

How to use the MS Bookings page

Follow the 3-step process below for booking onto the Preparing for University: Support for Autistic Students event using MS Bookings.

Please note: the MS Bookings page works best on the **Google Chrome web browser**.

Step one

Use the calendar to select the month, date and time of the event you wish to attend. When selected, the colour will turn from white to green with a little tick:



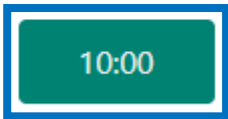
For example, to attend the event on 07/07/26, use the arrow keys to select the month of July, select the number 7 for the 7th day of the month and select 10:00, which is when the day starts.

 **DATE**

 **TIME**

  July 2026

M	T	W	T	F	S	S
		1	2	3	4	5
	 	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

If there are no dates or times showing as available (the information is all greyed out), this means the events are fully booked. Please email studenthub@soton.ac.uk to register your interest, in the event of any cancellations.

Step two

Now add your details and answer the questions on screen. You must include your name and email address. For the in-person events, you must also include your parking preference and whether you are bringing a guest with you. Any other fields are optional.

First and surname *

First and surname

Email *

Email



PROVIDE ADDITIONAL INFORMATION

Student ID number, if known (optional)

Add your answer here

UK mobile number (optional)

Add your answer here

Will you be bringing a guest with you?

--select an option--

Parking options

--select an option--

Please let us know if you have any accessibility requirements you wish to make us aware of: (optional)

Add your answer here

Step three

Tick the box to confirm you agree to the privacy policies and select 'Book' to complete your booking.



Please be aware that the information you supply on this booking form (i.e. name and email address) is used to process your booking and will be stored securely in accordance with the University of Southampton's General Data Protection Regulations (GDPR). For more information please read the University of Southampton's Privacy Notice: <https://www.southampton.ac.uk/about/governance/policies/privacy-policy.page>.

Book



If you have any questions at all, please do not hesitate to get in contact with us by sending an email to studenthub@soton.ac.uk or by calling 02380 599 599.