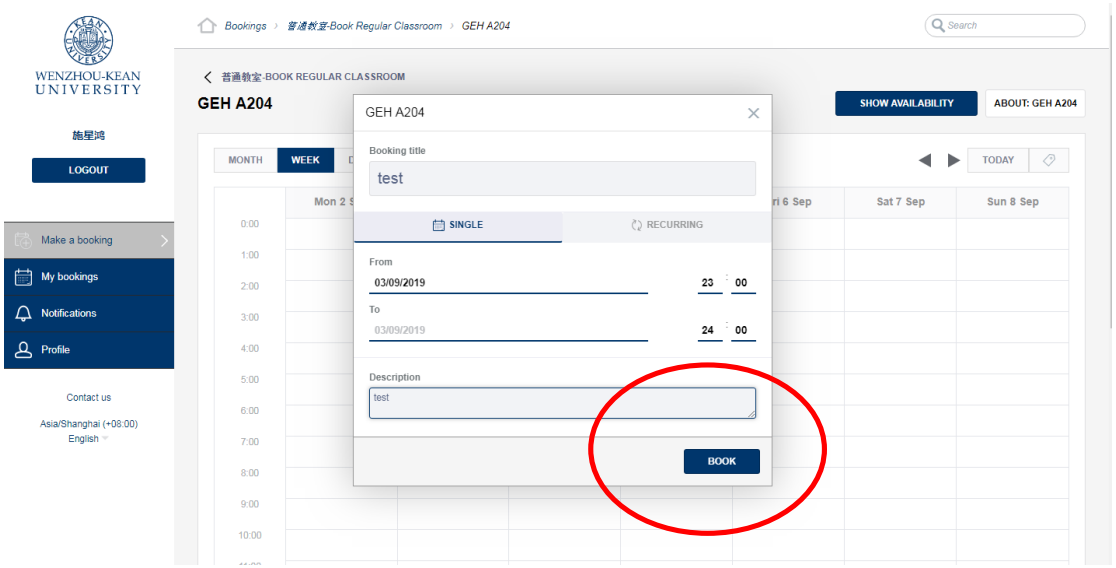
5. Click **Single**

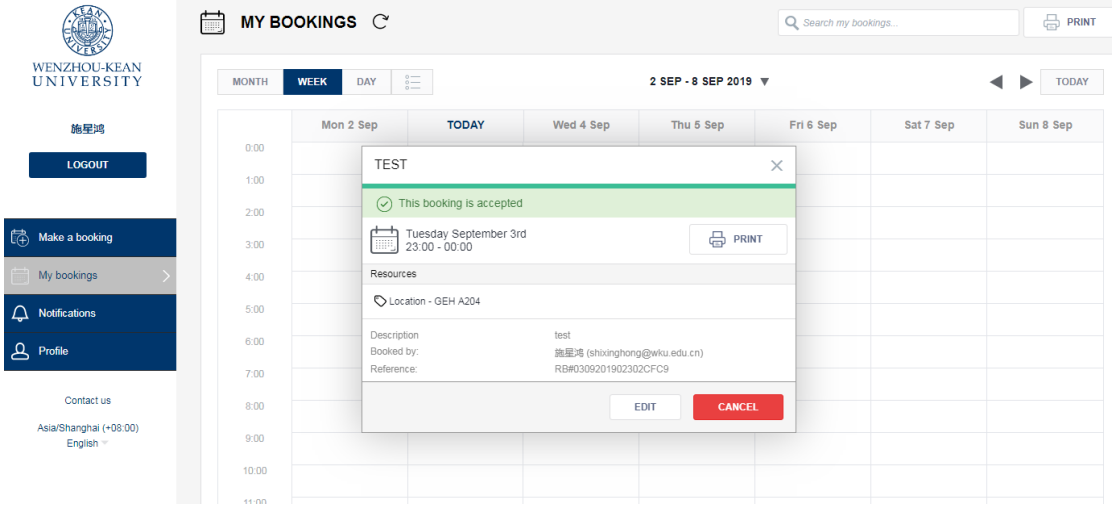


6. Choose the time period and capacity



7. The system will automatically select the available rooms. Click the room you prefer. Then click **Book**.


WENZHOU-KEAN UNIVERSITY
施星鸿
LOGOUT
Make a booking
My bookings
Notifications
Profile
Contact us
Asia/Shanghai (+08:00)
English
Bookings › 普通教室-Book Regular Classroom › GEH A204
Search
普通教室-BOOK REGULAR CLASSROOM
GEH A204
SHOW AVAILABILITY
ABOUT: GEH A204
MONTH
WEEK
TODAY
Mon 2 Sep
Sat 7 Sep
Sun 8 Sep
GEH A204
Booking title
test
SINGLE
RECURRING
From
03/09/2019
23 00
To
03/09/2019
24 00
Description
test
BOOK


WENZHOU-KEAN UNIVERSITY
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Make a booking
My bookings
Notifications
Profile
Contact us
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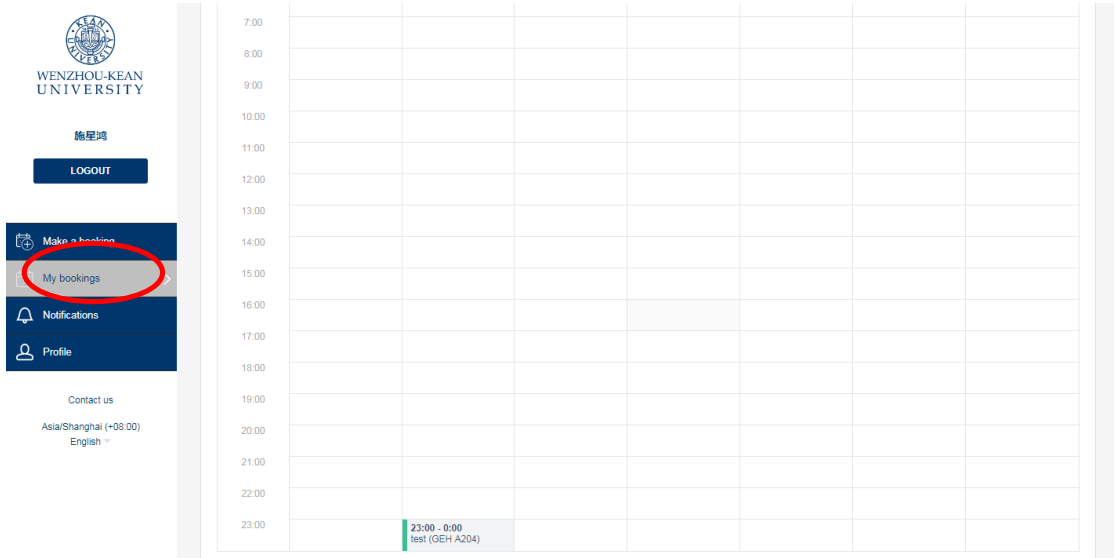
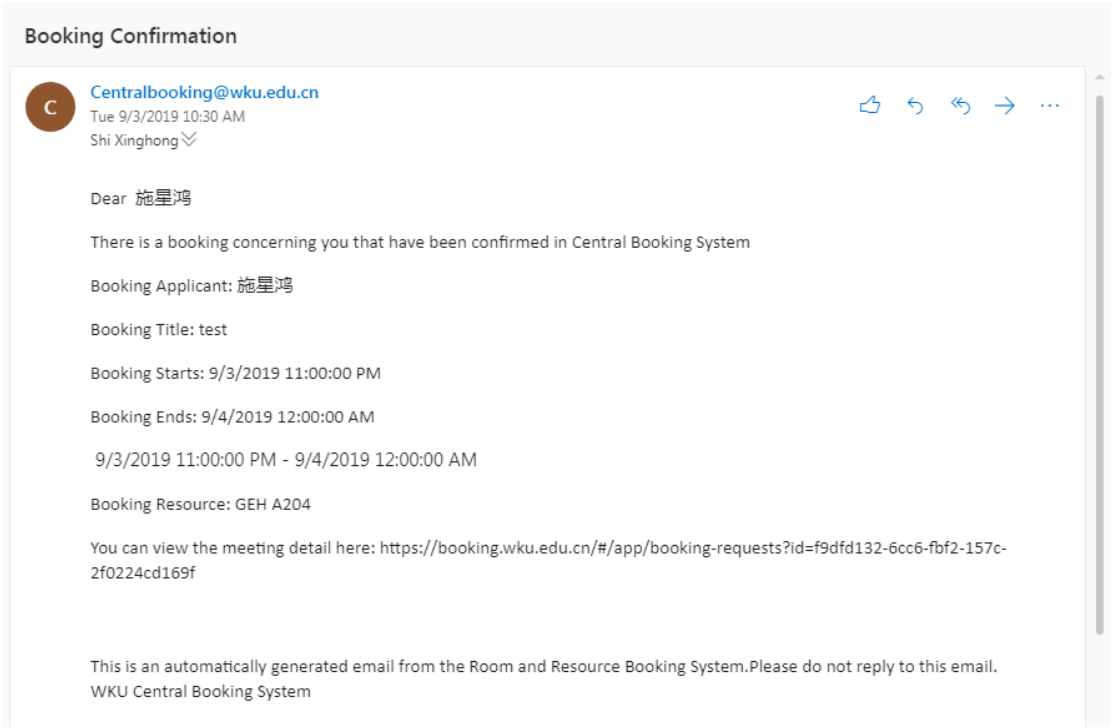
English
MY BOOKINGS
Search my bookings...
PRINT
MONTH
WEEK
DAY
2 SEP - 8 SEP 2019
TODAY
Mon 2 Sep
TODAY
Wed 4 Sep
Thu 5 Sep
Fri 6 Sep
Sat 7 Sep
Sun 8 Sep
TEST
This booking is accepted
Tuesday September 3rd
23:00 - 00:00
PRINT
Resources
Location - GEH A204
Description test
Booked by: 施星鸿 (shixinghong@wku.edu.cn)
Reference: RB#0309201902302CFC9
EDIT
CANCEL

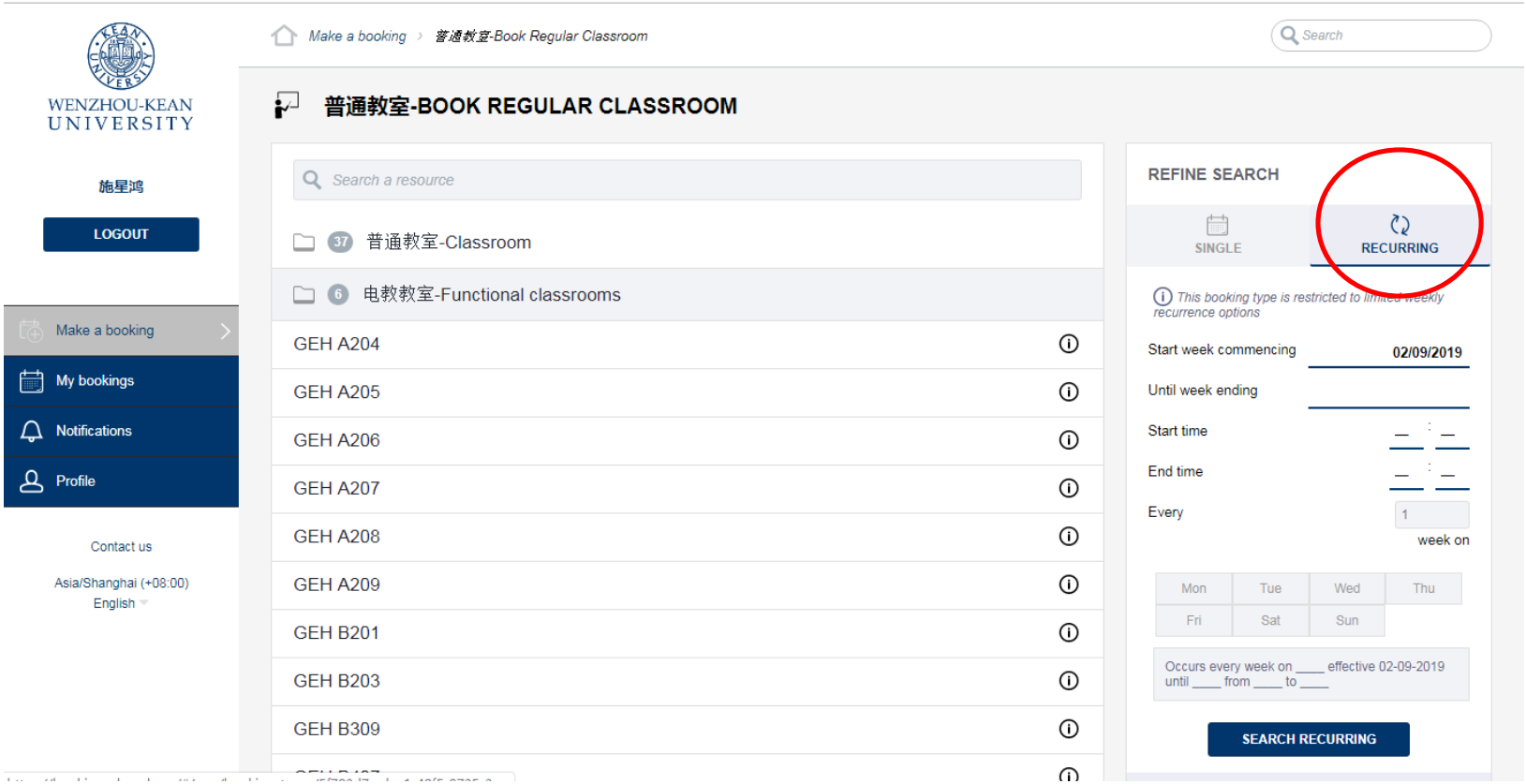
8. You can check your booking in **My bookings**.



You will also receive a confirmation email in wku email.



9. If you need to book recurring reservation, please click **Recurring**

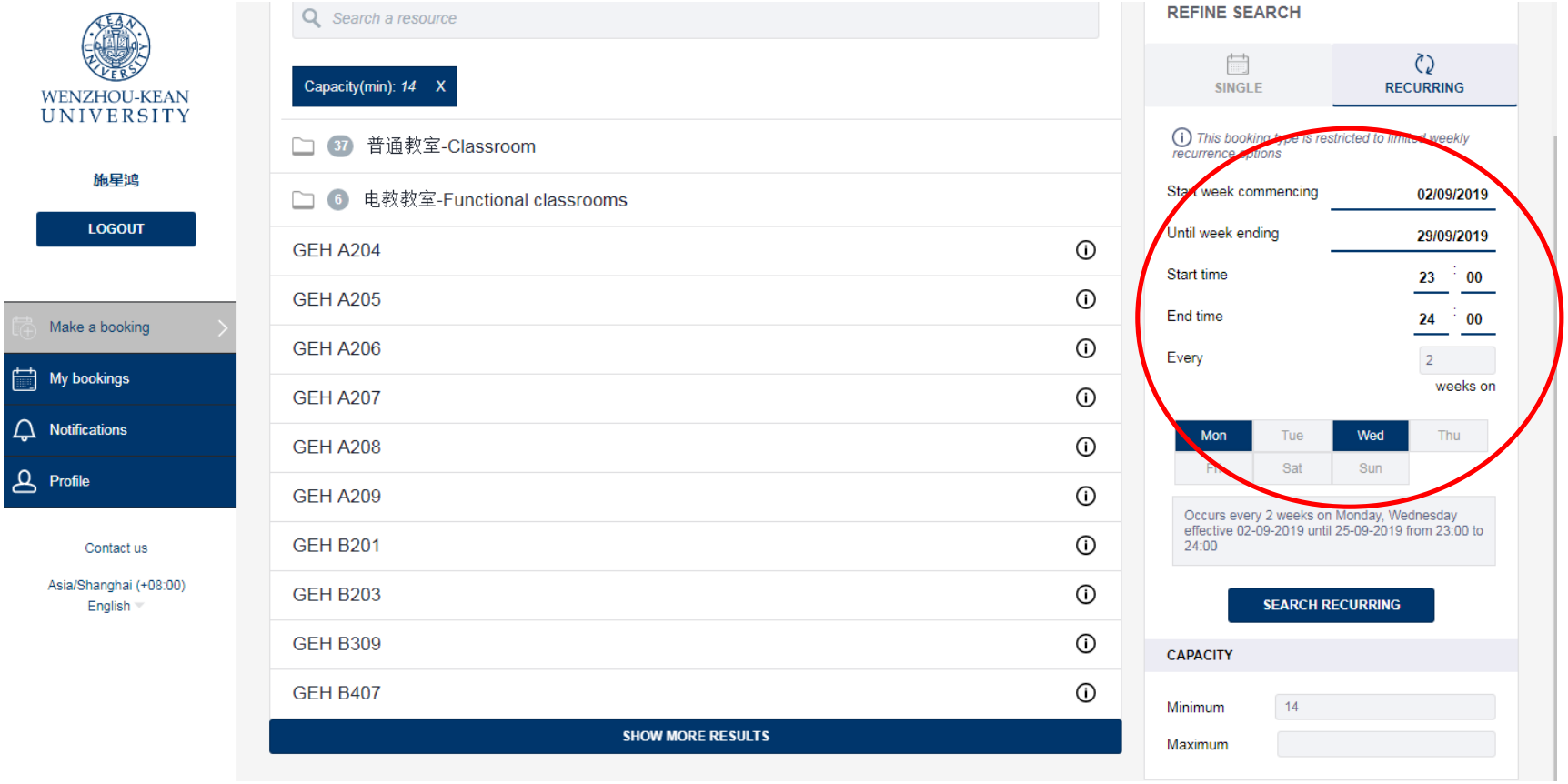


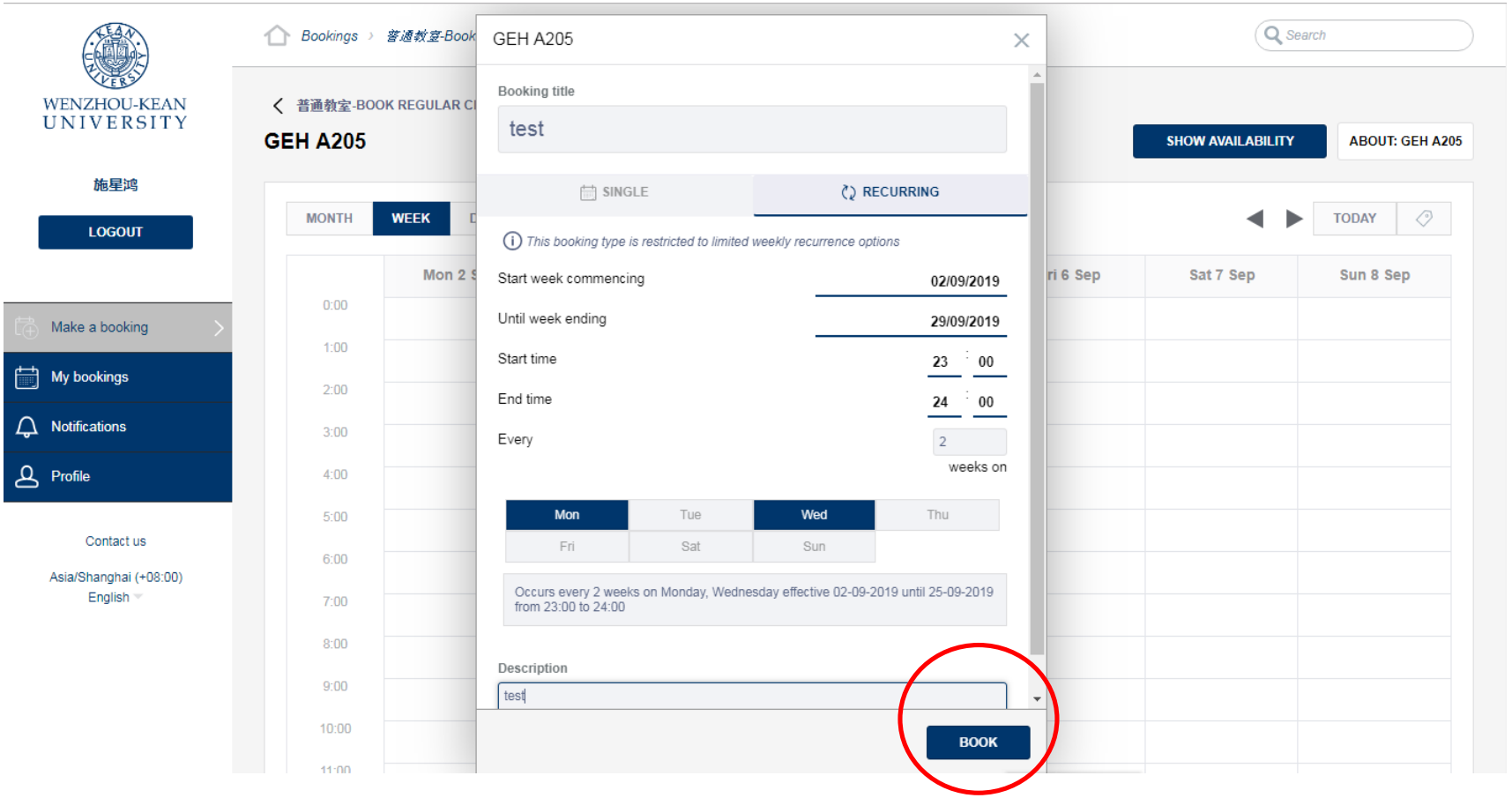
Choose the commencing and ending week/starting and ending time/frequency/capacity.

The system will automatically select the available rooms. Click the room you prefer. Then click Book.

You can check your booking in My bookings.

You will also receive a confirmation email in wku email.




WENZHOU-KEAN UNIVERSITY
施星鸿
LOGOUT
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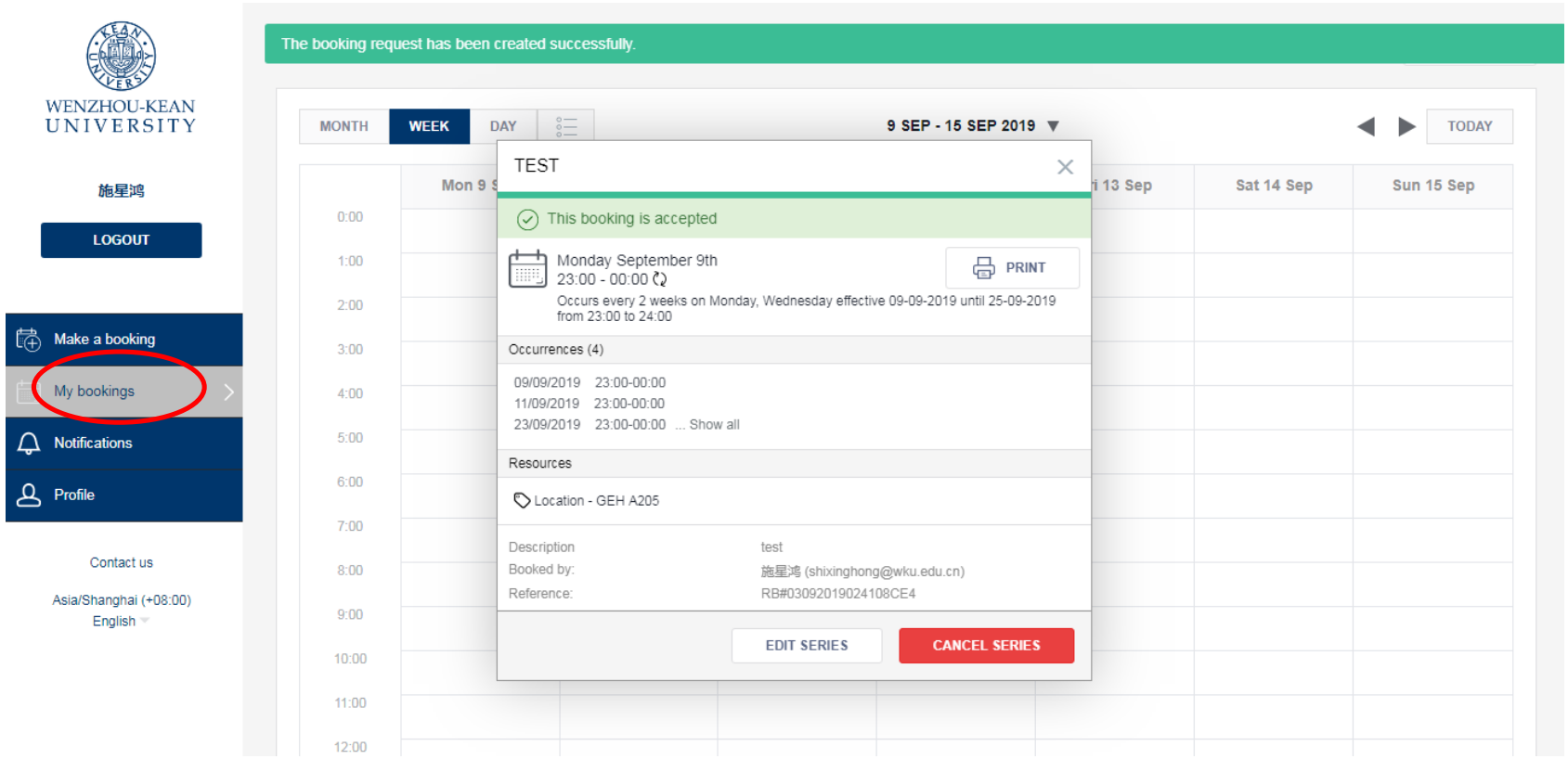
English
Bookings
普通教室-Book
Search
普通教室-BOOK REGULAR CL
GEH A205
SHOW AVAILABILITY
ABOUT: GEH A205
MONTH
WEEK
TODAY
Mon 2 S
ri 6 Sep
Sat 7 Sep
Sun 8 Sep
0:00
1:00
2:00
3:00
4:00
5:00
6:00
7:00
8:00
9:00
10:00
11:00
GEH A205
Booking title
test
SINGLE
RECURRING
This booking type is restricted to limited weekly recurrence options
Start week commencing
02/09/2019
Until week ending
29/09/2019
Start time
23
00
End time
24
00
Every
2
weeks on
Mon
Tue
Wed
Thu
Fri
Sat
Sun
Occurs every 2 weeks on Monday, Wednesday effective 02-09-2019 until 25-09-2019 from 23:00 to 24:00
Description
test
BOOK


WENZHOU-KEAN UNIVERSITY
施星鸿
LOGOUT
Make a booking
My bookings
Notifications
Profile
Contact us
Asia/Shanghai (+08:00)
English
The booking request has been created successfully.
MONTH
WEEK
DAY
9 SEP - 15 SEP 2019
TODAY
Mon 9 S
13 Sep
Sat 14 Sep
Sun 15 Sep
0:00
1:00
2:00
3:00
4:00
5:00
6:00
7:00
8:00
9:00
10:00
11:00
12:00
TEST
This booking is accepted
Monday September 9th
23:00 - 00:00
PRINT
Occurs every 2 weeks on Monday, Wednesday effective 09-09-2019 until 25-09-2019 from 23:00 to 24:00
Occurrences (4)
09/09/2019 23:00-00:00
11/09/2019 23:00-00:00
23/09/2019 23:00-00:00 ... Show all
Resources
Location - GEH A205
Description test
Booked by: 施星鸿 (shixinghong@wku.edu.cn)
Reference: RB#03092019024108CE4
EDIT SERIES
CANCEL SERIES

Booking Confirmation

C

Centralbooking@wku.edu.cn
Tue 9/3/2019 10:41 AM
Shi Xinghong

Dear 施星鸿

There is a booking concerning you that have been confirmed in Central Booking System

Booking Applicant: 施星鸿

Booking Title: test

Booking Starts: 9/9/2019 11:00:00 PM

Booking Ends: 9/10/2019 12:00:00 AM

Occurs every 2 weeks on Monday, Wednesday effective 09-09-2019 until 25-09-2019 from 23:00 to 24:00

Booking Resource: GEH A205

You can view the meeting detail here: https://booking.wku.edu.cn/#/app/booking-requests?id=c31f377d-6b8c-dfac-029c-c3d82bf82be0

This is an automatically generated email from the Room and Resource Booking System.Please do not reply to this email.
WKU Central Booking System