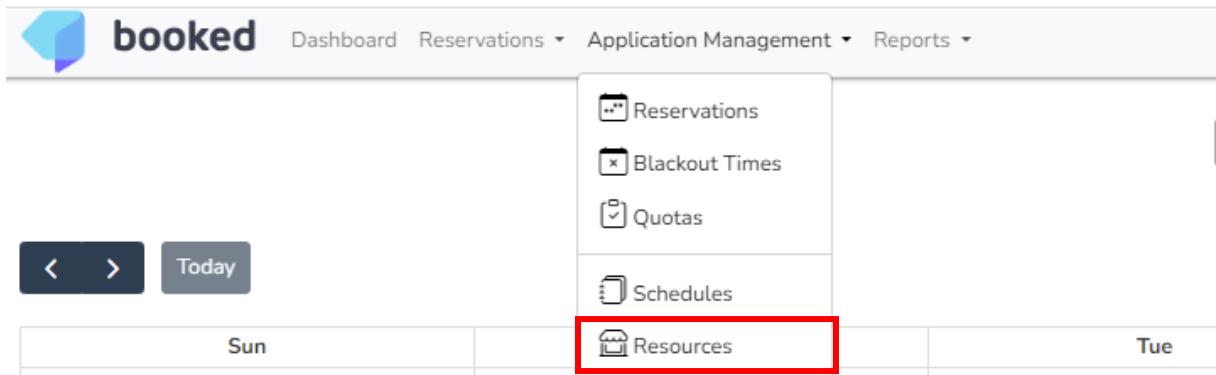


Booked Scheduler Best Practices

1. Before using shared equipment or rooms, please ensure that you have made a booking on Booked Scheduler.

A full list of shared resources can be found under the “Resources” tab:



Note: Some resources require training before booking access can be granted. Please reach out to the listed contact person to schedule training.

2. Keep bookings on Booked Scheduler accurate:
 - a. **Making a booking:**
 - Only book the times that are needed.
 - Include a “Title” for your booking. This is now a required field.
 - b. **Updating a booking**
 - Be sure to update your booking if a session ends early or is starting later.
 - If you need to book additional time at the end of your original timeslot, please be sure to check that no one has a booking after you. Extend your booking accordingly.
 - c. **Cancelling a booking**
 - Please be sure to cancel bookings ahead of time if you no longer need a room or equipment. Please review your bookings regularly. Booked Scheduler will send a booking reminder 24 hours before your booking.
3. Book meeting rooms according to your meeting size where possible. Please note that the meeting rooms are meant for meetings only.
 - a. **Small Meeting Room** – seats 8-10 comfortably

- b. **Large Conference Room** – seats 20-30 comfortably
4. Cleaning after using a shared resource:
- a. **Space cleaning** – Please be sure to tidy the working area or meeting room after use. Please remove or dispose of garbage or other items (printouts, markers, coffee cups, napkins, etc.)
 - b. **Data cleaning** – For equipment where data is stored on the physical device, please be sure to back-up and clear your data (including recycling bins) after each use. **Data will be cleared regularly when storage is full.**

Resources:

[Booked Scheduler](#)

[Booked Scheduler Training Video](#)

Contact reception.tbep@utoronto.ca if you have any questions.