



THE UNIVERSITY OF
MELBOURNE

Faculty of Fine Arts & Music Student bookings in TE Reserve



About TE Reserve

TE Reserve is an effective reservation tool used for the management of shared resources used by staff and students.

When to use TE Reserve

FFAM (Faculty of Fine Arts & Music) Students will use **TE Reserve** to book shared spaces applicable to their studies at **UoM (University of Melbourne)** and check-in to the space to confirm its use.

Who is this guide for?

FFAM Students who need to book and check-in to shared spaces at **UoM**.

For booking terms and conditions, please click [here](#).

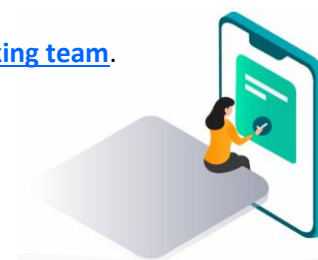
How to use this guide

Click on the links below to navigate to a topic. Select *[Back to contents]* to return to the topic link selection.

Access FFAM Student Bookings	FFAM Student login	TE Reserve Navigation
Finding a Space to Book	Find a Room	Select Dates
Create New Bookings	Make a Booking	Request Only Bookings
	Copy a Booking	Send Email
Manage Existing Reservations	Review My Reservations	Edit/Cancel Reservations
	Student Room Check-In	

TE Reserve Support

[Timetable and room bookings information](#) for more information, or contact the FFAM (Faculty of Fine Arts & Music) [Timetable and Room Booking team](#).



FFAM Student login

You can access **TE Reserve** by clicking on the link provided on the **FFAM (Faculty of Fine Arts & Music)** Current Students pages or use the link in the instructions below.

Instructions:

Step	Action
1	From the room bookings page, select (or) click here for TE Reserve .
2	Click Faculty of Fine Arts and Music Students Log in .
3	Click the TE (TimeEdit) Reserve option.
4	Follow the prompt to use Single Sign-On verification.
5	From the Faculty of Fine Arts and Music Students entrance, select the page you need (see FFAM TE Reserve Navigation).

The image shows a series of steps for logging into TE Reserve. It starts with the 'Timetable and room bookings' page, where a 'Click Here' button is highlighted. This leads to a 'Sign in' screen with an 'SSO Authenticate with Login PROD SSO' button. A side menu shows the 'Reserve' option under 'Publishing & Reservations'. The final screenshot shows the 'Faculty of Fine Arts and Music Students' dashboard with various booking categories like 'Check-in', 'Same Day Bookings', and 'Request only locations'.

Tip: Once you have signed in for the first time, save this page to your Web browser favourites.

FFAM TE Reserve Navigation

The **FFAM (Faculty of Fine Arts and Music) Students** entrance, provides links to all the pages available in TimeEdit for FFAM students, you have access only to those that apply to your area of study.

The icons next to the link descriptors, provide a visual of the three different page types.



Booking Pages used to find/book spaces applicable to your area of study.



To **Check-in** to a room at the start of your booking.



To view existing **Bookings** and **Timetables** (see **TE Viewer guides**).

The screenshot shows the booking interface with the following labeled elements:

- a**: Navigation links: Location overview, Check-in, My Reservations, Chamber Music Leads.
- b**: Search fields: LOCATION, BUILDING NUMBER, SPECIALISED LOCATION ATTRIBUT.
- c**: Show filter button.
- d**: Date selection: 4 - 10 Mar.
- e**: View toggle: Week, Day.
- f**: Location list: PAR-141-1-101 (20), PAR-141-2-201-Tutorial Room 1 (10), PAR-141-2-202-Tutorial Room 2 (10).
- g**: Classroom grid.
- h**: Music Studio grid.
- i**: External link icon.
- j**: Time Rules button.
- k**: Show more search results button.
- l**: My reservations table.
- m**: Show more reservations button.

Note: Booking pages, may vary slightly to the example shown here.

a	Quick Links to other pages and to view Terms & Conditions.
b	Search Fields and Filters.
c	Show Filter provides more search filter options.
d	Select Dates using the calendar or arrows.
e	Select full week view or day view.
f	Location name, description, and capacity.
g	Grey space shows times unavailable for booking.
h	White space shows availability.
i	Click to open the request bookings calendar in a new window.
j	The Time Rules applicable (not shown), will appear here.
k	Show more search results to provide further location options available.
l	My Reservations list shows a section of your existing reservations (confirmed bookings).
m	Click Show more Reservations to view all your existing reservations.

Find a Room

By default, all rooms available to an individual's particular area of study, appears when you open the booking page. To create a more defined list of search results, there are several filter options.

The screenshot shows a search filter interface with the following elements:

- LOCATION**: A search input field with a magnifying glass icon and a 'Search' button.
- BUILDING NUMBER**: A dropdown menu.
- SPECIALISED LOCATION ATTRIBUTE**: A dropdown menu.
- CAMPUS**: A dropdown menu.
- BUILDING NAME**: A dropdown menu.
- LOCATION TYPE**: A dropdown menu.
- CAPACITY**: A range selector with input fields for minimum (0) and maximum (400) values, and dropdowns for units.
- SHOW AVAILABLE WITHIN TIME INTERVAL**: A range selector with dropdowns for start and end times.

Search Location Keywords

In the Location search field, you can use keywords that apply to the Location name.

Instructions:

Step	Action
1	Type in all or part of the Location Name.
2	Click Search.

e.g. Type **Percussion**, to view rooms with the word **Percussion** in the title.

A close-up of the search field showing the text 'percussion' entered into the 'LOCATION' search box. A red box highlights the search input area, and another red box highlights the 'Search' button. Red circles with numbers 1 and 2 are placed over the search input and the search button respectively.

Result: The results list now shows locations that include the characters typed into the search field.

The screenshot shows a search results table for 'Percussion Studio'. The table has the following columns:

- Room ID and Name (e.g., PAR-141-1-121-Melba Percussion Room (0))
- Room Details (e.g., Piano Upright x 1)
- Availability icons (e.g., MT, Pra, AD, TL, AJ, B, FG, C, U)

Room ID	Room Name	Room Details	Availability
PAR-141-1-121	Melba Percussion Room (0)		World Choic, World Choic, Practice, Practice
STH-880-8-813	Percussion Studio(3)		SW, B, FG, C, U
STH-880-8-821	Percussion Studio (26) Piano Upright x 1		MT, Pra, AD, TL, AJ, B, FG, C, U
STH-880-8-824	Percussion Studio (0)		MT, Pra, AD, TL, AJ, B, FG, C, U
STH-880-8-831	Percussion Studio (0)		MT, Pra, AD, TL, AJ, B, FG, C, U

Search Capacity

Enter the minimum and maximum numbers for Capacity to locate a room to accommodate.

A close-up of the 'CAPACITY' filter field. It shows a range selector with input fields for minimum (1) and maximum (5) values, and a dropdown for units.

Search Available within a Time Interval

To find rooms available within a particular time range.

A close-up of the 'SHOW AVAILABLE WITHIN TIME INTERVAL' filter field. It shows a range selector with dropdowns for start and end times, currently set to 10:00 - 15:00.

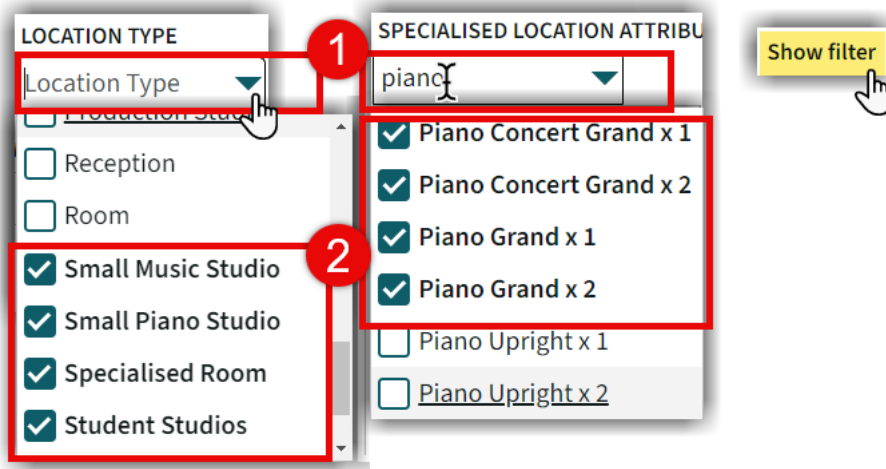
Use Search Filter Menus

Select options from the drop-down menus or type to refine your search. Select one, all or a combination of the various categories. The more information provided, the better the search results.

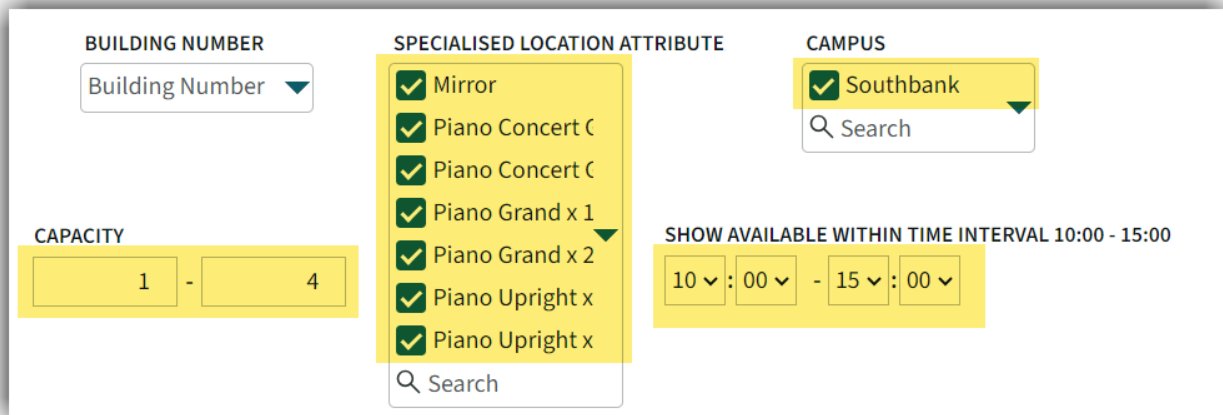
Instructions:

Step	Action
1	Click on the drop-down menu.
2	Click on the arrow or start type in your search criteria (Select Show Filter for more filters).

Tip: You can scroll through the drop-down menus to explore all the options for each or click in the search box and start typing the object you are looking for.



e.g. To find a room for 4 people to rehearse in, that has a mirror and a piano in Southbank.



Result: A more condensed list, with the criteria set, making it easier for you to see locations with availability to suit your requirements.

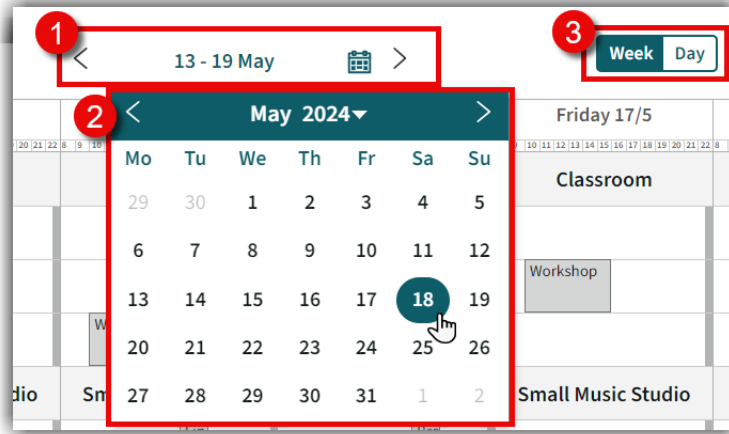
STH-862-0-103 (4)	Mirror Piano Upright x 1
STH-862-0-110 (4)	Mirror Piano Upright x 1

Select Dates

Use the calendar to set the dates (by day or week) you want to view availability for.

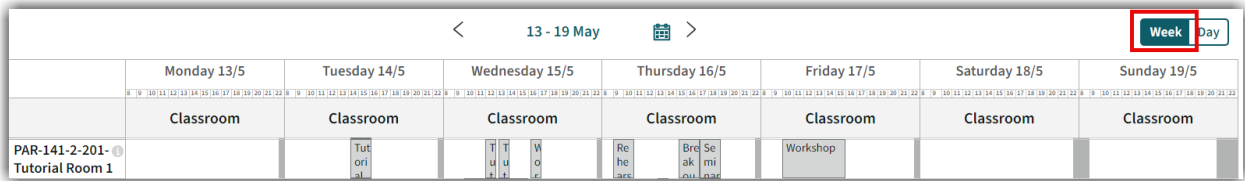
Instructions:

Step	Action
1	Select the calendar icon .
2	Use arrows to select the months, then click on the date.
3	Select to view the calendar by Week or Day format.

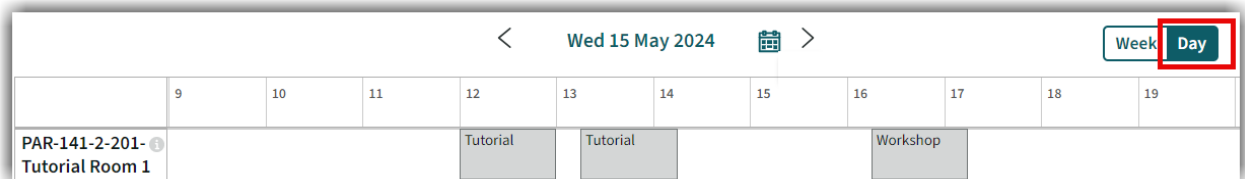


Result: The location/s display to show availability for the Week or Day you have selected.

Week View:



Day View:

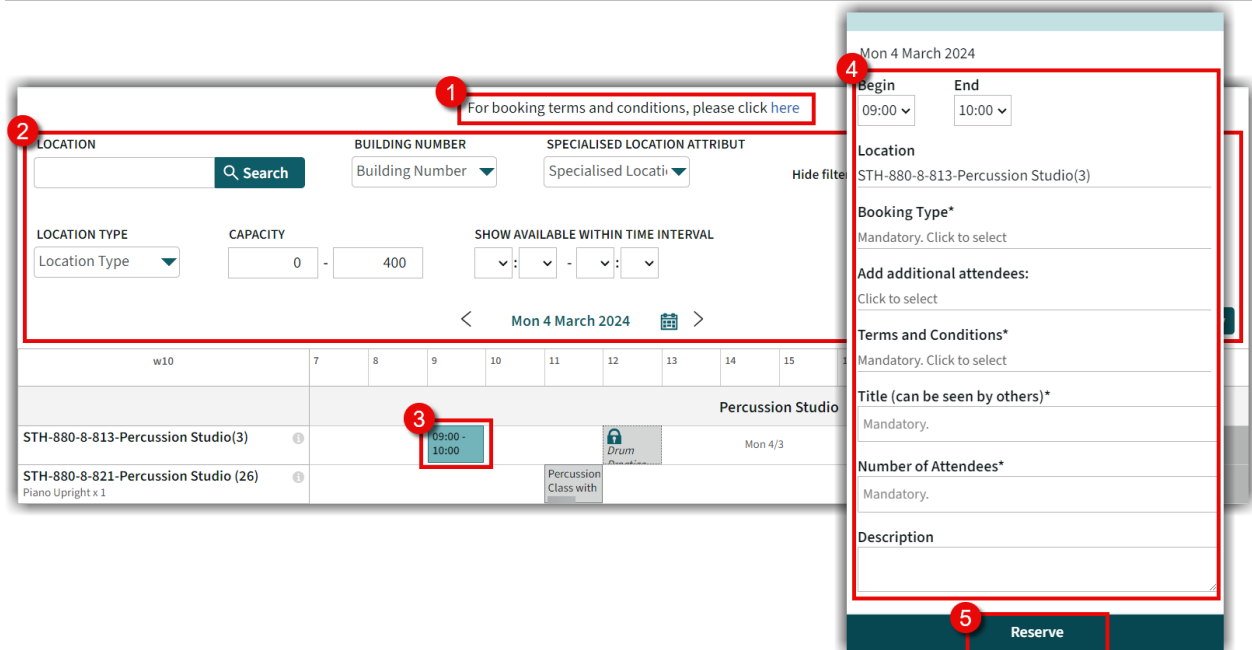


Make a Booking

Once you have found an available space, you can then create a new booking.

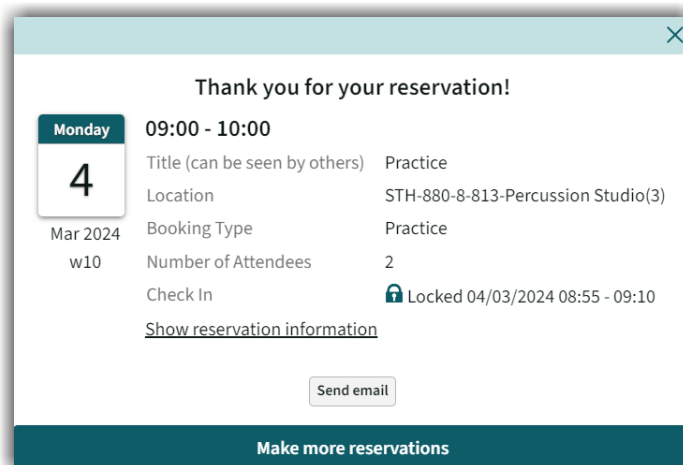
Instructions:

Step	Action
1	Open the Terms and Conditions , to ensure you have read and can agree to these.
2	Use instructions to Find a Room and Select Dates .
3	Click in the free (white) space (see TE Reserve Navigation), to open the booking form.
4	Fill out the Booking Form.
5	Click Reserve .



Result: You have completed a booking reservation. If you would like to send confirmation of the reservation to yourself or a colleague, see [send email](#).

Note: Students must check-in to a room on arrival, to allow for any rooms not being used to be released for others to use, see Check-In for further instructions.



Tip: If you need to make more than one booking, click on **Make more reservations** and your booking details will remain in the booking form for all additional bookings made.

Request Only Bookings

The **Request Only** bookings page, allows you to request the use of spaces that require further approval.

Instructions:

Step	Action
1	Open the Request Only Bookings page, then use instructions to Find a Room and Select Dates .
2	Click in the free (white) space (see TE Reserve Navigation), to open the booking form.
3	Check begin/end times are correct, add details (ensure all fields are completed).
4	Click Reserve.

Request only locations

1 LOCATION LOCATION TYPE Location Type CAPACITY - Begin 18:00 End 19:00

11 - 17 Mar

	Monday 11/3	Tuesday 12/3	Wednesday 13/3	Sunday 17/3
Request PAR-141-1-117-Melba Hall (323) Melba Hall Music Building	141 TBC- Re	141 Re	141 Co W	141 A
Request STH-861-0-101A-Federation Hall Foyer (0) Southbank Film & Television Building	861 W	861 W	861 Sc Faculty	861 Virtual
Request STH-861-0-147-FTV Studio 1 (30) Southbank Film & Television Building	Test		MFTV1 Class	
Request STH-861-0-152-FTV Studio 2 (30) Southbank Film & Television Building	Test	Wor	Workshop	
Request STH-861-1-205-Federation Hall (220) Bio Box Hearing Aid Loop Piano Grand x1, Southbank Film			Sc Faculty	

2

3

4 Request


Result: Your Request has been submitted for consideration and you will receive an outcome in a few days. Requests not yet confirmed appear in your My Reservations list in purple.

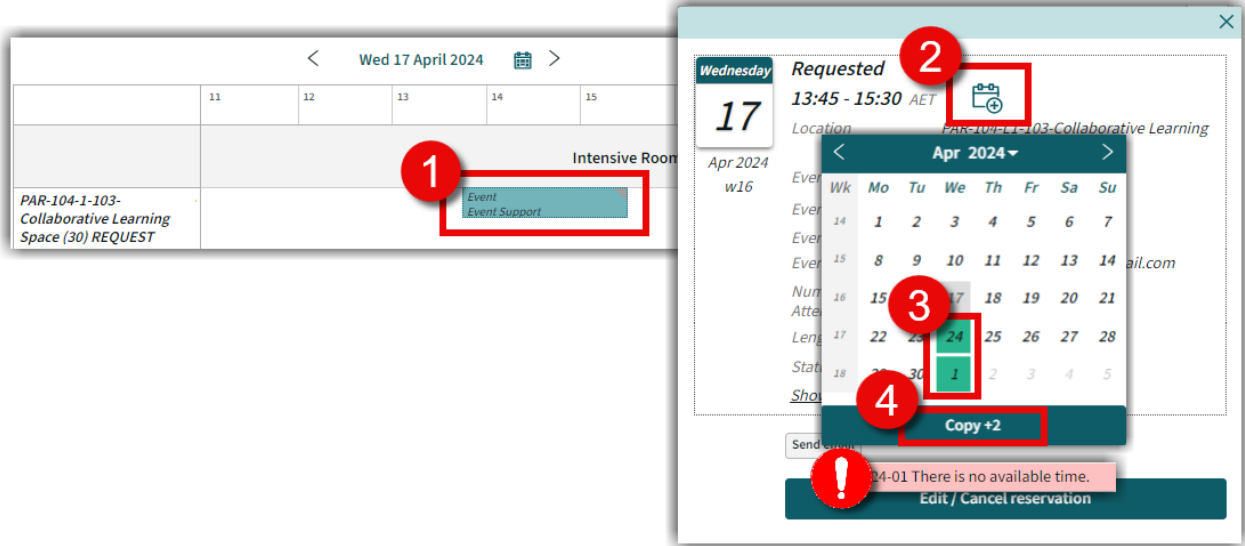
My reservations						
Time	Title (can be seen by others)	Booking Type	Location	Provide a brief description of the activity	Number of Attendees	
17/03/2024 14:00 - 16:00	Musical Theatre production rehearsal	Booking	Request PAR-141-1-117-Melba Hall (323)	Full dress Rehearsal	45	
16/03/2024 15:00 - 18:00	Musical Theatre production rehearsal	Booking	Request PAR-141-1-117-Melba Hall (323)	Full dress Rehearsal	45	
11/03/2024 15:00 - 16:00	Assessment	Booking	PAR-141-2-207 (2)	Make sure to bring your assessment sign off.	2	
11/03/2024 14:00 - 15:00	Assessment	Booking	PAR-141-2-207 (2)	Make sure to bring your assessment sign off.	2	

Copy a Booking

If you need to request Multiple days for the same event at the same location and time, you can copy the booking in TE Reserve.

Instructions:

Step	Action
1	Click on your reservation either in the calendar or Review My Reservations .
2	Click the Add to Calendar  icon.
3	Select the additional days you want to request a booking for.
4	Select Copy.
!	If you receive a There is no available time warning, deselect the date and choose another.



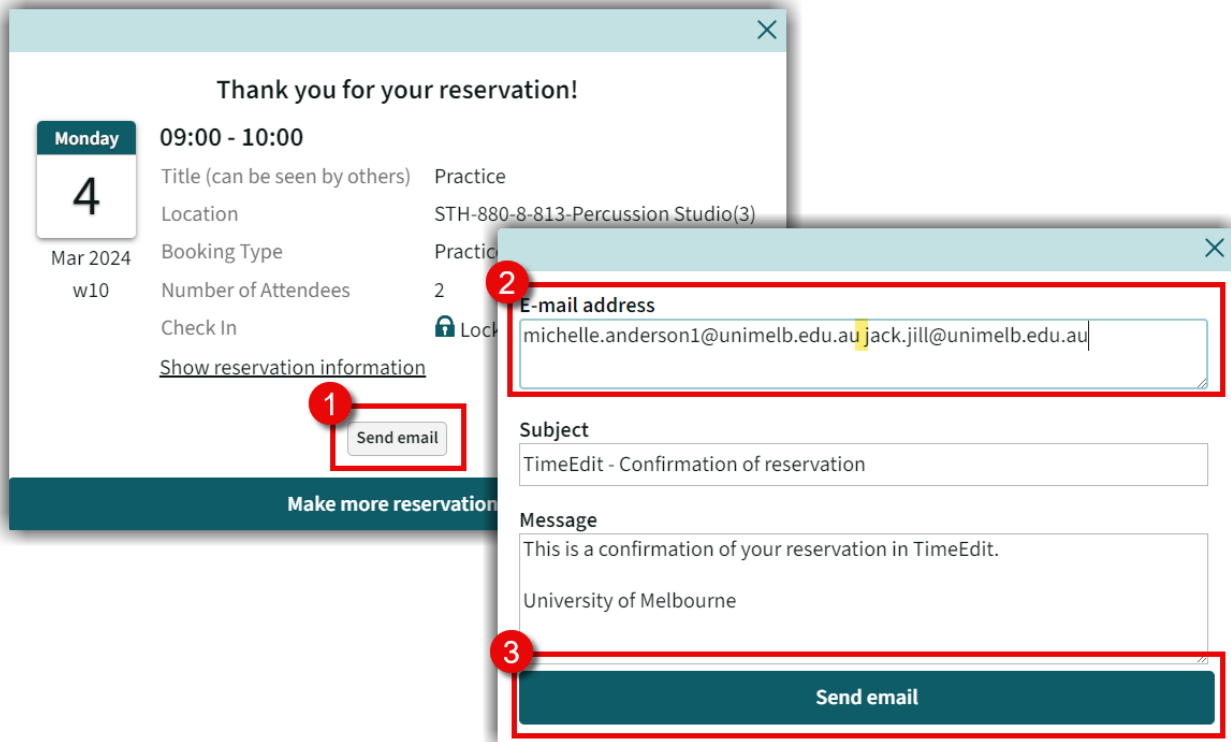
Result: The additional days are booked in and have been added to your list of reservations.

Send Email

To provide a confirmation of your booking, updates, or cancellations, you can send a copy by email.

Instructions:

Step	Action
1	From the reservation confirmation pop-up, select Send as Email .
2	In the email panel, add Email Address/es . Note: For more than one email recipient, leave a space in between each email address. It is important that you do not use any commas or semi-colons.
3	Add any extra details you want the recipient to see.
4	Click Send Email .



Result: Your email recipient/s will receive an email confirming you have made a booking or changes to a booking.

Review My Reservations

Review all your existing bookings, via **My Reservations**.

Instructions:

Step	Action
1	Scroll to the bottom portion of the booking page.
2	The last five bookings you made will show here to view more, click Show More reservations .
3	Choose Graphical view to view as calendar or Text View to view as a list.
4	Click on the Reservation you want to view.

LOCATION: w10 | BUILDING NUMBER: 7 | SPECIALISED LOCATION ATTRIBUT: Music Studio

Time	Title (can be seen by others)	Booking Type	Location	Number of Attendees, Length	Check In
07/03/2024 18:00 - 19:00	Practice	Group Booking	PAR-141-1-101 (20)	6 1.00	Locked 07/03/2024 17:55 - 18:10
07/03/2024 08:00 - 09:00	Practice	Group Booking	PAR-141-1-121-Melba Percussion Room (0)	6 1.00	Locked 07/03/2024 07:55 - 08:10
04/03/2024 09:00 - 10:00	Practice	Practice	STH-880-8-813-Percussion Studio(3)	2 1.00	Locked 04/03/2024 08:55 - 09:10
06/03/2024 08:00 - 10:00	Drum Practice	Practice	STH-880-8-813-Percussion Studio(3)	2 2.00	Locked 06/03/2024 07:55 - 08:10
05/03/2024 09:30 - 11:30	Drum Practice	Practice	STH-880-8-813-Percussion Studio(3)	2 2.00	Locked 05/03/2024 09:25 - 09:40

Sum length 7.00

Show more reservations

Back

Time	Title (can be seen by others)	Booking Type	Location	Number of Attendees, Length	Check In
09:30 - 11:30	Drum Practice	Practice	STH-880-8-813-Percussion Studio(3)	2 1.00	Locked 04/03/2024 08:55 - 09:10
12:00 - 13:00	Drum Practice	Practice	STH-880-8-813-Percussion Studio(3)	2 1.00	Locked 04/03/2024 11:55 - 12:10
Tue 05/03/2024					
09:30 - 11:30	Drum Practice	Practice	STH-880-8-813-Percussion Studio(3)	2 2.00	Locked 05/03/2024 09:25 - 09:40
Thu 07/03/2024					
08:00 - 09:00	Practice	Group Booking	PAR-141-1-121-Melba Percussion Room (0)	6 1.00	Locked 07/03/2024 07:55 - 08:10
18:00 - 19:00	Practice	Group Booking	PAR-141-1-101 (20)	6 1.00	Locked 07/03/2024 17:55 - 18:10

Link to this page | Graphical

Result: You can now view your booking, see [Edit/Cancel Reservations](#) to cancel or make changes.

Monday 12:00 - 13:00 Edit

4 Mar 2024 w10

Title (can be seen by others) Drum Practice

Booking Type Practice

Location STH-880-8-813-Percussion Studio(3)

Number of Attendees 2

Length 1.00

Check In Locked 04/03/2024 11:55 - 12:10

Show reservation information

Send email

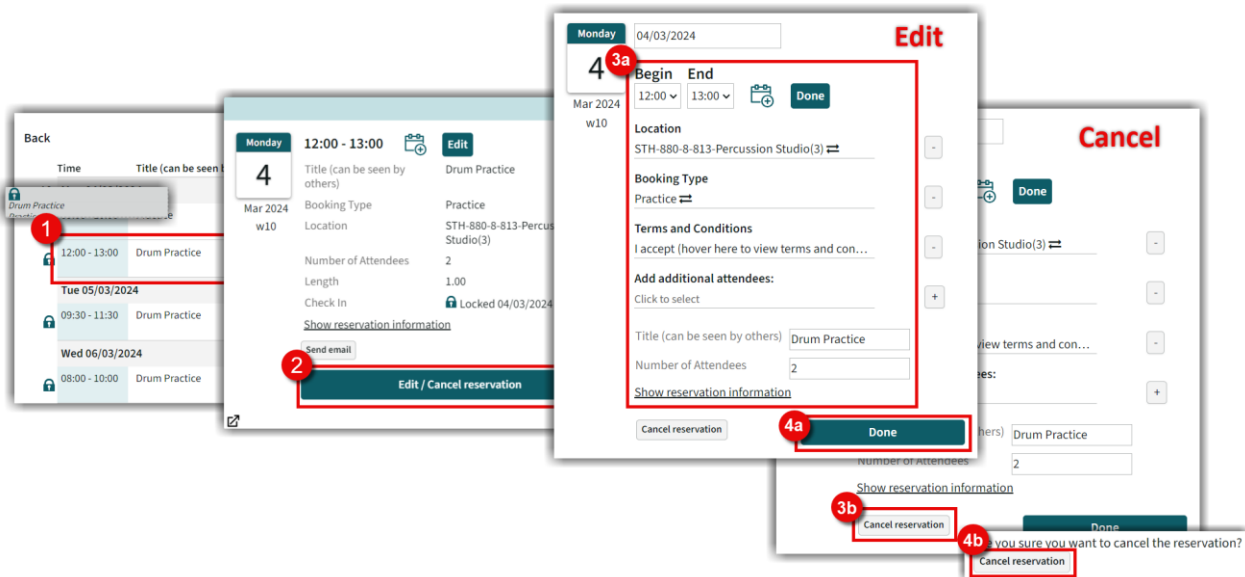
Edit / Cancel reservation

Edit/Cancel Reservations

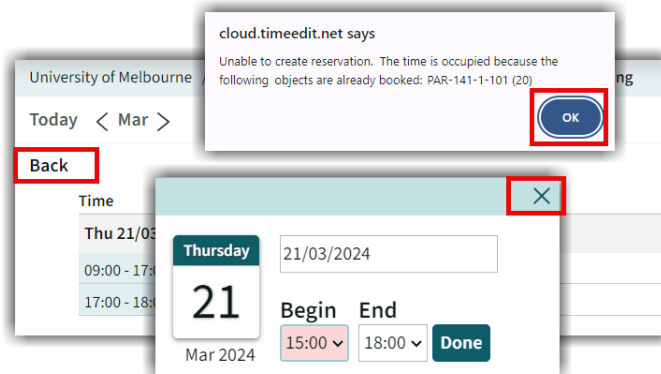
Amend a booking or cancel it if it is no longer needed.

Instructions:

Step	Action
1	See Review My Reservations to locate the Reservation (booking) you need to amend.
2	Click Edit/Cancel Reservation .
Edit	
4a	To Edit , make required amendments to the reservation.
3b	Click Done to save changes.
Cancel	
4a	To Cancel, click Cancel Reservation .
4b	Are you sure you want to cancel the reservation? appears, Click Cancel reservation .



Result: Reservation has been edited or cancelled, see [Send Email](#) if you need to notify someone, if the location is unavailable, return to the booking screen to [Find a Space](#).




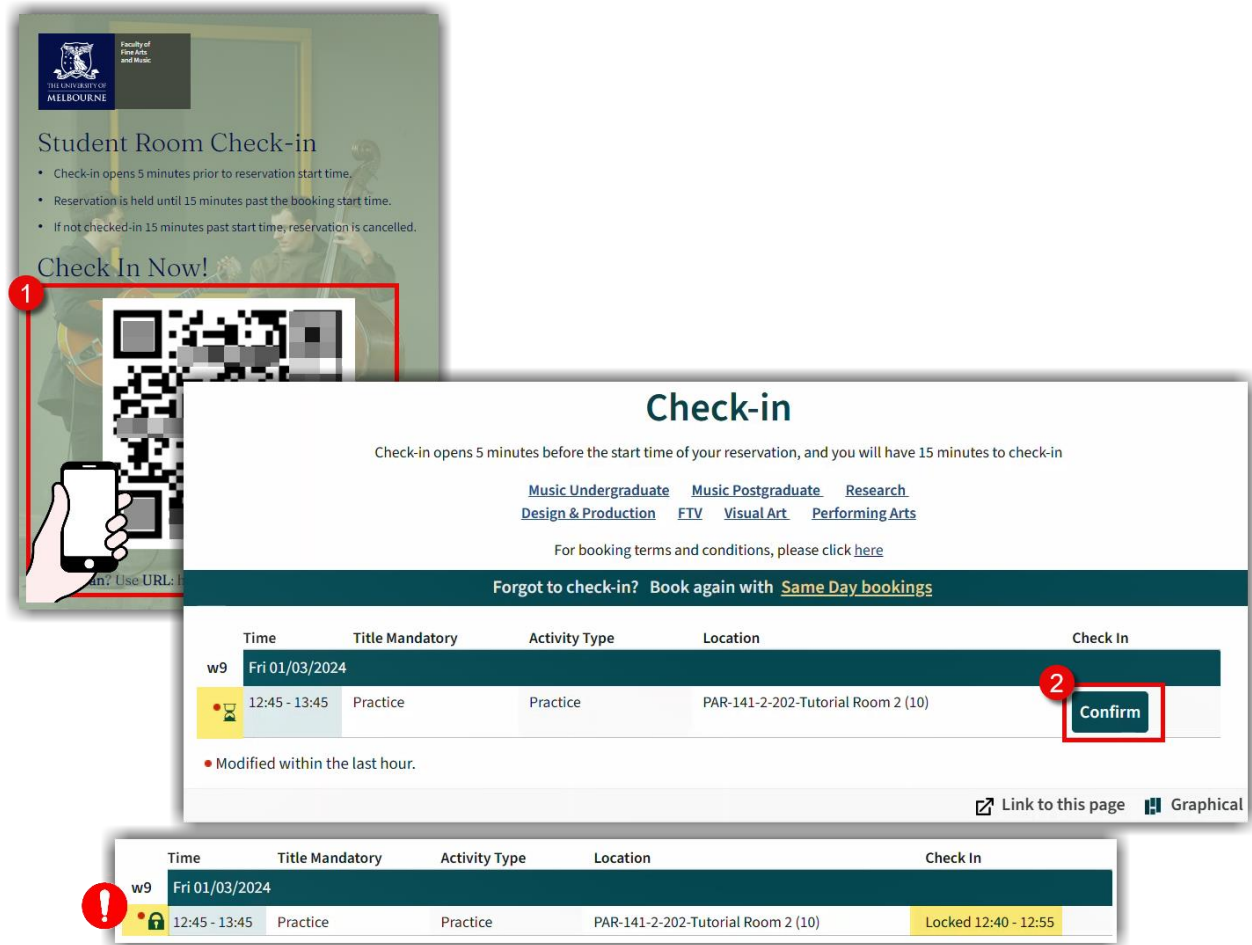
Student Room Check-In

Students must **check-in** to a room on arrival, check-in will be opened (unlocked) 5 minutes prior to the start time and remains open for 15 minutes. If you do not check-in within this time the booking is cancelled, to make it available for others to use.

Check-in instructions and a **QR code** are located near your booked room, or see [Check-in to your Booking](#), for more information.

Instructions:

Step	Action
1	Scan the Check-In QR code, located near your booked room and FFAM Student login .
2	The Check in page will open
!	The lock icon  indicates that check-in is not yet available, wait until check in start time, then refresh your window.



Check-in

Check-in opens 5 minutes before the start time of your reservation, and you will have 15 minutes to check-in

[Music Undergraduate](#) [Music Postgraduate](#) [Research](#)
[Design & Production](#) [FTV](#) [Visual Art](#) [Performing Arts](#)

For booking terms and conditions, please click [here](#)

Forgot to check-in? Book again with [Same Day bookings](#)

Time	Title Mandatory	Activity Type	Location	Check In
w9	Fri 01/03/2024			
12:45 - 13:45	Practice	Practice	PAR-141-2-202-Tutorial Room 2 (10)	Confirm

• Modified within the last hour.

[Link to this page](#) [Graphical](#)

Time	Title Mandatory	Activity Type	Location	Check In
w9	Fri 01/03/2024			
12:45 - 13:45	Practice	Practice	PAR-141-2-202-Tutorial Room 2 (10)	Locked 12:40 - 12:55

Result: Your booking will appear as confirmed in TE Reserve.

Time	Title Mandatory	Activity Type	Location	Check In
w9	Fri 01/03/2024			
12:45 - 13:45	Practice	Practice	PAR-141-2-202-Tutorial Room 2 (10)	Confirmed

Copyright Disclaimer

Version: TBC

Date of Approval: TBC

Author: Michelle Anderson | Instructional Designer

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The **Faculty of Fine Arts & Music Timetable & Room Booking Team** - The University of Melbourne VIC 3010

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All materials are correct as of February 2024.