Instructions for the new Practice Room Booking System at the Hochschule für Musik und Tanz Köln

This system will be tested in the summer semester of 2015, and applies only to the Practice Building (Übehaus).
Practicing in rooms in the main building is still organized as before.

In the summer semester of 2015, the HfMT Cologne will introduce a new online system for managing practice rooms. This manual is intended to explain how to use the new system. The rules for using the system are as follows:

- As of 1/4/2015 practice rooms can only be reserved online.
- The practice rooms are always unlocked.
- An empty practice room can be used at any time by anyone without a reservation.
- A reserved practice room that is empty can be used until the person who made the reservation arrives. The room must then be vacated for the person who has reserved time.

Please note, this new system will lead most notably to a more efficient use of space of the practice rooms. This can be achieved if you follow the rules as stated above and act responsibly with regard to our limited space resources.
Thank you so much in advance!

Contents
- Signing Up: ........................................................................................................................................... 2
- First Time Login - Initial Password: ........................................................................................................ 2
- Consent Form ............................................................................................................................................ 2
- Use of the System: ................................................................................................................................. 3
- Compliance with the time quota .......................................................................................................... 3
- Cancellation of unused reservations: .................................................................................................... 4
- Selection of the room: ......................................................................................................................... 4
- Overview of your reservations: ............................................................................................................ 4
- Changing your password: ..................................................................................................................... 5
- Public overview of room occupancy in the lobby of the Hochschule: ..................................................... 5
Signing Up:
As of **13.04.2015** every enrolled student can use the page

[https://uebezellen.hfmt-koeln.de](https://uebezellen.hfmt-koeln.de)
to log in to the system.

First Time Login - Initial Password:
When you first login, you can log in using your student number (Matrikelnummer) and your birth date in the following format:

<table>
<thead>
<tr>
<th>Student Number:</th>
<th>999999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Of Birth:</td>
<td>dd.mm.yyyy</td>
</tr>
</tbody>
</table>

Consent Form
When you reserve a practice room via this system, your student number will be displayed on a screen in the lobby area of the Hochschule. Because you must agree to allow your information to be displayed in this way, you will be asked during your first login to check a corresponding checkmark box.

If you do not accept this, you won’t be able to make room reservations through the online system!
Use of the System:
After logging in, you will be directed to the page where you can reserve time in a practice room.

Rules:
- Rooms can only be booked for full hours.
- At the top of the page, you can select the day for which you want to make a reservation.
- Reservations can be made up to 120 hours (5 days) in advance.
- You will be allowed a quota of 60 hours of practice time per month.

The meaning of the symbols in the table is explained in the following overview:

- ![Available](image) This hour is available in this practice room. By clicking on the arrow, this hour will be reserved for you in this room.
- ![Reserved](image) This room is reserved for you during this hour.
- ![Cancel](image) By clicking on this icon, you can cancel your reservation. This is possible up to 10 minutes in advance. If you cancel a reservation more than 4 hours in advance, the entire hour will be credited back to your time balance. After that, you will only be credited with a half hour.
- ![Booked](image) This hour is reserved by someone else, and this room is booked.

Compliance with the time quota:
Each student has a quota of hours of 60 hours per month that may be reserved in the practice
Cancellation of unused reservations:
Since both the space and time resources available for each student in the practice building are very limited, please be sure to cancel reservations that you don't intend to use. If you cancel **up to 4 hours** prior to the reservation, you will be **fully credited back the reserved hours**.
If you cancel your reservation **up to 10 minutes before the start of the reservation**, you will be credited **only half** of your reserved hours.

**Note:** Hours that are unused at the end of the month will expire!

Also please note that students who are logged in at the same time may make a reservation in the system without this being immediately displayed by your internet browser. The displayed available hours were free as of the moment the page was loaded. It is therefore possible that a booking attempt may fail, when you are preempted by another student.

Selection of the room:
You can see the room numbers and directly reserve specific rooms.

If you don't care which room you reserve, you can select an hour in the first column of the table, which is not designated by a room number but rather with the word "Egal" ("No Preference"). The system then searches for an open room during this hour and reserves it for you.

Overview of your reservations:
Clicking on "Meine Buchungen" ("My Reservations") results in a tabular summary of all your reservations.
You can also cancel a reservation on this page up to 10 minutes in advance by clicking "Delete":

Changing your password:
After you have logged in with your birth date as your password and have declared your consent, please change your password as soon as possible.

Your date of birth will only be valid as a password until 30.04.2015!

Clicking on the button "Change Password" takes you to a page where you can change your login password. On this page you'll need to enter your current password as well as your desired new password. To avoid typos, the new password must be entered twice.

Public overview of room occupancy in the lobby of the Hochschule:
A monitor is installed over the computer kiosks in the lobby of the main building which displays which rooms are reserved for specific student numbers, and which rooms are available.
Note: The list consists of two pages that change every 10 seconds. The first page displays rooms on the first floor, and the second page displays rooms on the second floor.