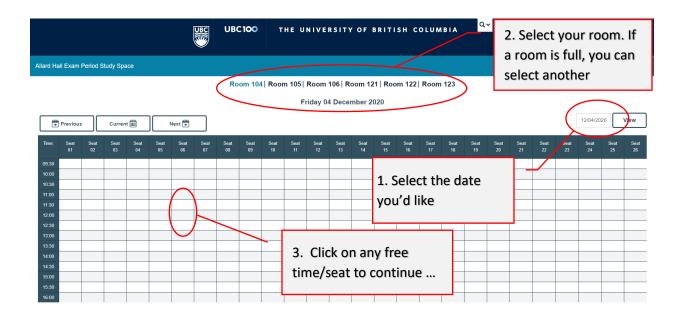
Step 1

Click on the link https://lawbookings.arts.ubc.ca/, which should take you to the calendar below. The calendar displays Rooms and Seats on a given day. Seats booked already will be blocked.

- Use the calendar (right-hand side) or the "previous/next" buttons to find the date you want.
- Click on any time in the column for a free seat, or choose a different room.



Step 2

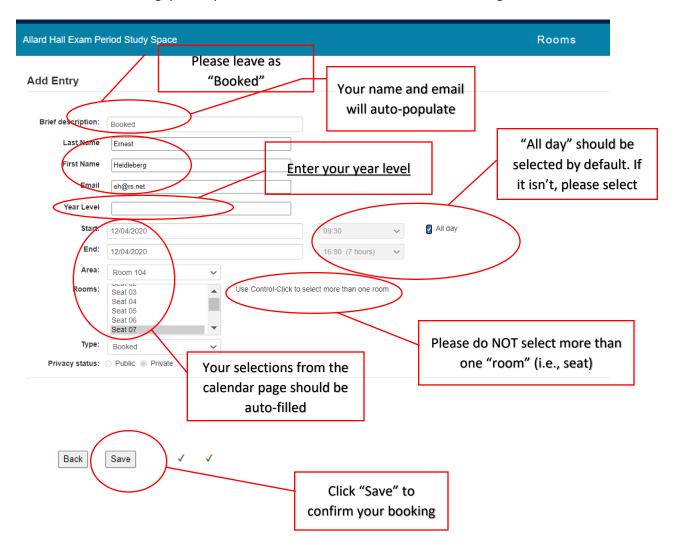
Clicking on a free time/seat will take you to the CWL log-in page. After you log-in, you will be able to confirm your booking.

Allard Hall Exam Period Study Space						Log in
You do not have the necessary rights to view this page.						
Please login with CWL						
Login Name: Password: Log in						
		a place of mind THE UNIVERSITY OF BRITISH COLUMBIA	ABOUT UBC Contact UBC About the University News Events Careers Make a Ciff Search UBC.ca	UBC CAMPUSES Vancouver Campus Okanagan Campus UBC Sites Robson Square Great Northern Way Faculty of Medicine Across BC Asia Pacific Regional Office		
	Eme	Emergency Procedures Terms of Use UBC Copyright Accessibility				

Step 3

Confirm your booking.

- Ensure that your name and email are correct
- Enter your year level
- **Do NOT alter the "Brief description"**; this should remain as "Booked" (default)
- Ensure that the date, room and seat are correct, and ensure that "All day" is selected
- Click "Save" to submit your booking request
- After submitting, you may return to the calendar to make further bookings



Step 4

Please check your email for a booking confirmation, which will contain information about COVID safety protocol as well as a link you can use should you need to cancel.

• If possible, cancel at least 24 hours in advance of your booking, so that other students can book that space