



THE UNIVERSITY OF
MELBOURNE

Faculty of Fine Arts & Music Student bookings in Reserve



About 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](#).

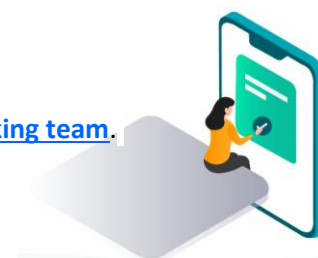
How to use this guide

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	
View Subject Timetables	Timetable Pages	

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](#).

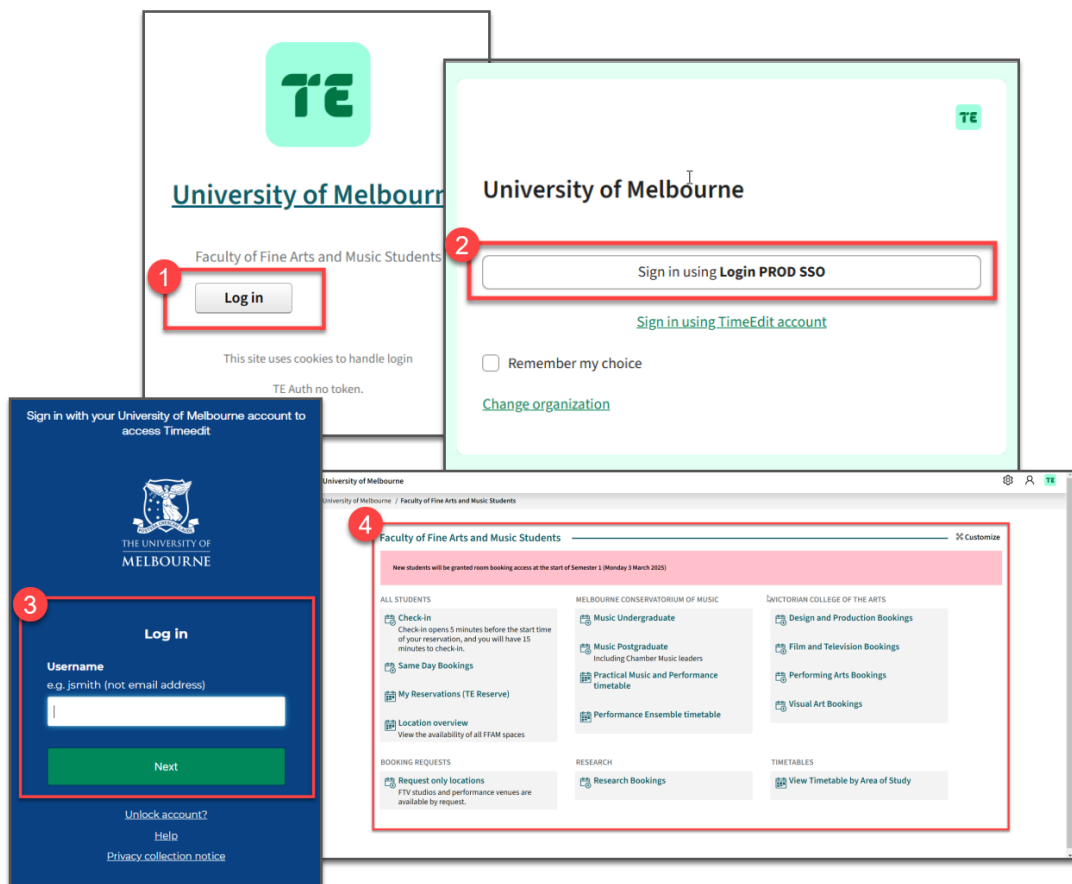


FFAM Student login

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	Select Log in
3	Select Sign in using Login PROD SSO
4	You can now log in with your university credentials via Okta Verify.
5	Now you are logged into the student entrance for the Faculty of Fine Arts and Music



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

Faculty of Fine Arts and Music Student Entrance

The Faculty of Fine Arts and Music Student Entrance offers convenient links to Reserve pages and Viewer pages.



Reserve pages allowing students to directly book or request specific locations, students will only see locations applicable to their study area



Viewer pages are where students can view their ad hoc booking schedule, timetables by area of study or student group Learn how to customise your views by clicking [here](#).

University of Melbourne
University of Melbourne / Faculty of Fine Arts and Music Students

Faculty of Fine Arts and Music Students

New students will be granted room booking access at the start of Semester 1 (Monday 3 March 2025)

ALL STUDENTS	MELBOURNE CONSERVATORIUM OF MUSIC	VICTORIAN COLLEGE OF THE ARTS
<ul style="list-style-type: none"> Check-in Check-in opens 5 minutes before the start time of your reservation, and you will have 15 minutes to check-in. Same Day Bookings	<ul style="list-style-type: none"> Music Undergraduate Music Postgraduate Including Chamber Music leaders Practical Music and Performance timetable Performance Ensemble timetable	<ul style="list-style-type: none"> Design and Production Bookings Film and Television Bookings Performing Arts Bookings Visual Art Bookings
BOOKING REQUESTS	RESEARCH	TIMETABLES
<ul style="list-style-type: none"> Request only locations FTV and Lighting studios and performance venues are available by request.	<ul style="list-style-type: none"> Research Bookings for Masters (Research) and PhD candidates	<ul style="list-style-type: none"> View Timetable by Area of Study

Note: Students should log into [MyTimetable](#) to view their personal timetables.

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.

Booking Page Navigation

[Location overview](#) [Check-in](#) [My Reservations](#) [Chamber Music Leads](#)
 For booking terms and conditions, please click [here](#)

Can't find a room for today? Go over to [Same Day bookings](#)

LOCATION **BUILDING NUMBER** **SPECIALISED LOCATION ATTRIBUT**

Classroom

PAR-141-1-101 (20)
 PAR-141-2-201-Tutorial Room 1 (10)
 PAR-141-2-202-Tutorial Room 2 (10)

Music Studio

PAR-141-2-219-Ensemble Room (10)
 Piano Grand x 1

Time Rules

My reservations

Time	Title (can be seen by others)	Booking Type	Location	Number of Attendees, Length	Check In
06/03/2024 08:00 - 10:00	Drum Practice	Practice	STH-880-8-813-Drum Practice 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-Drum Practice Studio(3)	2 2.00	Locked 05/03/2024 09:25 - 09:40

Sum length 7.00

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.

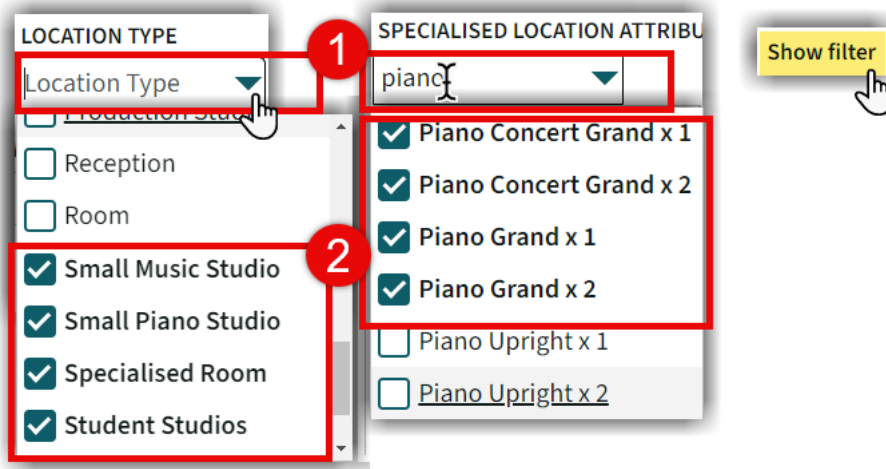
Use Search Filter Menus

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.

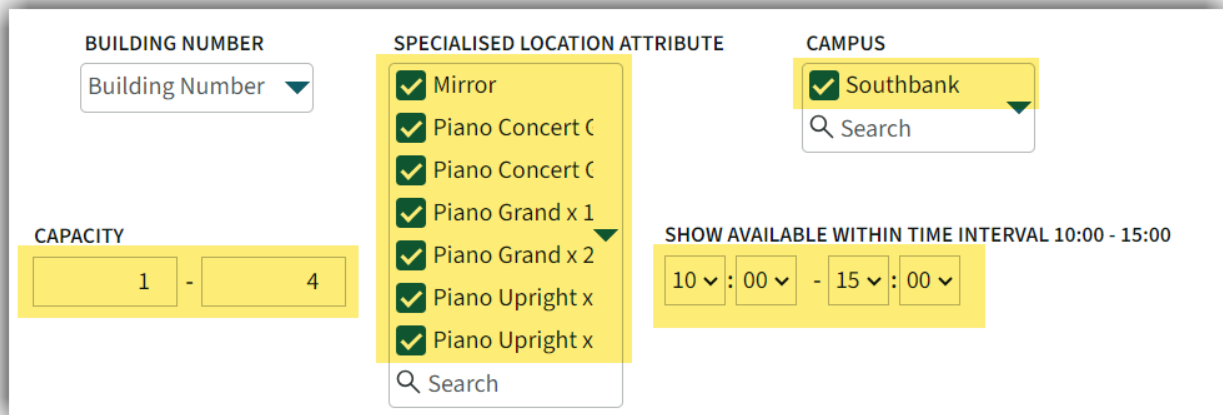
Instructions:

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.

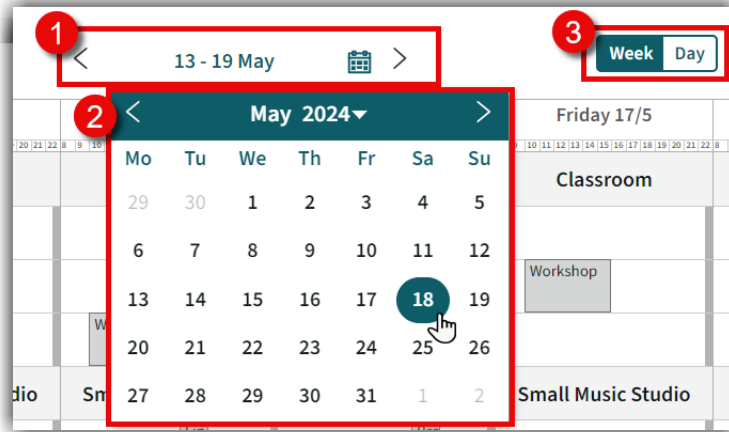
STH-862-0-103 (4)	Mirror Piano Upright x 1
STH-862-0-110 (4)	Mirror Piano Upright x 1

Select Dates

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

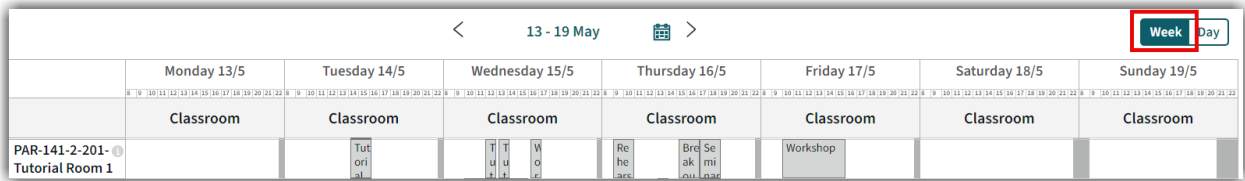
Instructions:

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.

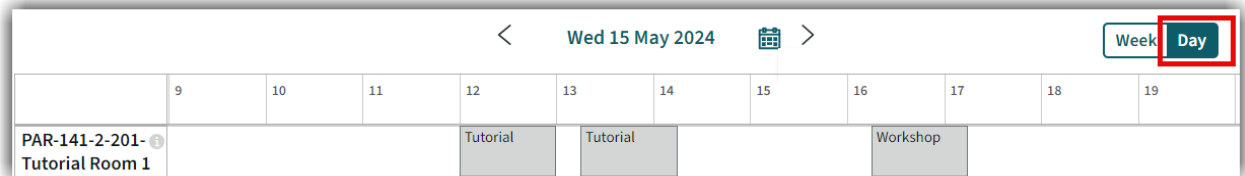


Result: The location/s display to show availability for the Week or Day you have selected.

Week View:



Day View:

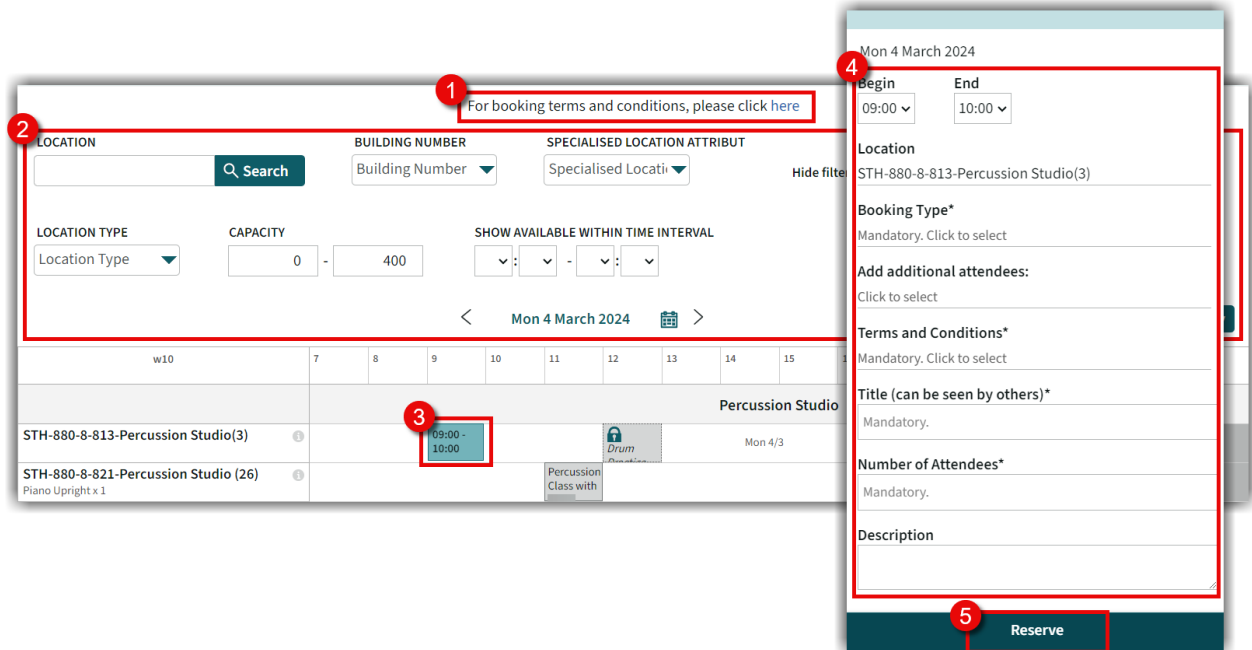


Make a Booking

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

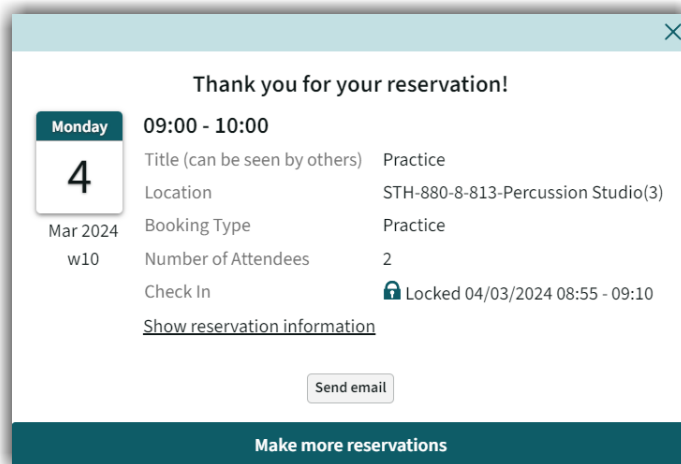
Instructions:

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.

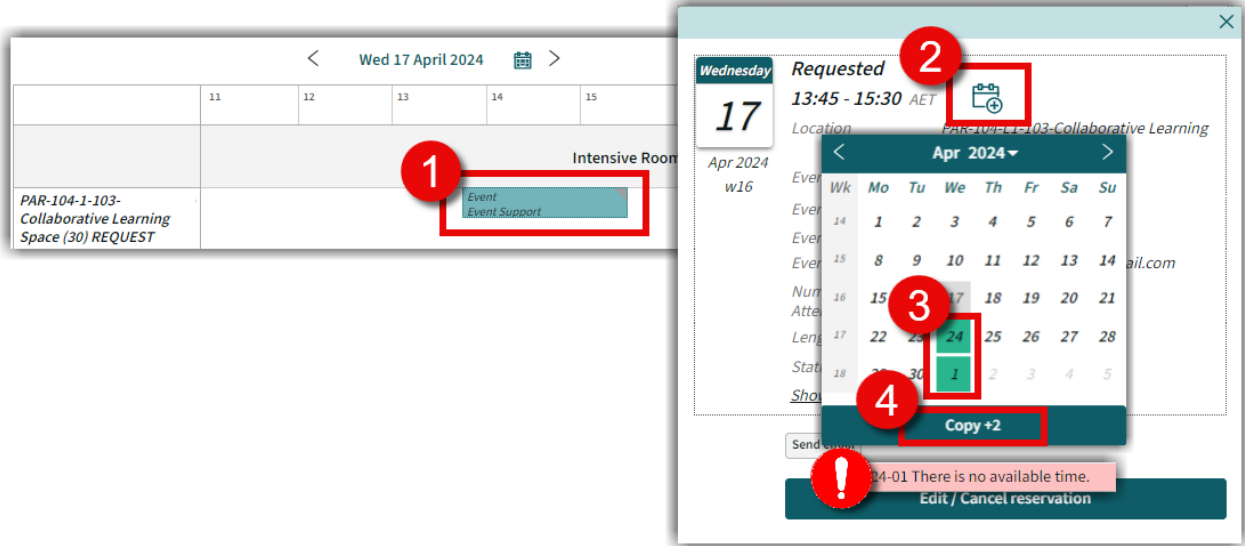
My reservations						
Time	Title (can be seen by others)	Booking Type	Location	Provide a brief description of the activity	Number of Attendees	
17/03/2024 14:00 - 16:00	Musical Theatre production rehearsal	Booking	Request PAR-141-1-117-Melba Hall (323)	Full dress Rehearsal	45	
16/03/2024 15:00 - 18:00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



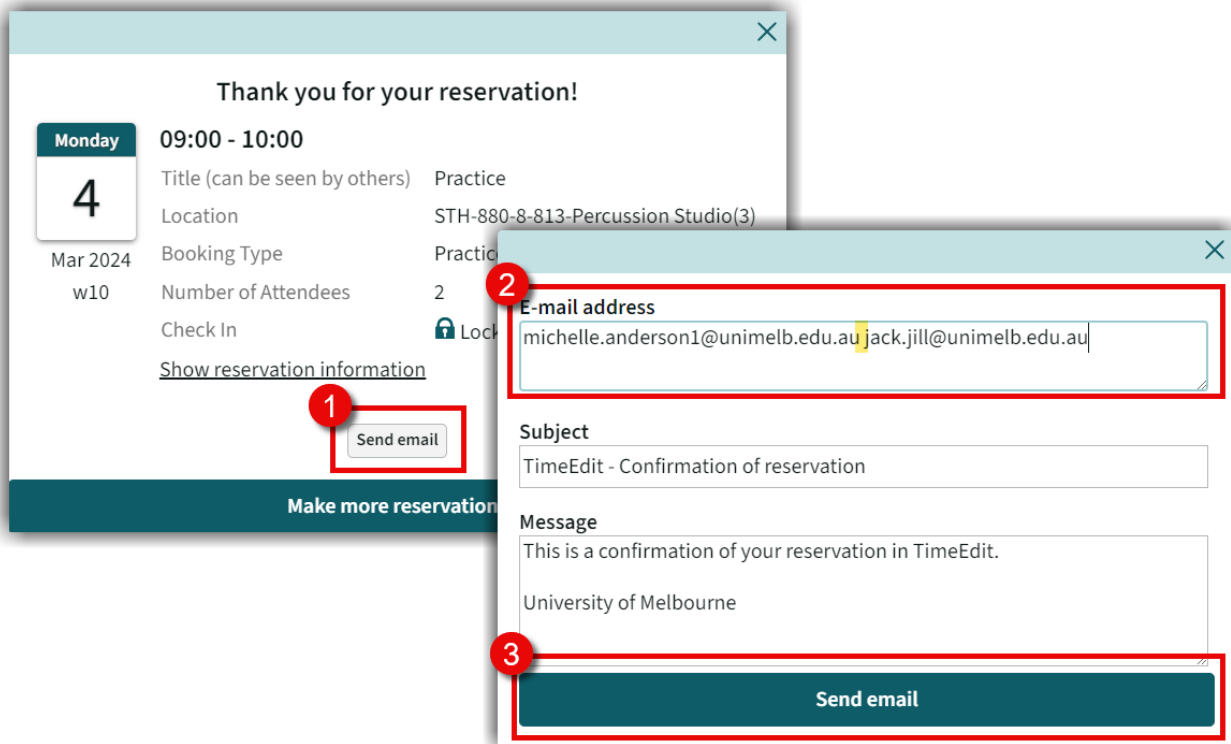
Result: The additional days are booked in and have been added to your list of reservations.

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.

The screenshot shows the 'My reservations' section with a list of bookings. A red box highlights the 'Show more reservations' button at the bottom of the list, with a red circle containing the number 2 next to it. A red circle with the number 1 is also present near the top right of the list.

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

The screenshot shows the 'Back' view of the reservations. A red box highlights a specific booking on 04/03/2024 from 12:00-13:00, with a red circle containing the number 4 next to it. A red circle with the number 3 is also present near the bottom right of the page.

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 2.00	Locked 05/03/2024 09:25 - 09:40
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
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.

The screenshot shows the 'Edit / Cancel reservation' modal window. It displays the following details:

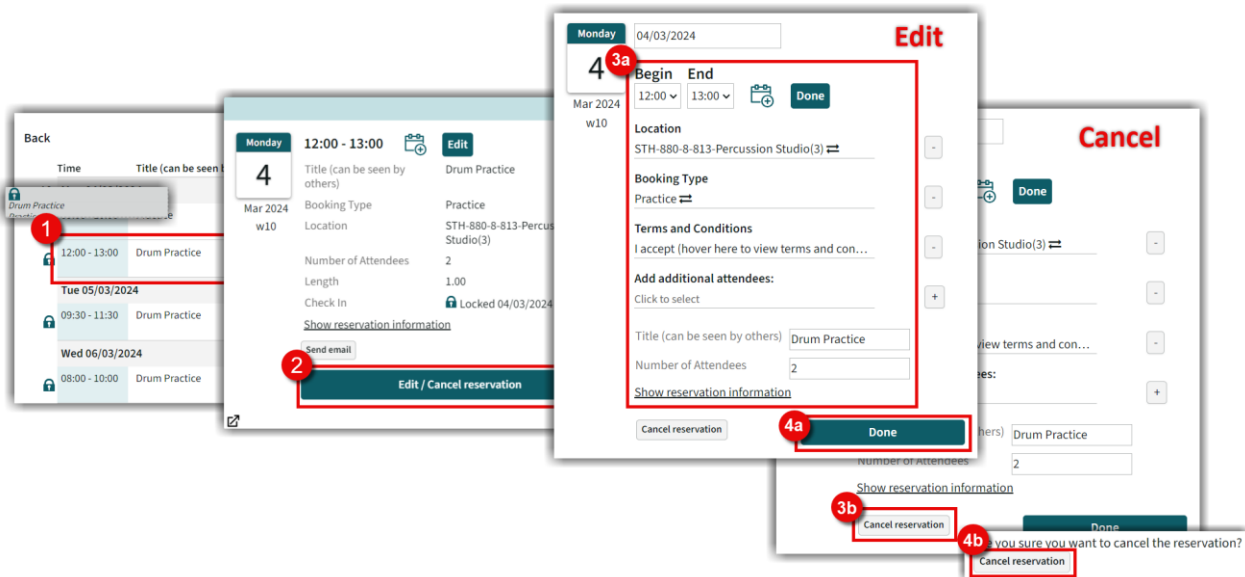
- Monday 4 Mar 2024 w10
- Time: 12:00 - 13:00
- Title (can be seen by others): Drum Practice
- Booking Type: Practice
- Location: STH-880-8-813-Percussion Studio(3)
- Number of Attendees: 2
- Length: 1.00
- Check In: Locked 04/03/2024 11:55 - 12:10
- Buttons: Show reservation information, Send email, Edit / Cancel reservation

Edit/Cancel Reservations

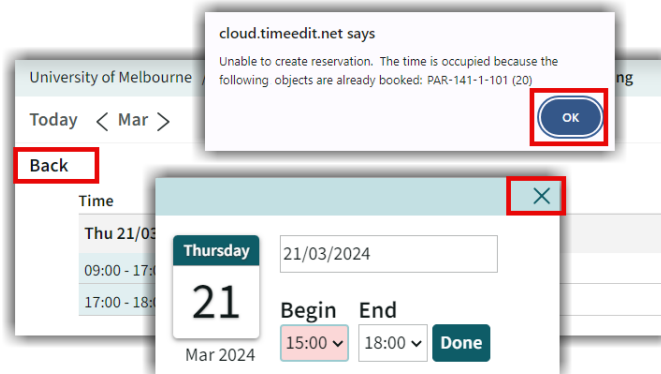
Amend a booking or cancel it if it is no longer needed.

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](#).




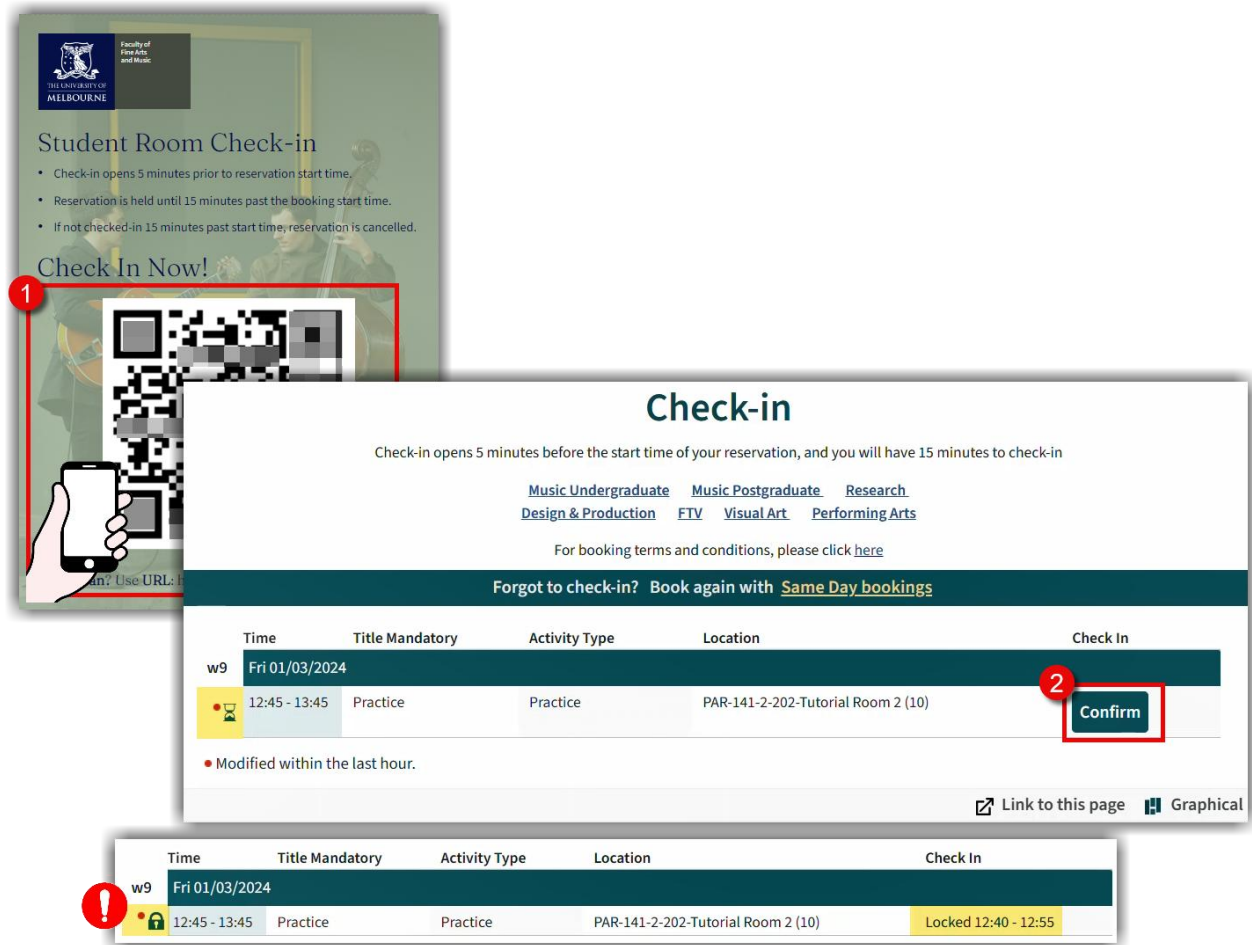
Student Room Check-In

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

FFAM Timetable Pages

The Timetable pages allow you to view existing **full subject timetables already** scheduled. Students should log into [MyTimetable](#) to view their personal timetables.

Timetable Page Navigation

University of Melbourne / Faculty of Fine Arts and Music / Performance and Practical Music

Today < Jan > 01/01/2024 - 05/01/2025 Save favorite Subscribe Download Filter Customize

Monday	Tuesday	Wednesday	Thursday	Friday	
9				Percussion Workshop SM1 Practical Music 1, Practical Music 2, Practical Music 3, Practical Music 4, Practical Music 5, Practical Music 6	
10		10:00-10:00: 11x Bassoon Class SM1 10:00-10:00: 12x Horn Class SM1 10:00-10:00: 12x Trumpet Class SM1 10:00-10:00: 12x Clarinet Class SM1 10:00-10:00: 12x Flute Class SM1 10:00-10:00: 12x Saxophone Class SM1 10:00-10:00: 12x Trombone Class SM1			11x Concert Class SM1 Practical Music 1, Practical Music 2, Practical Music 3, Practical Music 4, Practical Music 5, Practical Music 6 MUSI10220_STH_1_SM1_2024_C01_01 MUSI10221_STH_1_SM1_2024_C01_01 MUSI20199_STH_1_SM1_2024_C01_01 MUSI20200_STH_1_SM1_2024_C01_01
11	11:00-11:00: Double Bass Class SM1 11:00-11:00: Double Bass Class SM1	12:00-12:00: 9x Voice Class SM1 12:00-12:00: 2x Voice Class SM1			11x Tuba Class SM1 Practical Music 1, Practical Music 2, Practical Music 3, Practical Music 4, Practical Music 5, Practical Music 6
12	12:00-12:00: Practical Music 1 12:00-12:00: Practical Music 2 12:00-12:00: Practical Music 1 12:00-12:00: Practical Music 2	13:00-13:00: 10x Double Bass Class SM1 13:00-13:00: Practical Music 1 13:00-13:00: Practical Music 2			MUSI10220_STH_1_SM1_2024_I01_15 MUSI10221_STH_1_SM1_2024_I01_15 MUSI20199_STH_1_SM1_2024_I01_15 MUSI20200_STH_1_SM1_2024_I01_15
13	14:00-14:00: Practical Music 1 14:00-14:00: Practical Music 2	14:00-14:00: 2x Practical Music 1 14:00-14:00: 11x Woodwind Class SM1 14:00-14:00: 12x Brass Class SM1	14:15-14:15: Practical Music 1, Practical Music 2, Practical Music 3 14:15-14:15: Practical Music 1, Practical Music 2, Practical Music 3 14:15-14:15: Practical Music 1, Practical Music 2, Practical Music 3	14:15-14:15: 12x Classical Guitar Class SM1 14:15-14:15: Practical Music 1, Practical Music 2, Practical Music 3, Practical Music 4, Practical Music 5, Practical Music 6 14:15-14:15: MUSI10220_STH_1_SM1_2024_I01_04 14:15-14:15: MUSI10221_STH_1_SM1_2024_I01_04 14:15-14:15: MUSI20199_STH_1_SM1_2024_I01_04 14:15-14:15: MUSI20200_STH_1_SM1_2024_I01_04	
14	14:15-14:15: 12x Cello Class SM1 14:15-14:15: 12x Violin Class SM1 14:15-14:15: 12x Contemporary Keyboard Class SM1 14:15-14:15: 12x Guitar Class SM1 14:15-14:15: Practical Music 1 14:15-14:15: Practical Music 2	14:15-14:15: Practical Music 1 14:15-14:15: Practical Music 2 14:15-14:15: Practical Music 1 14:15-14:15: Practical Music 2	14:15-14:15: 12x Practical Music 1, Practical Music 2, Practical Music 3, Practical Music 4, Practical Music 5, Practical Music 6 14:15-14:15: MUSI10220_STH_1_SM1_2024_I01_04 14:15-14:15: MUSI10221_STH_1_SM1_2024_I01_04 14:15-14:15: MUSI20199_STH_1_SM1_2024_I01_04 14:15-14:15: MUSI20200_STH_1_SM1_2024_I01_04	13:45-13:45: 11x Percussion 1st Year Class SM1 13:45-13:45: Practical Music 1, Practical Music 2 13:45-13:45: MUSI10220_STH_1_SM1_2024_I01_11 13:45-13:45: MUSI10221_STH_1_SM1_2024_I01_11 13:45-13:45: Instrument Class 13:45-13:45: STH-880-8-821-Percussion Studio (26) 13:45-13:45: Brent Miller 13:45-13:45: Percussion	
15	16:15-16:15: Practical Music 1 16:15-16:15: Practical Music 2	16:15-16:15: Practical Music 1 16:15-16:15: Practical Music 2			
16					

16:4 Brass Guitar Keyboard Percussion Strings Woodwind Voice Multiple Parent Instrument Group

[Link to this page](#) Text

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

a	Date Range.
b	Search Criteria (Objects).
c	Save as favourite.
d	Subscription (iCal).
e	Download Options (PDF, Excel etc).
f	Filter (limit to specific group).
g	Page & Reservations Settings.
h	Content (Timetable).
i	Individual Reservation.
j	Colour Legend (select in settings).
k	URL to current page.
l	Toggle graphical (calendar) and List View.

FFAM Student Bookings in TE Reserve

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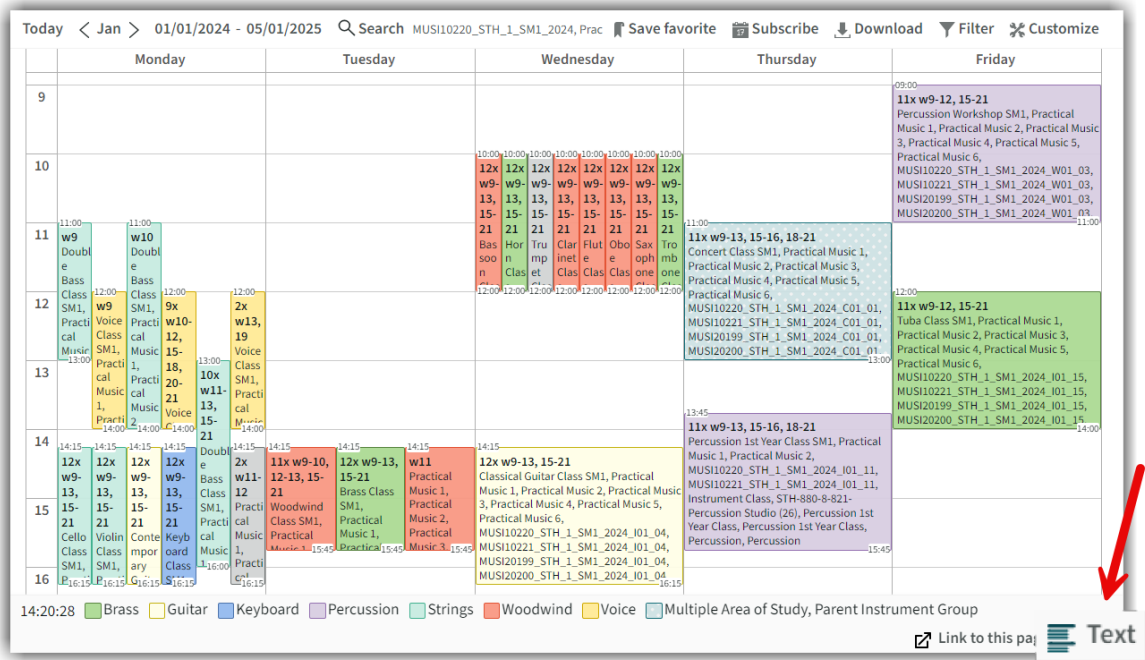
View Graphical or Text Timetable

The timetable is available in either graphical or text formats, depending on your preference. Toggle between the two by selecting the option on the bottom right-hand corner of your screen.

Instructions:

Step	Action
1	To View the Timetable as a list, from the Graphical view click Text in bottom right corner.
OR	To View the Graphical Timetable, from the Text view click Graphical in bottom right corner.

Graphical Timetable



Text Timetable

Time	Title	Subject Offering	Class	Activity Type	Message to students	Area of Study	Parent Instrument Group	Musical Instrument	Student Group
Mon 26/02/2024 w9									
11:00 - 13:00	Double Bass Class SM1	Performance 3, Performance 4, Performance 5, Performance 6	MUSI20201_STH_1_SM1_2024_I01_06, MUSI20202_STH_1_SM1_2024_I01_06, MUSI30252_STH_1_SM1_2024_I01_06, MUSI30253_STH_1_SM1_2024_I01_06	Instrument Class	STH-880-8-811-Teaching Studio (30)	Double Bass Class, Double Bass Class, Double Bass Class, Double Bass Class	Strings	Double Bass	
12:00 - 14:00	Voice Class SM1	Performance 3, Performance 4, Performance 5, Performance 6	MUSI20201_STH_1_SM1_2024_W01_04, MUSI20202_STH_1_SM1_2024_W01_04, MUSI30252_STH_1_SM1_2024_W01_04, MUSI30253_STH_1_SM1_2024_W01_04	Workshop	STH-880-5-513-Prudence Myer Studio (50)	Voice Class, Voice Class, Voice Class	Voice		

A red arrow points to a 'Graphical' button in the bottom right corner of the interface.

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