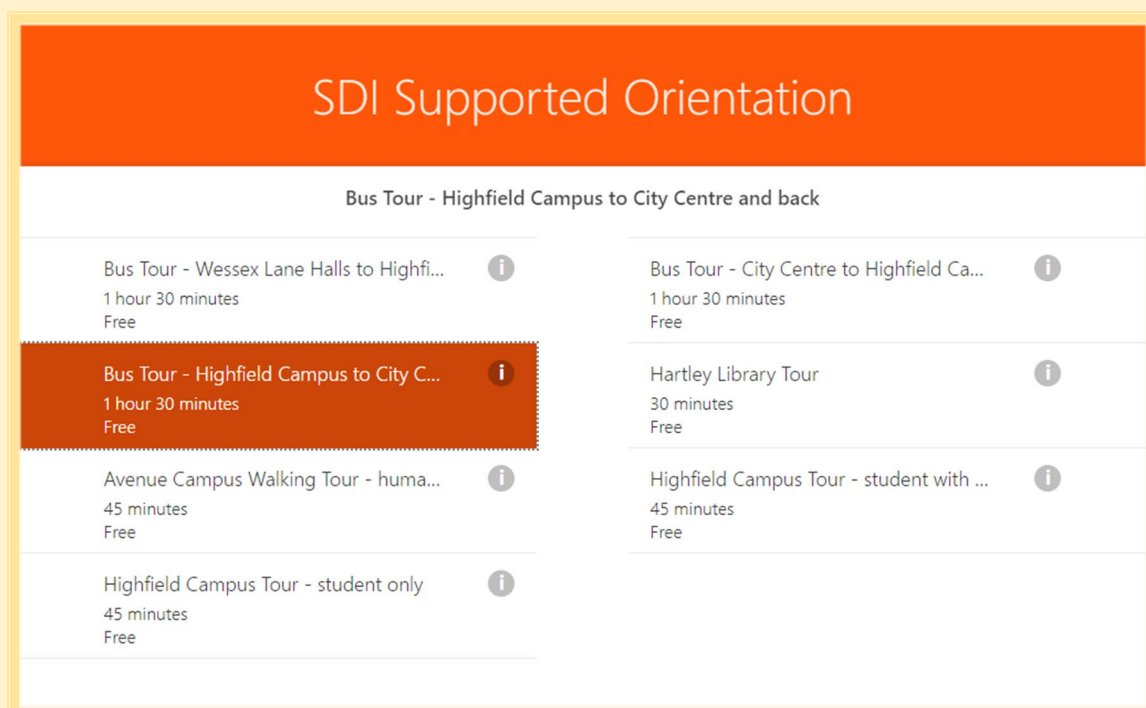# How to use MS Bookings

Step one: Select the event you would like to attend.

The box will turn from white to a different colour once selected. You may need to tab across and down or use the scroll bar to see all available event dates.

Here is an example below:

Step two: Use the calendar to select the month, date and time of the event.

For example, to attend an event on 22/09/2022 at 4pm, use the arrow keys to select the month of September, select the number 22 for the 22nd day of the month and select 16:00, for an event that begins at 4pm.

If no date or time is showing as available (all greyed out), this means the event is fully booked. Please email studenthub@soton.ac.uk as we may be able to add you to a waiting list for the event.

22 September, 16:00

< > September 2022

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16:00

Step three: Now add your details.

Add your details

Name

Email

Phone number

Provide additional information

Student ID Number (if known/applicable) (optional)

Step four: 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.

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.