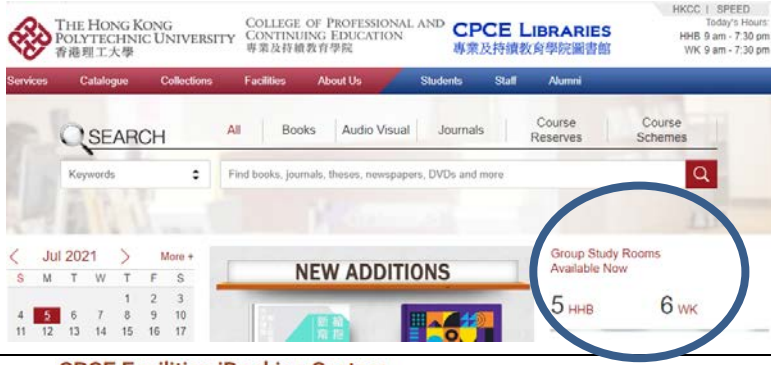


1



Scan the QR code below



Or Click “Group Study Rooms Available Now” on the Library website

2

## CPCE Facilities iBooking System

Welcome to CPCE Facilities iBooking System for reserving the following facilities:

### CPCE Libraries

Library Group Study Rooms

[Click to view Booking FAQ / User Guide](#)

### Sports Facilities

Multi-Purpose Halls  
Rehearsal Rooms  
Fitness Centre (PolyU West Kowloon Campus)

[Click to view Booking FAQ / User Guide](#)

Please click to view the booking status or directly login to place reservations.

[View Status](#)

[Login](#)

Login to your account

3

## New Booking

Facility Group:

Date:

[Book](#)

Search by **Facility Group & Date**  
*\*Booking is available two days in advance*

4

Facility	09:15 - 09:45	09:45 - 10:15	10:15 - 10:45	10:45 - 11:15	11:15 - 11:45
4/F Room 1 (2-4 users) <a href="#">map</a>	Available	Available	Available	Available	Available
4/F Room 10 (3-4 users) <a href="#">map</a>	Selected	Selected	Selected	Selected	Available
4/F Room 11 (8-16 users) <a href="#">map</a>	Available	Available	Available	Available	Available

Select **Facility & Timeslot** of your choice  
*\*Min= 30 mins  
Max= 2 hours*

5

## Confirm Booking

Facility Group: Library (WK) / Group Study Rooms

Facility: 4/F Room 10

Capacity: 3-6 users

No. of Users:

Selected Date: 2018-Dec-28

Time: 09:15 - 11:15

Duration: 2 hours

[Back](#) [Confirm](#)

Enter the **No. of Users & click Confirm**  
*\*The no. of users must be ≥ the minimum capacity of the room*

6

## Booking Success

Booking completed successfully.

Confirmation email with check-in barcode has been sent to your email address.

Your booking code is: GPXzn1

[Back](#)

Successful booking message will be shown, you may view the booking record by clicking **My Booking Record**

My Booking Record

From: 2018-Dec-27 To: 2019-Jan-02 Search by booking code

Booking Details	Action / Status
Facility Group: Library (WK) / Group Study Rooms	<a href="#">✕</a> <a href="#">📄</a>
Facility: 4/F Room 10	Status: Confirmed
Capacity: 3-6 users	
No. of Users: 3	
Reservation Period: 2018-Dec-28 09:15 - 11:15 (2 hours)	
Booking Time: 2018-Dec-27 16:27:10	
Booking Code: GPXzn1	