



# Booking Calendars

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In the Calendars video, we looked at setting up a typical calendar. Booking Calendars are virtually identical, with two differences. You cannot have events overlap in a booking calendar. Each item that can be booked therefore needs its own calendar.

The second difference is that you control booking access through Groups and Policies. By default, the Staff profile can view bookings, create new bookings, delete, or edit their own bookings. Students cannot see the booking calendar application. Of course, as with all permissions in Groups and Policies, you can change the settings. And if you only want specific individuals to have additional access, you can create a group and give them their own permissions.

To create a booking calendar, in the Booking Calendar application:

- Click on the Add button
- Give your item a name and description
- Then choose if it is a room or equipment type.

The type of calendar sets the colour of the calendar. Green for equipment and blue for rooms. Calendars cannot currently have data imported to them, but using the recurrence option, it is quite a quick process to block out times when rooms or equipment cannot be used. It is not recommend using booking calendars as a way of booking all classrooms. Timetables can change during a term and replicating all room timetables within the booking calendars will lead to frustration.

That's not to say the application should not be used, especially for non-timetable rooms, or rooms with few timetabled classes. Main halls, IT suites, dance or TV studios can all be set up quite easily. And the same goes for equipment such as laptop trolleys, video cameras or minibuses.

It's worth setting up pages for each bookable item and using the Create Event and Calendar widgets to provide access. Experience has shown most staff prefer this method of adding bookings. However, you can only delete bookings via the application

