



Routine for booking Chalmers Student Unions resources with Google Calendars.

After closing the old Aptus portal, the premise unit has decided to move on to Google calendar for display of available booking slots and booking of those. The same rules apply from the current guidelines below except for where you make the bookings.

Booking Guidelines

https://chalmersstudentkar.se/wp-content/uploads/2017/07/Riktlinjer-f%C3%B6r-bokningar-och-arrangemang-i-Chalmers-Studentk%C3%A5r_140415.pdf

Booking Objects

Below are the current bookable objects within the operation of the Student Union. You can add the calendar to your own and the object's email address is used to make bookings. See the "How to" below for information on how to use these.

Torgetkök

Email adress: chs.se_frge9knj84dp8hk12i5cov2o4o@group.calendar.google.com

Calendar:

<https://calendar.google.com/calendar/b/1?cid=Y2hzLnNlX2ZyZ2U5a25qODRkcDhoazEyaTVjb3Yyb3RvOGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20>

Vera Sandberg

Email address: chs.se_9sapn59b72f76rof58a8rnolm8@group.calendar.google.com

Calendar:

<https://calendar.google.com/calendar/b/1?cid=Y2hzLnNlX2ZyZ2U5a25qODRkcDhoazEyaTVjb3Yyb3RvOGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20>

How to book

You are able to book the object your committee or society has the privilege to use according to the guidelines. The premises officer permits all bookings, which is why it needs to be clear who has made the booking so we can check in our registry that you are indeed part of the student union and have the right to book the object you claim.

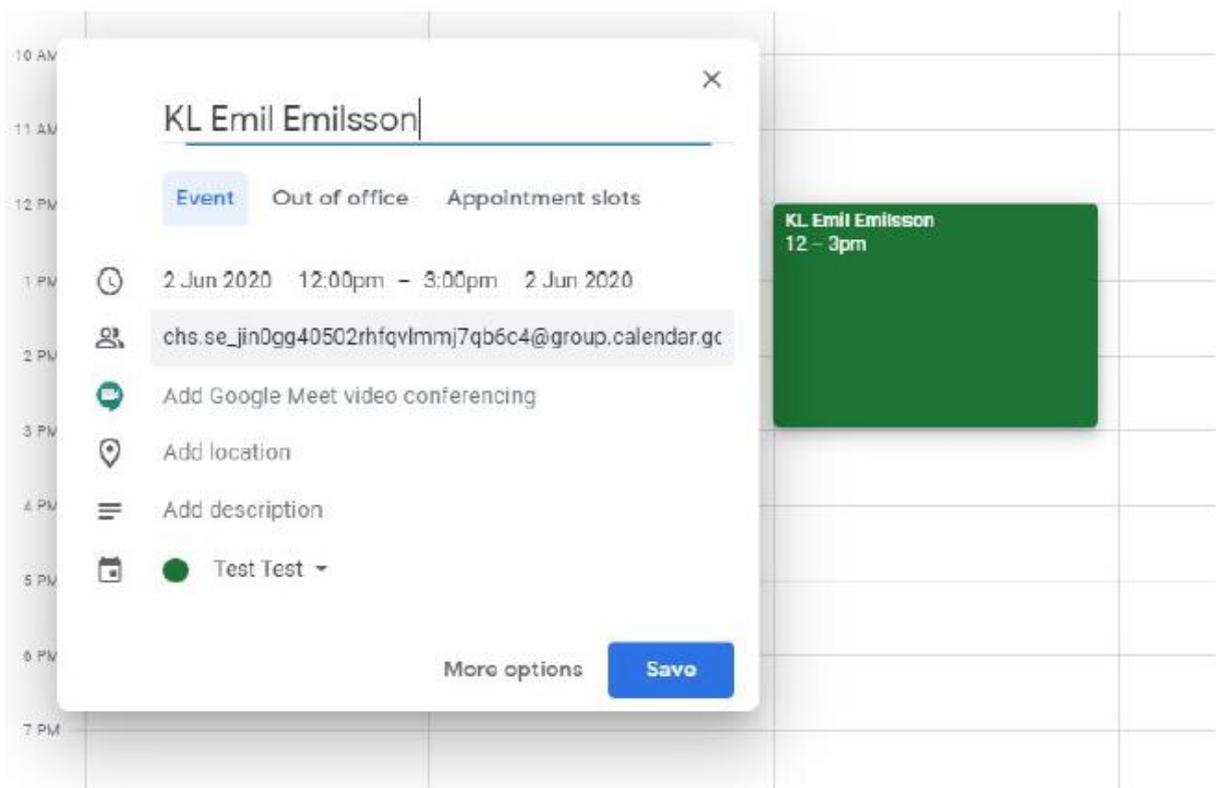
1. Look in the google calendar for the specific object you want to book and check if it is available when you need it.



2. Create an event in your own Google calendar for the duration you need and can book the object.

IMPORTANT NOTES:

- a. The event needs to be in a **Google Calendar** for the function to work. Outlook or other calendar invites will be rejected.
 - b. Name your event with your committee or society's name and the person booking's full name. For example, "**The Student Union Management Team Emil Emilsson**" or "**KL Emil Emilsson**". What is most important is that the premise unit can identify the person booking and where they are coming from.
 - c. Please use your function email rather than your private accounts in order to make it easier for the premise officer to identify you.
3. Invite the objects email address to the event. The event will automatically be accepted and displayed in the calendar for others to see in step 1.



4. The premises officer will moderate the calendars so that the current booking guidelines are followed. Unwarranted bookings will immediately be deleted.

Contact and support

If anything is unclear or does not work in the routine above please contact the premises officer via email via ha@chalmersstudentkar.se