

ROOM BOOKING WALKTHROUGH

Room Booking at Chi Sun Library – Walkthrough

1. Register via the invitation link below:
https://www.supersaas.com/schedule/login/chisuncollege/Chi_Sun_Library?after=%2Fschedule%2Fchisuncollege%2FChi_Sun_Library&lang=en.

Log into Chi Sun College schedule

User Login

Email:

Password:

☒ Keep me logged in

☐ Remember my email

☐ Ask me every time

Log in

Create a new user account

To register, please create a new user account, enter your HKU email, password and full name.

New user for account cschku

Please enter your details

Email *

Your email address is the login name

Password *

Full name

Mobile

Address

* Indicates required field

Create

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- Once you have registered, you may book a room in the Chi Sun Library via the link: https://www.supersaas.com/schedule/chisuncollege/Chi_Sun_Library. Select any available time slots by clicking on it. The time slots are limited to a maximum of 3 hours per session. Enter your full name, phone number, email and room number to confirm your booking.

The screenshot displays a room booking interface. At the top, there are navigation tabs: '< Week 3 > Today', 'Month', 'Week' (selected), 'Day', 'Agenda', and 'Available'. Below these is a calendar grid with columns for 'MON 1-15', 'TUE 1-16', and 'WED 1-17'. The grid shows time slots from 8:00 to 23:00. A 'New Reservation' modal form is open, featuring a close button (X) in the top right. The form includes a 'When' section with a date and time range: '2024-01-18 21:00 to 2024-01-18 22:00', highlighted with a red box. To the right of this range, the text 'Max. 3 hours' is displayed. Below the 'When' section are input fields for 'Full name *', 'Mobile *', 'Email *', and 'Room Number *'. A 'Chi Sun College' dropdown menu is open, showing three options: '3F Meeting Room' (selected with a checkmark), '3F Pool Room', and '3F Mini Theatre', all highlighted with a red box. To the right of the dropdown, the text 'Choose the venue from the drop down box' is displayed. At the bottom of the modal, there is a blue 'Create reservation' button and a 'Cancel' link. A note '* Indicates required field' is located near the bottom right of the modal.

- Meanwhile, you may choose the venue you wish to book from the drop-down box. Click "Create reservation" to proceed.



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4. You will receive a booking confirmation via your registered email (See below).

This message is to inform you that a reservation has been created.

Details of the new reservation:

When : Thu 2024-01-18 21:00 to 22:00

Chi Sun College : 3F Meeting Room

Full name : John Doe

Mobile : 98764321

Email : uid@connect.hku.hk

Room Number : B-501