

BRASENOSE COLLEGE FELLOWS' GUEST ROOM BOOKING SYSTEM

Navigate to the booking portal at <https://sharepoint.nexus.ox.ac.uk/guestrooms>

1. Login with your SSO credentials (bras**** - same credentials as to use the SCR Meal booking System or access your email account). You should then be greeted with the following screen:

Fellows' Guest Rooms

Brasenose Fellows' Guest Room Booking System

Step 1 - Please use the calendar on the right-hand side of the page to view the availability of the guest rooms. You may use the arrows above the calendar to navigate through the months.
The College has five guest rooms available. Each guest room is denoted by a different colour. If on a particular day, all 5 colour blocks are present, then there is no current availability for that day.
Disabled/Ground Floor Room - The College only has only one room of this type available (Stc IX Rm1). It is colour-coded in purple. If one of the blocks on the day you are choosing is purple, then there is no ground floor room available.
Step 2 - Once you have checked availability. Please fill in the form below.

Booking Form

Arrival Date *

Departure Date *

Name of Guest(s) *

Guest contact e-mail *

Telephone Number *

Address *

Name of Authorising Fellow *

Name of Booker *

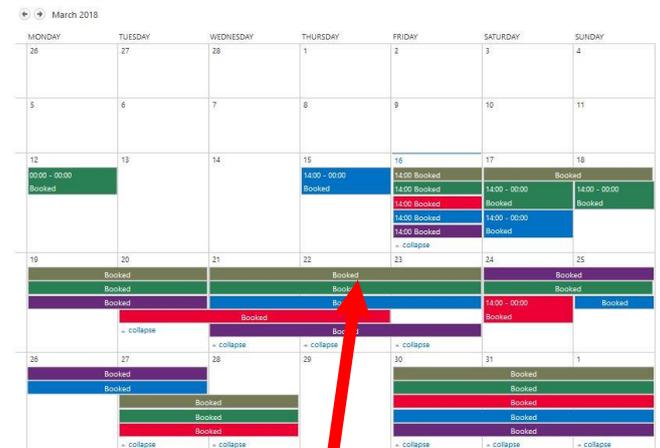
Booker's e-mail *

Room Type *

Disabled/ground floor room required? Tick if a disabled or ground floor room is required.

New Booking Form

Bookings - There are 5 Guest Rooms denoted by 5 different colours



Availability Calendar

2. Use the availability calendar on the right-hand side of the page to view the ability of the guest rooms. There are a total of 5 rooms available, each denoted by its own colour: **red blue purple green and gold.**

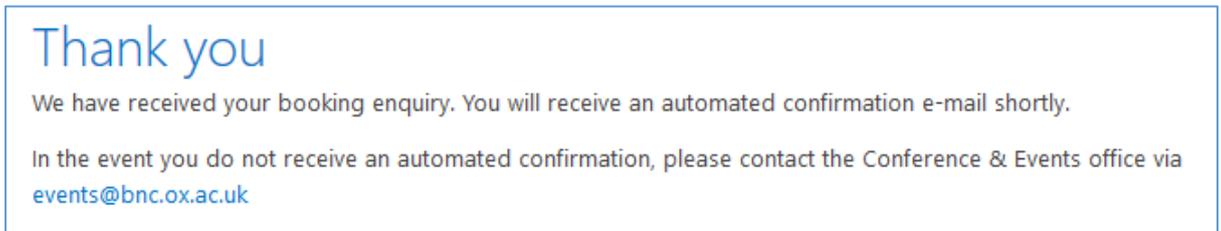
If there are 5 different coloured blocks visible on a particular day, then there is no availability for that day. It may be required to expand the view on a particular day using the “1 or 2 more item” button at the bottom of each day.



Please note - The College has only one Disabled/Ground Floor room – it is designated with the colour **purple** in the availability calendar. If there is a **purple** block for the day(s) you require the booking, then there is no availability for this kind of room.

3. **To make a new booking**, use the form on the left-hand side. You must fill in the arrival & departure dates, and contact details for the guest.
4. The “**Name of Authorising Fellow**” field will suggest names as you type them. Click on a name in the list which appears. Please note: this person selected in this field will receive an email to make them aware that they are being named as an authoriser.
5. **Fill in your information** in the Name of Booker and Booker’s email fields, and select a room type (Single / Double / Twin).
6. **If a disabled/ground floor room is required** please tick the box. Please note that there is only one of these rooms available, and this is indicated by a **purple** block on the calendar. If there is already a **purple** block for the days you require the booking, then there is no availability for this kind of room.
7. In Payment Details field please select from the drop down menu:
 - a. **Batels** – will be charged to the authorising Fellow’s Batels
 - b. **Academic Allowance** – will be charged to authorising Fellow’s Academic Allowance
 - c. **Hospitality Allowance** – will be charged to authorising Fellow’s Hospitality Allowance
 - d. **To be invoiced** – Please fill in the additional contact fields which appear.
 - e. **Internal Recharge** – Please fill in the name of the internal department to be recharged for the booking.

8. Press “Save” to submit the booking. You will be presented with the following screen and will receive a confirmation email to acknowledge that the booking request has been received.



On the calendar, a “Provisional Booking” will appear for your requested dates. Please note that this will appear in **blue** regardless of the room that might be assigned by the Conference office.

13	14	15	1
Provisional Booking			

9. Once your booking request has been processed by the Conference Office, you will receive a final confirmation email with all the details of your booking. **Please ensure this email is kept as it will be required should you wish to cancel your booking. It will also contain all the details your guest will need about their stay.**

10. **How to cancel a booking** – When a booking is confirmed, you will receive an email with all the details of your booking. The email contains a link that will allow you to cancel your booking. Click the link and enter your SSO credentials. Once the details of your booking are displayed, simply scroll to the bottom of the page and you will see a section titled Cancel Your Booking. Click the checkbox so it is ticked, and then press the Save button below. You will receive a confirmation e-mail to confirm the cancellation. Please note that this action cannot be undone once the cancellation has been requested.

Cancel Your Booking

Cancel Booking? Tick to cancel this booking. This action cannot be undone.

Save Cancel

*Please note cancellations received within 48 hours of the check-in time will be charged for the first night of the booking unless the room can be re-let. The remainder of the booking dates will be cancelled. The first night of “no shows” will also be charged.

* Five Fellows’ guest rooms are available on a “first come first served” basis bookable for a maximum of 3 nights per stay.