Submit New Booking Request

1. Login HKU portal via HKU Facility Booking System (HKUFBS)

2. In case an executive committee member did not register his/her portal email with CCSO, please contact CCSO at cocso@hku.hk. CCSO will update the record in one working day.

3. Click “Bookings” from the menu

4. Select the facility type to submit booking request

5. For facility type “CCSO Equipment”
   5.1. Click “This facility type can only be viewed from the calendar view”
5.2. Select the equipment to be reserved and the calendar to create booking

5.3. Fill in the booking period

5.4. Click “Change+” for adding other equipment in the same booking request

5.5. Indicate activity name in “Title of Booking”

5.6. Indicate student society, nature of activity and equipment quantity in “Description of booking”

5.7. Upload supporting document if needed

5.8. Create the booking
6. For facility type “Composite Building Foyer” or ”Composite Building Rooms”

6.1. Click an available timeslot to create booking

![Booking interface](image)

6.2. Fill in the booking period

6.3. Click “Change+” for adding other foyer / room in the same booking request

6.4. Indicate activity name in “Title of Booking”

6.5. Indicate student society and nature of activity in “Description of booking”

6.6. Upload supporting document if needed (e.g. activity plan for booking of foyer)

6.7. Create the booking

![Booking interface](image)
**View Booking Record**

7. Click “My Bookings” from the menu.

8. Click either “Bookings or “Calendar” to view your booking

![Booking Record Interface]

**Remark**

9. Only executive committee members of current session of the registered student societies are eligible to make booking requests.

10. To amend/cancel bookings, please send email to cesobook@hku.hk at least one working day in advance within office hours (9:30am to 5:30pm, Monday to Friday).

Co-curricular Support Office, The Registry
September 19, 2022