

# 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.

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Allard Hall Exam Period Study Space

Room 104 | Room 105 | Room 106 | Room 121 | Room 122 | Room 123

Friday 04 December 2020

Previous Current Next

12/04/2020 View

Time: Seat 01 Seat 02 Seat 03 Seat 04 Seat 05 Seat 06 Seat 07 Seat 08 Seat 09 Seat 10 Seat 11 Seat 12 Seat 13 Seat 14 Seat 15 Seat 16 Seat 17 Seat 18 Seat 19 Seat 20 Seat 21 Seat 22 Seat 23 Seat 24 Seat 25 Seat 26

09:30  
10:00  
10:30  
11:00  
11:30  
12:00  
12:30  
13:00  
13:30  
14:00  
14:30  
15:00  
15:30  
16:00

1. Select the date you'd like

2. Select your room. If a room is full, you can select another

3. Click on any free time/seat to continue ...

# 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

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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

The screenshot shows the 'Add Entry' form for the 'Allard Hall Exam Period Study Space'. The form includes fields for 'Brief description' (set to 'Booked'), 'Last Name' (Ernest), 'First Name' (Heidleberg), 'Email' (eh@rs.net), 'Year Level', 'Start' and 'End' dates (12/04/2020), 'Area' (Room 104), 'Rooms' (Seat 03-07), 'Type' (Booked), and 'Privacy status' (Public/Private). Annotations with red boxes and lines point to specific parts of the form: 'Please leave as “Booked”' points to the 'Brief description' field; 'Your name and email will auto-populate' points to the name and email fields; 'Enter your year level' points to the 'Year Level' field; '“All day” should be selected by default. If it isn’t, please select' points to the 'All day' checkbox; 'Use Control-Click to select more than one room' points to the 'Rooms' dropdown; 'Please do NOT select more than one “room” (i.e., seat)' points to the 'Rooms' dropdown; 'Your selections from the calendar page should be auto-filled' points to the 'Start', 'End', 'Area', and 'Rooms' fields; and 'Click “Save” to confirm your booking' points to the 'Save' button. The 'Save' button is circled in red, and there are two green checkmarks next to it.

### 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