What Is WRB?
WRB is an online Web Room Booking system for non-teaching ‘Casual bookings’ that allows staff to place requests for campus rooms for purposes that support La Trobe University business.

What rooms can staff book on the WRB (Web Room Booking) System?
The University is offering Central Teaching Venues only to the Web Room Booking System in its first release to University staff.

When can I book rooms? Are there any limitations or restrictions?
University staff may use the Web Room Booking system to book central teaching rooms for non-teaching activities and University business activities.
The Web Room Booking System is available for this year and for next year after the October release of the provisional timetable.
The University core teaching timetable and core business activities such as enrolment, orientation, examinations has priority bookings with central teaching rooms.
Most venues on the WRB system are REQUEST mode, others DIRECT book mode. At present, venues available on the WRB system are limited to central teaching rooms.
Booking periods are restricted to a period no greater than 4 continuous weeks.

How will the WRB work? Will I get my booking instantly?
Staff will be required to login, define your room needs, dates and times and a listing of all available rooms matching your criteria is shown. Make your room selection, provide some administrative details and submit your request.
When you make a booking, the system will automatically respond by email with either a confirmed or unconfirmed status. An unconfirmed status simply means the venue requested is central to the production of a teaching timetable, requiring review.
Room Bookings staff will respond within three working days confirming the booking or advising when you will receive confirmation. Your booking confirmation may be delayed to allow flexibility to these critical core business tasks.
You will be able to view your current bookings by visiting ‘My Bookings’ whilst logged in.
Bookings may be new requests, viewed or cancelled.

When can I book rooms for bookings during Semester 1 and Semester 2?
Bookings may be made for the weeks of Semester 1 and 2 at any time. The Timetable Office needs to retain as much flexibility in the Teaching timetable for S1 and S2 as possible. If your request includes a Semester week or bridges the semester AND you have requested larger venue types, your booking will require approval by Room Bookings. Your booking confirmation may be delayed to allow flexibility to these critical core business tasks.

Can I book rooms from each campus at the same time or simultaneously?
Yes, select the campus as ‘Multi-Campus’. This will allow you to select venues from all sites, using the same time and duration criteria entered, (see page 1).
Note: A multi-campus booking DOES NOT automatically request a video conferencing booking. Please make a separate request with ICT AV Services website.

Getting started, is there a document showing how to make a Web Room Booking?
Yes, this is available on the Room Booking website.
Where do I go to make a Room Booking?
Use the University URL and bookmark the page:

OR
Staff can use the Intranet https://intranet.latrobe.edu.au/

....I need to ...”Book a Room”

How do I cancel a booking?
Once you have signed in, click on the ‘my bookings’ link at the bottom of the page. Find the booking you wish to cancel and press the ‘Cancel’ button next to it on the right.

How do I change a booking? (Extend, modify the day/time, change weeks or location)
Bookings cannot be changed using the WRB system. Staff can either cancel their booking or make a new one with the new criteria. To extend an existing booking, make an additional booking in the same venue for the extra time you need (check availability)

Can I make Teaching bookings on the Web Room Bookings System?
Formal Class Requirements as stated in the Subject Database must be made on the University Class Timetable. The appropriate forum is to list activities on the Timetable Website. This way, all relevant activities per subject can be viewed by all enrolled students.
It is possible to make short term, or one off ad hoc bookings which are not appropriate to the Timetable using the WRB system. Provision is made to select the corresponding Subject Code for the subject activity. This will not be listed on the Timetable. If your request is Timetable related, please send your request to the relevant campus Timetable request form.

Is there a limit to the number of weeks I can make an ad hoc booking?
Yes, the WEB system is set to accept 4 consecutive weeks or less. This is to ensure that Subject bookings are not managed using the Web Room Booking System. Please send your Timetable request to the relevant campus Timetable request form.

I cannot see any Logout button, how do I exit?
WRB system works on the Intranet only and behaves similarly to other Intranet pages. To Exit, simply close the window tab. Your recent booking activity will be saved.

Why can’t I book the University Hall, Meeting rooms or Faculty Computer labs?
Some venues are not yet bookable through the WRB Web Room Booking System. The development of the WRB system will provide improvements and new features over time.
The booking of some rooms may also have specific notes to accompany their use, such as access, instructions to ad hoc users etc.

Can students book rooms on the WRB system?
Students will be required to continue to request bookings using the Room Booking request form. http://www.latrobe.edu.au/timetable/room_booking_form.php Additional criteria apply.
Can External Organisations book rooms using WRB?
The Web Room Booking System is only available for members of staff. External Organisations may continue to make booking requests to the relevant campus using the Room Bookings Enquiry form.

I am a member of staff and want to book a room for a STUDENT or an EXTERNAL ORGANISATION/sports group/society. Does this make a difference?
Room bookings made by University staff are assumed to be for University purposes. In that way all liability and insurance are covered by appropriate University arrangements. Students and External organisations must make their bookings separately (see above). Rooms used by external organisations (not for University purposes) that are booked by University staff leave the University and possibly the person who made the booking at unacceptable legal and financial risk. Please contact Room Bookings Melbourne for more information.

Faculty and School Managed Venues

Will I have the opportunity to place the School’s rooms on the WRB system?
If you wish to make your rooms available on the WRB system for management now, please contact the Timetable Unit.

Will the School have booking and management control over the Faculty’s rooms?
Yes, WRB permissions can be set to allow rooms to be booked ‘by the Department the User Represents’. In other words, permissions can be set to allow only Faculty users to book, or at the lower level – School users only to book. A setting can also be made to allow ‘other’ areas to “Request” a booking, with a Faculty/School ‘Approver’ overseeing those requests.

What happens if my School or Faculty places our meeting rooms on the WRB system?
The meeting room will have direct Booking status for Staff within the School or Department/Faculty. The School or Faculty may wish to use WRB to manage the bookings of their own meeting room and share its use with other Schools/areas. If the room is deemed ‘shared use’ by the Faculty or School, then other staff may REQUEST book. A School nominee would need to have access to Syllabus Plus Enterprise (via web) to approve the booking. Once approved the auto generated confirmation email is sent to the booker/requester. Non-approved email is also posted as an auto generated email, allowing the venue manager to cite its reasons or notes manually prior to auto generation.