


How to use MS Bookings


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

A tick will appear in the circle and the circle will turn from white to a different colour once selected. You may need to tab across and down or use the scroll bar and select 'Show more services' to see all available event dates.

Here is an example below:


Transition Programme - Group Workshops

 **SELECT A SERVICE**

Tuesday 17th October: How to get the most out of your lectures 


BLURB NEEDED & LOCATION NEEDED. CAP... [Read more](#)

Free · 1 hour

Tuesday 17th October: Getting going and organising your time 


BLURB, LOCATION & CAPACITY NEEDED [Read more](#)

Free · 1 hour

Tuesday 17th October: ADHD Top Tips 

BLURB LOCATION & CAPACITY NEEDED [Read more](#)

Free · 1 hour

Tuesday 17th October: Q&A - Bring any questions that you ha... 

BLURB LOCATION AND CAPACITY NEEDED? [Read more](#)

Free · 1 hour

Thursday 19th October: How to get the most out of your lectures 

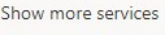
BLURB LOCATION & CAPACITY NEEDED [Read more](#)

Free · 1 hour

Thursday 19th October: Getting going and organising your time 

BLURB LOCATION & CAPACITY NEEDED [Read more](#)

Free · 1 hour



Booking for **Tuesday 17th October: How to get the most out of your lectures**

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

For example, to attend an event on 17/10/2023 at 11am, use the arrow keys to select the month of October, select the number 17 for the 17th day of the month and select 11:00, for an event that begins at 11am.

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.

Booking for **Tuesday 17th October: How to get the most out of your lectures**

17 October, 11:00

DATE

< > October 2023

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	31					

TIME

11:00

All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

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.