

Room Booking

rbs.sfxchurch.sg

GENERAL GUIDELINES

Rooms are for Parishioner use only. Do not use it for your personal meetings. Please do not key in confidential information such as NRIC or personal address.

After booking, collect the keys from the Parish Office during office hours. If you do not collect the keys, the room will be released 10min after the start time. For cancellation, please kindly login to remove the booking if not in use.

Keep the place clean and tidy, turn off the lights and aircon before locking the room then return the key to the Parish Office.

How to Log in

- 1 Click on **'Log in'** to register as new user

Church of St Francis Xavier
Room Booking System

26/10/2021

Go to

Help

Log in

Tuesday 26 October 2021

< Today >

Chapel @B1

Day

Week

Month

Time

Chapel (50)

09:00

09:30

10:00

10:30

11:00

11:30

12:00

12:30

13:00

13:30

14:00

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15:00

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16:00

16:30

17:00

17:30

18:00

18:30

19:00

19:30

20:00

20:30

21:00


21:30

External

Internal

Change Password

- 1 Click on **'User list'**, look for your user name from the list
- 2 To change your password, enter the **new password** twice under **'Password'** and click "Save".

 Church of
St Francis Xavier

Church of St Francis Xavier
Room Booking System

26/10/2021Go toSearchHelpRooms**Users**0jozeLog off

Tuesday 26 October 2021

Chapel @B1

DayWeekMonth

<October 2021>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	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	1	2	3	4	5	6

<November 2021>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3	4
5	6	7	8	9	10	11

<Today>

Time	
09:00	
09:30	
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15:00	
15:30	
16:00	

Chapel (50)

Edit user

Rights: user

Username: joze

Email address: joze.chua@sfxchurch.sg

Name: joze

If you wish to change the password, please type the new password twice

Password:

Password:

Back

Save

Tuesday 26 October 2021

< Today >

Chapel @B1

Day Week Month

Time

Chapel (50)

09:00

09:30

10:00

10:30

11:00

11:30

12:00

12:30

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21:30

External

Internal

Navigating Views

- 1 You can toggle between the different views:
Day, week and Month

How to make one-time booking

- 1 You can choose the venue to book.
- 2 Clicking on the desired time brings you into the booking screen. You can select a time range by dragging the cursor over a group of cells. When the mouse is released, you will be taken to the entry page to fill in the details.

GENERAL GUIDELINES

- **No bookings are allowed on public holidays, major parish events and retreats.**
- Bookings are on a **first come first serve basis** but do be charitable in sharing our church resources especially when scarce/limited.
- **Your booking is confirmed upon entering it in the system**, except the Church/ JPPI Hall/ Parish Hall/St Jerome Library which require prior approval from the parish priest, the secretariat will approve your booking.
- If in doubt/unclear, the admin will try to contact you, otherwise he/she **has the right to cancel your booking**. The admin may also reallocate you to ensure efficient use of rooms.

< Today >		Parish Centre L2			Day Week Month		
Time	Ezekiel (50)	Jeremiah	Daniel (15)		Hosea (50)	Isaiah (15)	Micah (15)
09:00							
09:30							
10:00							
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20:00							
20:30							
21:00							
21:30							

External

Internal

Add an Entry

1 To book a time slot, fill in the details of your meeting and click "Save".

- Ensure the place and time is correct.
- Please include the intended use under 'Brief Description'
- Indicate your **name, community and contact number** under 'Full Description'. If you require AV equipment in the Church/ Parish Hall, do also make a note in the description.
- For recurrent meetings, select the type accordingly (for daily, weekly, monthly, yearly).

Add Entry

Brief description:

Full description:

Start:



☐ All day

End:



Area:

Rooms:

Ezekiel
Jeremiah
Daniel
Haggai
Hosea

Type:

Repeat type: ☒ None

☐ Daily

☐ Weekly

☐ Monthly

☐ Yearly

Repeat end date:

Skip past conflicts:

☐

Back

Save



Getting Help

1 Click on ‘**Help**’ to find out more about:

Authentication

- [How do I login?](#)
- [Why can't I delete/alter a meeting?](#)

Making/Altering Meetings

- [How do I create a meeting?](#)
- [What is the difference between fifth and last?](#)
- [How do I delete one instance of a recurring meeting?](#)
- [How do I schedule rooms at different sites?](#)
- [My meeting failed to be created because of too many entries!](#)
- [What happens if multiple people schedule the same meeting?](#)

Miscellaneous

- [What is the difference between Internal and External?](#)

About MRBS

Room Booking System: MRBS 1.9.2

Your browser is set with the following language preference order: en-GB, en-US, en

Help

Please contact **SFX Room Booking** for any questions that aren't answered here.

Authentication

- [How do I login?](#)
- [Why can't I delete/alter a meeting?](#)

Making/Altering Meetings

- [How do I create a meeting?](#)
- [What is the difference between “fifth” and “last”?](#)
- [How do I delete one instance of a recurring meeting?](#)
- [How do I schedule rooms at different sites?](#)
- [My meeting failed to be created because of “too many entries”!](#)
- [What happens if multiple people schedule the same meeting?](#)

Miscellaneous

- [What is the difference between “Internal” and “External”?](#)

About The Meeting Room Booking System

- [How much did the system cost?](#)
- [How does the system work and who wrote it?](#)

How do I login?

The system can be configured to use one of several methods of authentication, including LDAP, Netware, and SMB. See your system administrator if you are having trouble logging in. Some functions are restricted to certain users, and other users will get the message “*You do not have access rights to modify this item*”. See your system administrator if this is not working correctly for you. If the system is configured to use LDAP authentication, this means that you login with the same username and password as you use for getting email e.g. “Mark Belanger” and “MyPassword”.

Top

Why can't I delete/alter a meeting?

In order to delete or alter a meeting, you must be logged in as the same person that made the meeting. Contact one of the meeting room administrators or the person who initially made the meeting to have it deleted or changed.

Top